

## WELCOME

It is our pleasure to welcome you to Piscataway High School with the hope and desire that you enjoy a meaningful, productive and healthy experience. Your cooperation is needed so that Piscataway High School might continue to improve and develop a reputation for which we can all feel a sense of pride.

You are encouraged to become involved in the process of education so that your personal goals might be realized. Educational programs have been designed to assist you in establishing and attaining these goals. The staff, school, and all its facilities are dedicated to this end. Your high school years are very important in preparing for the future -make them the very best you can!

This handbook has been prepared to acquaint you with the various policies, procedures, and activities that have been developed in order to maintain and support a positive educational environment. This handbook is an attempt to answer most questions that will be raised. This handbook is not intended to be a comprehensive list of rules and regulations contained in the policies of the Piscataway Board of Education. It is expected that other points, not mentioned, will be brought out in other ways. Teachers, counselors, and administrators are always available to assist you in any possible way.

Have a good year!

*The Administrative Team  
Piscataway High School*

## HISTORY OF PISCATAWAY

The town of Piscataway drew its name from settlers who came here some 300 years ago from the Piscataqua River Valley in Maine searching for a freedom of religion that New England could not provide. The most acceptable translation of this Native American word is “it is getting dark” or “twilight.”

During the American Revolution, General Washington brought his weary Continentals to Piscataway for a period of rest after the Battle of Monmouth. Arriving on July 2, 1778, the army encamped in the Hillcrest area, opposite Johnson Park.

Piscataway’s rapid development in the present day has not yet obliterated all traces of its ancient past. Scores of houses dating from the eighteenth century still stand, especially along River Road. Old cemeteries along the roadside recall names once prominent in the area. The soil still yields an occasional arrowhead, musket ball, or continental soldier’s button, reminding us of another time.

Piscataway’s first high school opened to students on September 16, 1957, in an uncompleted building on a site crowded with construction equipment. Nothing but the classroom wing was usable. Lunches were eaten in classrooms and gym classes were held in a circus tent. The first class to graduate from Piscataway High School numbered 128 students. The high school has grown steadily in size and to such proportions that we are one campus comprised of a unified building consisting of three wings: East (Susan B. Anthony), West (George Patton) and South (G-Wing).

**ALMA MATER**

Brightest Star! Our noble Alma Mater!  
Like a golden lantern in the night  
Lead us ever -ever will we follow  
Follow truth encouraged by your light  
As our song tells how the heart rejoices  
Sound afar your glory and your fame  
May our love shine softly in our voices  
May our lives add honors to your name.

**SCHOOL PEP SONG**

Fight on Piscataway!  
Team of the Black and Gold  
March on to victory  
For our glory you'll uphold.  
Fight on you loyal Chiefs  
And you will win this game today.  
With every score, we'll shout for more.  
Let's fight, team, fight.



**SCHOOL MASCOT, COLORS AND SEALS**

The Piscataway High School mascot is the Chiefs. The school colors are black and gold.

**VIRTUAL BACKPACK**

The Piscataway High School Virtual Backpack contains flyers, letters, forms and other notices that are sent home with your child from the school's main office. This allows you the opportunity to keep up-to-date with school activities and announcements with just the click of your mouse.

We continually update our high school website, so please check it often at <http://piscatawayschools.org/> to see what is happening in our school.

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**BOARD OF EDUCATION MEMBERS**

President ..... Sheila Hobson  
Vice President ..... Kimberly Lane

Shantell Cherry                      Jeffrey Fields, Sr.  
Ralph Johnson                      Calvin Laughlin  
Nitang Patel                          Zoe Scotto  
Brenda Smith

Senior Student Representative ..... Anaya Lawhorne  
Junior Student Representative ..... Vir Patel

**DISTRICT ADMINISTRATION**

Superintendent of Schools ..... Dr. Frank Ranelli  
School Board Secretary/Business Administrator ..... David Oliveira  
Assistant Superintendent ..... Dr. William Baskerville  
Director of Administrative Services ..... Colleen Pongratz  
Director of Human Resources ..... Catherine Sousa  
Director of Pupil Services ..... Deidre Ortiz  
Director of Diversity, Equity, and Inclusion .....Dr. C. Alex Gray

**DISTRICT MANAGEMENT STAFF**

Supervisor of Literacy/Humanities ..... Janine Albanese  
Director of Community Programs ..... Kim Georgeian  
Manager of Information Systems ..... John Bartruff  
Facilities Manager ..... William Griffith  
Supervisor of PreK-6 Mathematics ..... Rebecca Dayton  
Supervisor of 7-12 Mathematics ..... Frank Wrublevski  
Visual and Performing Arts, K-12 ..... Rebekah Sterlacci  
Supervisor of K-7 Special Education ..... Dawn Brzozowski  
Supervisor of 8-12 Special Education ..... Melissa Voigt  
Supervisor of Physical Education 9-12/Athletic Director ..... Robert Harmer  
Supervisor of Physical Education K-8/Assistant Athletic Director ..... Julia Schick  
Supervisor of Instructional Technology ..... Christopher Irovando

**HIGH SCHOOL ADMINISTRATION**

**PRINCIPAL**

Christopher Baldassano, Principal

**ASSISTANT PRINCIPALS**

Grade 9 ..... Jonathan Bizzell  
Grade 10 ..... Joi R. Fisher-Griffin  
Grade 11 ..... Dr. Matthew Ritchie  
Grade 12 ..... Dr. Maria Cetta

**HIGH SCHOOL SUPERVISORS/DEPARTMENT CHAIRS**

Counseling ..... Theresa Edmondson  
English ..... Cathline Tanis  
Mathematics ..... Frank Wrublevski

Practical Arts ..... Robyn Kay  
Science ..... Jessica Pritchard  
Social Studies ..... James Knox  
World Languages, 9-12 ..... Glennysa Jurado-Moran

**DEANS**

Dean of Students 9 ..... Barry McCombs  
Dean of Students 10 ..... L'Mani Viney  
Dean of Students 11 ..... Tracey McGowan  
Dean of Students 12 ..... Drew Calvo

**PISCATAWAY HIGH SCHOOL BELL SCHEDULES  
2021-2022**

Full Day									
Block		Start			End			Duration	
Block 1		7:15 AM			8:35 AM			1:20	
Homeroom		8:35 AM			8:41 AM			0:06	
Passing		8:41 AM			8:49 AM			0:08	
Block 2		8:49 AM			10:09 AM			1:20	
Passing		10:09 AM			10:17 AM			0:08	
Block 3/1	Class	10:17 AM	11:37 AM	1:20	Block 3/2	Lunch	10:17 AM	10:49 AM	0:32
	Passing	11:37 AM	11:45 AM	0:08		Passing	10:49 AM	10:57 AM	0:08
	Lunch	11:45 AM	12:17 PM	0:32		Class	10:57 AM	12:17 PM	1:20
Passing		12:17 PM			12:25 PM			0:08	
Block 4		12:25 PM			1:45 PM			1:20	

**Total Time:** 6:30

1/2 Day									
Block		Start			End			Duration	
Block 1		7:15 AM			8:07 AM			0:52	
Homeroom		8:07 AM			8:13 AM			0:06	
Passing		8:13 AM			8:21 AM			0:08	
Block 2		8:21 AM			9:13 AM			0:52	
Passing		9:13 AM			9:21 AM			0:08	
Block 3/1	Class	9:21 AM	10:13 AM	0:52	Block 3/2	Lunch	9:21 AM	9:53 AM	0:32
	Passing	10:13 AM	10:21 AM	0:08		Passing	9:53 AM	10:01 AM	0:08
	Lunch	10:21 AM	10:53 AM	0:32		Class	10:01 AM	10:53 AM	0:52
Passing		10:53 AM			11:01 AM			0:08	
Block 4		11:01 AM			11:53 AM			0:52	

**Total Time:** 4:00

Delayed Opening									
Block		Start			End			Duration	
Block 1		9:15 AM			10:05 AM			0:50	
Homeroom		10:05 AM			10:11 AM			0:06	
Passing		10:11 AM			10:19 AM			0:08	
Block 2		10:19 AM			11:09 AM			0:50	
Passing		11:09 AM			11:17 AM			0:08	
Block 3/1	Class	11:17 AM	12:07 PM	0:50	Block 3/2	Lunch	11:17 AM	11:49 AM	0:32
	Passing	12:07 PM	12:15 PM	0:08		Passing	11:49 AM	11:57 AM	0:08
	Lunch	12:15 PM	12:47 PM	0:32		Class	11:57 AM	12:47 PM	0:50
Passing		12:47 PM			12:55 PM			0:08	
Block 4		12:55 PM			1:45 PM			0:50	

**Total Time:** 4:30

**PISCATAWAY HIGH SCHOOL  
TELEPHONE NUMBERS AND EXTENSIONS**

Main Number.....	732-981-0700
<u>Reception Area FAX</u>	
East Wing (Susan B. Anthony).....	732-465-1358
West Wing (George S. Patton) .....	732-981-1685

**ADMINISTRATION**

<i>East Wing</i> Principal - Christopher Baldassano .....	X2200
Secretary - Helen Fallivene.....	X2200
<b>Grade 09</b> Assistant Principal - Jonathan Bizzell.....	X2207
Clerk - Melissa Galati.....	X2208
Reception Secretary - Kathy Cucciniello.....	X2207
<b>Grade 12</b> Assistant Principal - Dr. Maria Cetta.....	X2087
Clerk – Zunilda Sanchez.....	X2087
<i>West Wing</i> Assistant Principal (Grade 10) – Joi R. Fisher-Griffin .....	X2818
Clerk – Miriam Reale.....	X2818
Assistant Principal (Grade 11) Dr. Matthew Ritchie – .....	X2217
Clerk – Sharon Doll.....	X2217

**DEANS**

Grade 09 – Barry McCombs.....	X2072
Grade 10 – L’Mani Viney.....	X2030
Grade 11 – Tracey McGowan.....	X2212
Grade 12 – Drew Calvo.....	X2029

**AFFIRMATIVE ACTION OFFICER FOR STUDENTS**

Colleen Pongratz.....	732-572-2289, X2522
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**AFFIRMATIVE ACTION OFFICER FOR TEACHERS**

Joi R. Fisher-Griffin.....	732-981-0700, X2818
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**ATHLETICS**

Athletic Director - Robert Harmer.....	X2292
Assistant Athletic Director - Julia Schick-Myatt.....	X2012
Fax No. -East Wing.....	732-981-8074
Secretary –Linda Pagano.....	X2292
Girls Athletic Office, Anthony.....	X2262
Boys Athletic Office, Anthony.....	X2261
Girls Athletic Office, Patton.....	X2281
Boys Athletic Office, Patton.....	X2280

**ATTENDANCE**

Clerk.....	X2204/2275
Truant Officer - Kristine Leyra.....	732-572-2289, X2573, X2519

**CHILD STUDY TEAM**

LDTC -Maggie Adamczyk.....	X2279
Psychologist –Mirlene Nazair.....	X2268
Social Worker- Jill Fraticelli.....	X2028
Social Worker -Doreen Thaxton.....	X2279
Social Worker -Mary Ann Thein.....	X2272

**COMMUNITY POLICE LIAISON OFFICER**

SRO.....	X2016
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**PISCATAWAY HIGH SCHOOL  
TELEPHONE NUMBERS AND EXTENSIONS**

**COUNSELING**

Department Chair – Theresa Edmondson .....	X2232
District Counseling Clerk - Linda Pols .....	X2024
East Wing Secretary - Betty Snyder .....	X2231
West Wing Secretary - Rosemary Nemes .....	X2222

**COUNSELORS**

Shar-Mekka Pernell.....X2238	Kelly Chilakos .....	X2228
Brian Wischusen.....X2224	M. Stephanie Rogers .....	X2003
Mark Kiang.....X2236	Shirley Aviles .....	X2027
Patricia Nazaire.....X2237	Nicole Martelli .....	X2234
Rodney West.....X2227	Richard Brown .....	X2226
Jill Fraticelli.....X2450		

**DEPARTMENT CLERK** -English, Math, Science and Social Studies, VPPS

Robin Lakomiak.....	X2202
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**ENGLISH**

Department Chair - Cathline Tanis.....	X2245
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**THE HAVEN**

Staff/Dr. Connelly.....	X2249
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**HEALTH OFFICE**

East Wing Nurse - Donna Zimmerman.....	X2240
West Wing Nurse - Michele Buttgerit.....	X2288

**LIBRARY**

Librarian - TBA.....	X2288
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**MATHEMATICS**

Department Chair - Frank Wrublewski.....	X2539
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**MUSIC**

Band - Dr. Christopher Sumner.....	X2258
Ken Zampella.....	X2383
Choir - Megan Suozzo.....	X2384

**ROTC**

Lt. Col. Richard Kerr.....	X2264
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**SCIENCE**

Department Chair –Jessica Pritchard.....	X2242
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**SOCIAL STUDIES**

Department Chair - James Knox.....	X2243
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**SPECIAL SERVICES**

Supervisor – Melissa Voigt.....	X2267
Secretary – Evelina Goitia.....	X2271

**PRACTICAL ARTS**

Department Chair - Robyn Kay.....X2248  
Print Shop.....X2387

**VISUAL AND PERFORMING ARTS**

Department Chair - Rebekah Sterlacci.....X2807

**WORLD LANGUAGES**

Department Chair - Glennysa Jurado-Moran.....X2244

## FACULTY EMAIL ADDRESSES

<b>Name</b>	<b>Department</b>	<b>Email (all @pway.org)</b>
Adamczyk	Special Education LDTC	madamczyk
Ali	Special Education LDTC	sali
Alonso	English	jalonso
Amme	Visual & Performing Arts	damme
Anantharman	Special Education	aanantharman
Artist	Special Education	aartist
Austin	Social Studies	daustin
Aviles	Counseling	saviles
Awad	Physical Education & Health	mawad
Awich	Math	mawich
Barletta	Social Studies	dbarletta
Bedi	Special Education	abedi
Bellew	Science	jbellew
Beltran	World Language	rbeltran
Ber	World Language	vber
Bhalla	Special Education	mbhalla
Bontempo	Science	ebontempo
Botett	Physical Education & Health	cbotett
Brewster	Counseling	pbrewster
Brown	Counseling	rbrown
Buccino	Physical Education & Health	pbuccino
Buggey	Physical Education & Health	jbuggey
Buggey	Special Education	lbuggey
Busichio	Social Studies	nbusichio
Cabinda	ESL	ncabinda
Cecchini	Special Education	mcecchini
Chilakos	Counseling	kchilakos
Chioffe	Science	mchioffe
Conforti	Special Education	mconforti
Cregar-Porch	Social Studies	hcregar
Cruz-Walsh	English	jcruz-walsh
Daly	Special Education	pdaly
Davis	Nurse	mdavis
Dawson	Health Services Supervisor	ddawson
Diaz	Social Studies	ldiaz
Dionisio	English	ddionisio
Dobromilsky	World Language	adobromilsky
Egbuchu	Practical Arts	cegbuchu
Eibling	Science	eeibling
Elmahalawy	Science	aelmahalawy
Emmons	Math	jemmons
Eytchison	Math	meytchison
Figliola	Special Education	afigliola
Flinton	Math	mflinton
Foglyano	English	sfoglyano
Fowler	Special Education	vfowler
Fratlicelli	Counseling	jfratlicelli
Frederick	Special Education	gfrederick
Fuhr	Math	mfuhr
Gabriel	Special Education	jgabriel

<b>Name</b>	<b>Department</b>	<b>Email (all @pway.org)</b>
Geyer	Math	jgeyer
Giacomarra	Industrial Arts	cgiacomarra
Grimm	Science	jgrimm
Guensch	World Language	sguensch
Guevara	Visual & Performing Arts	sguevara
Hackett	Special Education	ahackett
Hall	English	ehall
Hamas	English	chamas
Hartje	Physical Education & Health	nhartje
Herits	Special Education	mherits
Hernandez	World Language	lhernandez
Herrera	World Language	aherrera
Hilton	Social Studies	ghilton
Hoek	English	choek
Hood	English	shood
Horan	English	shoran
Hunt	English	ahunt
Jacobs	Special Education	mjacobs
Jankech	Special Education	jjankech
Jordan	Business	ajordan
Kelly	Social Studies	jkelly
Kiang	Counseling	mkiang
Killian	English	pkillian
Klastava	English	mklastava
Krefski	Athletic Trainer	ckrefski
Leacy	Business	sleacy
Lee	Math	clee
Lee	Visual & Performing Arts	jlee
Leibowitz	Special Education	lleibowitz
Lentini-Pombrio	Visual & Performing Arts	llentini-pombrio
Levinson	Math	alevinson
Lisa	English	mlisa
Lojko	English	vlojko
Lollin	Science	clollin
Lollin	Math	nlollin
Lupo	English	llupo
Mango	Math	cmango
Marra-Gersbeck	World Language	amarra-gersbeck
Marsh	Physical Education & Health	jmarsh
Martelli	Counseling	nmartelli
Masmela	World Language	mmasmla
Mazur	Electricity	pmazur
McCombs	Practical Arts	bmmcombs
McGovern	Math	tmcgovern
Memoli	Media	kmemoli
Mengak	Special Education	smengak
Michaels	Business	gmichaels
Mignano-Benjamin	Physical Education & Health	lbenjamin
Morris	Social Studies	cmorris
Moskal	Math	dmoskal
Mrotek	Science	jmrotek
Murphy	Science	jmurphy

<b>Name</b>	<b>Department</b>	<b>Email (all @pway.org)</b>
Nazair	Special Education	mnazir
Neurohr-Pierpaoli	English	mpierpaoli
Nieve-Silva	Math	jsilva
Nowack	TV/Video	cnowack
Oboh	Special Education	coboh
O'Neal	Math	joneal
Pang	Science	jpang
Patel	Math	apatel
Patel	Special Education	bpatel
Pernell	Counseling	spernell
Pleasant	Physical Education & Health	dpleasant
Prince	Science	aprince
Rathee	Math	brathee
Rauch	Social Studies	crauch
Reeseg	Math	areeseg
Reid	Physical Education & Health	mreid
Reynolds	Social Studies	preynolds
Richer	World Language	sricher
Robinson	Math	hrobinson
Rogers	Counseling	mrogers
Ruegger	Athletic Trainer	sruegger
Ruppel	Special Education	aruppel
Ruzanski	Math	bruzanski
Seeney	World Language/ESL	hseeney
Sercan	Science	hsercan
Shallan	Science	ashallan
Shenkler	Science	eshenkler
Smith	Physical Education & Health	dsmith
Soin	Math	bsoin
Stephenson	English	cstephenson
Storey	English	dstorey
Strafer	Special Education	dstrafer
Styles	Math	rstyles
Sudfield	Social Studies	lsudfield
Sulit	Math	msulit
Sumner	Visual & Performing Arts	csumner
Suozzo	Visual & Performing Arts	msuozzo
Swanson	Practical Arts	cswanson
Sylvan	Visual & Performing Arts	gsylvan
Szeto	Science	lszeto
Tarquino	Math	ktarquino
Tassio	Physical Education & Health	ttassio
Taylor	Science	dtaylor
Taylor	Visual & Performing Arts	jtaylor
Tenenbaum	Science	etenenbaum
Thaxton	Special Education	dthaxton
Thein	Special Education	mthein
Toma	Social Studies	jtoma
Torok	Physical Education & Health	ktorok
Tuskan	Social Studies	btuskan
Viney	Social Studies	lviney
Viola	English	mviola
Walker	Physical Education & Health	kwalker

<b>Name</b>	<b>Department</b>	<b>Email (all @pway.org)</b>
Ward	Practical Arts	rward
Wartenburg	Visual & Performing Arts	mwartenburg
Wernlund	Social Studies	rwernlund
West	Counseling	rwest
Whiteman	World Language	mwhiteman
Whritenour	Physical Education & Health	jwhritenour
Wilson	Science	lwilson
Wischusen	Counseling	bwischusen
Wrublevski	Math	fwrublevski
Yeselson	English	ryeselson
Yoson	Visual & Performing Arts	myoson
Youssef	Science	eyoussef
Zampella	Visual & Performing Arts	kzampella
Zheng	World Language	pzheng
Zic	World Language	nzic
Zimmerman	Nurse	dzimmerman
Zirin	Social Studies	rzirin

# Chapter 1

## PHILOSOPHY

The philosophy of Piscataway High School stems from a belief in the dignity of human beings, the need for personal fulfillment, and the acceptance of one's responsibility as a member of a democratic society.

The central support and nurturing of these concepts rests ultimately with the family; yet, their enrichment and full growth can be encouraged in many settings. Primary among these settings is the school. The school's many components strive diligently to realize the school's philosophy.

The teacher, well qualified in a subject area, stimulates students' interest in the subject matter, motivates them to achieve to the best of their ability, promotes high quality thought, and positively enhances self-image. In addition, the teacher encourages open lines of communication among students, parents and others, and enriches the total learning experience. The administration supports the efforts necessary to produce desired goals and expects the same from students.

The students become involved in the high school's educational process, and this important involvement allows for the presentation and exchange of ideas. This process encourages students to value their dignity as human beings and to respect the individual ethnic, physical, and social differences of others. The concept of dignity supports students' understanding and appreciation of the ideals of our democratic ways of life. As members of a world community, they also receive exposure to cultures, beliefs, and ways of life different from their own. They evaluate and accept their responsibilities as members of a family, a community, a state, a nation, and a world, thus helping to develop moral and ethical values in our pluralistic society.

An array of programs is offered for the personal fulfillment of the students. The mastery of certain fundamental facts or ideas which have proven useful during the course of time is essential for the fulfillment of the "basic" concepts so important in today's educational thinking. The students' education requires a mastery of this very basic data in all disciplines useful to modern society. To thrive in the highly technological 21st century, this process must come to grips with change, debate, and argument, and must encourage an open willingness to listen to others, to react imaginatively and creatively. Thus, students are encouraged to develop their intellect to capacity, to think critically, to evaluate, to utilize information, and to recognize and solve problems.

## MISSION STATEMENT

Piscataway High School, a large and diverse community, prepares all students to develop their intellectual, aesthetic, social, and physical abilities by providing outstanding, comprehensive learning opportunities through which students define skills and concepts, acquire knowledge, achieve personal excellence, realize their unique gifts, and become responsible citizens.

## ACCREDITATION

Piscataway High School is an accredited member of the Middle States Association of Colleges and Secondary Schools. The high school maintains standards of instruction, scholarship and achievement that entitles its college preparatory graduates to the same rights and privileges for college admission as those accorded the graduates of all other accredited high schools in the United States.

## BULLYING, HARASSMENT, AND HAZING

At Piscataway High School it is the right of every student to learn and grow in a caring, respectful, and peaceful environment. Therefore, hazing and bullying are unacceptable at all times on school premises and at school sponsored events.

Any student who witnesses or experiences any hazing, bullying, or harassment activity on campus should immediately report the incident to their grade level Dean/administrator or to the Dean of students.

## **CODE OF STUDENT CONDUCT**

At Piscataway High School, the best available educational opportunities are offered to all students, and an important part of a comprehensive, well-rounded education is preparation for citizenship. Individual and group responsibilities that accompany the benefits of citizenship should and must be assumed by the student body.

The basic democratic principles that each person is responsible for his or her actions and individual rights are best exercised when they do not interfere with the general welfare of the group must be followed.

Prior knowledge of impending inappropriate activity (such as fighting) should be reported to an authority and is a factor in disciplinary consequences.

## **PARENTAL/GUARDIAN RESPONSIBILITIES**

The education of young people is a cooperative effort involving students, school, and parents. Informed parents make fine partners in the educational process. While every effort will be made to keep parents informed, parental initiative to know their child's program and status is strongly encouraged.

Parents should regard it as their responsibility to send their children to school in the proper state of health, clean and well groomed, and appropriately dressed, and to provide a proper home environment and adequate time for students to study and to complete homework on a daily basis. Encouraging positive attitudes toward learning as well as respect for school personnel and their fellow students is another important step parents can take toward ensuring a child's success.

Throughout the year, parents should work cooperatively with school personnel to maintain and/or improve student attitudes and behavior, motivate students in their quest for excellence, and promote involvement in extracurricular activities.

Together, we can support students as they confront new challenges and responsibilities, and encourage them to become proud members of the Piscataway High School student body. If a circumstance should occur, where parents may disagree with a decision made by the school administration, the grievance policy outlined on page 16 of this handbook should be adhered to.

## **SEXUAL HARASSMENT POLICY**

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

The sexual harassment of pupils includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contact of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report to the high school's Affirmative Action Officer or to their grade level administrator any incident of sexual harassment.

## **Chapter 2**

### ***General Information***

#### **ARRIVAL AT SCHOOL**

The official start of each school day is 7:15 a.m. All students must be in their assigned first block class for attendance, instruction, and other school-related matters. Any student not in class or who arrives to school after 7:15 is late to school.

Upon arrival at school, students are to remain in or about the wing in which their first block class is located. Unauthorized presence in the other wing is strictly prohibited and is subject to suspension and or other disciplinary action. When a student is late to school, a student is subject to a disciplinary consequence at the discretion of the grade level Dean/Assistant Principal.

#### **DEPARTURE FROM SCHOOL**

The official end of the school day is 1:45 p.m. All students are expected to proceed to their bus/ride/route home/school sponsored activity after being released from their final class. All students are expected to be with their club/activity advisor or off campus by 2:05 p.m. The “holding area” is for students who are awaiting or have completed a meeting with an approved club/activity. Any student found to be remaining on campus without administrative approval will be subject to a disciplinary consequence.

#### **AUDITORIUM PROTOCOL**

The protocol below will be used at all Piscataway High School functions. All audience members are expected to:

- Sit as close to the front as possible or sit in assigned seats.
- Remove all headgear (except for those worn for religious purposes).
- Remain in their seats at all times.
- Remember that feet are not permitted on chairs.
- Refrain from talking.
- Remember that no electronic devices are allowed (iPods, Cellphone, etc.).
- Refrain from chewing gum, eating, or drinking.
- Focus attention on the performers/speakers.
- Remember that the only appropriate response is applause; yelling or calling out is considered inappropriate behavior.

#### **COMMENCEMENT EXERCISES**

All graduates must arrive on time for/stay for the duration of graduation practice in order to participate in the commencement ceremony.

#### **CELL PHONES/ELECTRONIC DEVICES**

In our time, the use of technology is essential. Students will be permitted to use electronic devices during lunch and in the classroom for instructional purposes at the discretion of the teacher. If a student is found using an electronic device in an unauthorized area/manner, the student will be asked to turn the device off and put the device away (out of sight/appropriate location). If a student refuses to turn off or put the electronic device away, a referral for violating the policy will be completed and submitted to the appropriate grade level Dean. The unauthorized use of cameras and/or audio/video recording devices or the viewing of inappropriate material at any time is not permitted and will be subject to disciplinary action. Electronic devices are never permitted in a testing room at any time. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES.**

## USE OF PERSONAL ELECTRONIC DEVICES – COMPUTER, LAPTOP, IPAD, TABLET

**\*Please note ALL STUDENTS will be issued an Apple iPad for the school year. Students are expected to bring their iPads daily, fully charged, and updated. Students are also encouraged to bring earbuds in the event that audio files are utilized during instruction. Please see the website for iPad insurance, <http://piscataway.ss3.sharpschool.com/cms/one.aspx?portalId=804134&pageId=65416757>**

PHS will provide students with the opportunity to utilize their personal device on the PHS Wi-Fi similar to that of your local coffee shop, library, or other “Hotspot”. This option is about creating a constructive change in teaching practices and empowering students to make decisions regarding how they will learn in class.

This is designed to help students keep up with the technological demands of the 21st century. Helping students become responsible digital citizens will enhance not only what we do in the classroom, but also give students the skills and experiences that will prepare them for college and career. Please note that a device is not mandatory, and many devices are available in school.

## DRIVING PRIVILEGE AND USE OF PARKING LOT

Parking privileges for the Anthony Student Lot will be granted to seniors and juniors. Permission to drive to school will be given to students in good standing and on adherence to the following rules and regulations:

- The car must be registered with the Anthony Main Office of the high school.
- Registration forms and decal permits may be obtained free of charge in the main office.
- Unregistered cars may be ticketed and/or towed away at the owner’s expense.
- A copy of the student’s driver’s license, vehicle registration, and proof of insurance must be submitted when registering the vehicle with administration.
- Decals issued will be placed on the rear window on the driver’s side. No duplicate decals will be issued unless there is a change of car registration.
- Speed limit of 15 miles per hour on school property must be observed.
- Vehicle is to be parked in the student parking area only. Students will not park in areas assigned to faculty and visitors, in the parking lot between wings, nor in the dirt parking lot opposite the Patton Wing.
- The person obtaining the permit assumes all responsibility for the car that bears the decal.
- During the first semester, from 2-5 p.m., all vehicles must be removed from the designated band practice area.

Violations may lead to the revocation of students’ driving privileges. The period of revocation is at the discretion of the administration.

Common violations are as follows:

- Parking in areas other than designated for student parking.
- Returning to car from the building without permission or leaving the school grounds with such vehicles without permission.
- Presence in parking lot during school hours without permission.
- Speeding and reckless driving.

Driving permit may be revoked for students not in good standing as follows:

- Tardiness to school
- Truancy
- History of disciplinary actions

Drivers are reminded that pedestrians and bicyclists have the right of way. Vehicles illegally parked on school property may be towed away at the owner’s expense. The student associated with such a vehicle will be subject to disciplinary action including, but not limited to removal of driving privileges.

## EMERGENCY SCHOOL CLOSING/DELAYED OPENING

Check district website: [www.piscatawayschools.org](http://www.piscatawayschools.org) or  
“No School Today” or “Delayed Opening” will be announced on:

WCTC 1450 AM [www.wctcam.com](http://www.wctcam.com)

WGMQ 98.3 FM

NJ 101.5 FM www.nj1015.com  
Honeywell  
PISCATAWAY TOWNSHIP FIRE DEPT.  
Emergency closing times are determined by unique circumstances that may arise.

### **SAFETY DRILLS AND PROCEDURES**

Fire drills are necessary for the safety of students and staff. All building occupants should know the specific direction for reaching a point of safety from any assigned area. Directions for fire drills are posted in each room. General rules to follow are:

- Students must follow designated exit instructions by walking to the appropriate exit and meet at the predetermined assigned location for that classroom. Students must refrain from running or talking.
- When instructed to do so, students will return to assigned classrooms in an orderly fashion.
- Teachers will remain with their classes during the entire drill.

To be effective, lockdown procedures must be practiced. The high school community will practice lockdown procedures on a regular basis to familiarize all involved with the process. When a lock down drill is announced, all faculty, staff, and students must abide to the directions distributed by school administration. A chart that outlines the directions for lockdowns and other important safety drills will be posted in each classroom.

### **GRIEVANCE PROCEDURE FOR STUDENTS**

Every student has the right to file a grievance, providing the proper procedures are followed.

***Personal Grievance*** - Complaint against an individual dealing with grades, discipline, etc.:

- Step 1* - Submit grievance in writing to the individual named in grievance;
- Step 2* - Submit grievance in writing to the department chair and to the student's counselor;
- Step 3* - Submit grievance to the Grade Level Assistant Principal;
- Step 4* - Submit grievance to the Principal;
- Step 5* - Submit grievance to the Superintendent;
- Step 6* - Submit grievance to the Board of Education.

***Athletic Grievance*** - Complaint against an individual dealing with an athletic team, coach, etc.

- Step 1* - Submit grievance in writing to the appropriate head coach;
- Step 2* - Submit grievance in writing to the Athletic Director;
- Step 3* - Submit grievance to Principal;
- Step 4* - Submit grievance to Superintendent;
- Step 5* - Submit grievance to Board of Education.

***Policy Grievance*** - Complaint against a policy, rule, or regulation:

- Step 1* - Submit grievance in writing to Student Government and advisor.
- Step 2* - Submit grievance to Grade Level Assistant Principal;
- Step 3* - Submit grievance to Principal;
- Step 4* - Submit grievance to Superintendent;
- Step 5* - Submit grievance to Board of Education.

When the policy or personal grievance cannot be resolved at any of the above steps, it will automatically be submitted to the next highest level. If the grievance policy is not followed in the manner that has been detailed above, the grievance will automatically be delegated to the appropriate first step.

### **LOST AND FOUND**

Any found articles should be taken either to the Custodian's Office or to the main office where they may be claimed by the owner. All lost articles should be reported to the Reception area. *The school is not responsible for lost or stolen property.* Students are urged not to bring valuables or large sums of money to school. Items left in the lost and found are periodically donated.

### **MASK REQUIREMENT STUDENTS**

Students are to come prepared and wear their masks at all times while present in school or a school related functions. Students' who do not wear a mask to school, on the bus or to a school related function consistently, may be subject to receiving consequences. These consequences would be issued in accordance with our Student Code of Conduct.

### **MASK REQUIREMENT PARENTS/VISITORS**

Parents/guardians and visitors must wear their masks at all times while indoors and present at school or at a school related function.

### **MASK EXCEPTIONS FOR STUDENTS, PARENTS, AND VISITORS**

- Doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors; he individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face mask without assistance;
- When a student's IEP or 504 plan precludes the use of a face mask;
- When a student is participating in high-intensity physical activity during a physical education class in a well-ventilated location and able to maintain a six-foot physical distancing; When wearing a face mask creates an unsafe condition in which to operate equipment or execute a task.
- Masks are not required while eating or drinking or playing a musical instrument.

### **PROM**

PHS students in good academic and behavioral standing will be eligible to purchase prom bids, and submit the appropriate prom contract/permission slip which will allow them to attend. All guests are subject to administrative approval with the submission of their contract/permission slip. Guests of Piscataway High School seniors attending the prom must be between the ages of 14 and 20. Guests must provide valid identification upon request. Prom attendees may be excluded from the prom for inappropriate attire at the discretion of the high school administration. The prom is a school-sponsored event, and as such ALL students attending the prom must attend school for a FULL DAY on the day of the prom. All school and district policies will be enforced. Students are not permitted to leave the prom earlier than a half-hour before the scheduled concluding time.

### **SCHOOL ACCIDENT INSURANCE**

School insurance is available to each student at the beginning of the school year. Forms will be distributed in each homeroom for students to take home and must be returned indicating an affirmative or negative choice.

### **SECTION 504 NOTIFICATION**

The Piscataway Township Public School District does not discriminate in admission or access to, or employment in, its programs and activities on the basis of handicap in violation of Section 504 and its implementing regulations. The District official responsible for coordinating compliance with Section 504 and its implementing regulations is Deidre Ortiz, Director of Pupil Services, who may be reached at the following address and telephone number:

Piscataway Township Schools  
Administration Building  
1515 Stelton Road  
Piscataway, NJ 08854  
Telephone Number: 732-572-2289, Ext. 2554

## SENIOR AWARDS ASSEMBLY

A special awards assembly will be conducted prior to commencement to honor all students receiving scholarships and various academic awards. The awards assembly is normally scheduled on the first Wednesday in June, in the PAC of the West Wing.

## SOCIAL EVENTS

Pep rallies, assemblies, dances, field trips, etc. are provided to enhance school spirit, academics, and to allow for social interaction of students. It is the school's desire to provide these activities depending upon available resources. Continuation of these activities depends on everyone's cooperation. Students suspended from school are excluded from school-sponsored activities for the term of their suspension. This includes games/events that take place off of school grounds/at other designated locations. Students should be advised that all school rules are in effect during field trips and any other school-sponsored activities. Attendance at school-sponsored events is restricted to current Piscataway High School students with a valid school ID.

## STUDENT AFTER-SCHOOL EMPLOYMENT AND WORKING PAPERS

The Board of Education believes it is the responsibility of parents to judge the potential detriment of part-time work on the academic progress of their children. Parents should be aware of the following:

- Minors under sixteen years of age may not be employed*
  - ..... Before 7 a.m. nor after 6 p.m.*
  - ..... For combined hours of school and work exceeding eight (8) hours per day;*
- Minors 16-18 years of age may be employed*
  - ..... Not more than eight (8) hours a day;*
  - ..... Not more than forty (40) hours a week;*
  - ..... Not before 6 a.m. or after 11 p.m.*
  - ..... Not more than five (5) hours continuously without a 30-minute lunch period.*

## STUDENT PHOTOGRAPHY AND VIDEOTAPING

While electronic communication plays an important role in our lives today, please note that photography and/or videotaping of student activities and events are for personal use only. Students and families are advised not to post to social networking sites that are public, including, but not limited to Facebook, YouTube, Instagram, etc. Such posting may invade the rights of other students and may pose a security risk for students.

Failure to adhere to the above stated policy, which prohibits the **unauthorized** photography/videotaping of students and school events, will result in a disciplinary consequence at the discretion of the grade level Dean and administrator.

## SURVEILLANCE CAMERAS

Cameras have been placed in corridors, hallways, and cafeterias throughout the school. These cameras are in place for the security and safety of all.

## VISITORS

Parents of Piscataway High School students are encouraged to come to school either on official business or as visitors. Arrangements may be made through a student's Assistant Principal. Parents wishing to meet with their child's teachers or to shadow their child must make arrangements at least twenty-four hours in advance. **\*Students from other high schools or relatives and friends of Piscataway High School students are NOT PERMITTED to visit Piscataway High School when school is in session.\***

- Visitors to Piscataway High School may enter through two locations: West Wing Main Entrance and East Wing Main Entrance.

- Upon arrival, visitors will ring the buzzer and the secretarial staff will request that the individual display identification in the camera.
- After providing identification, visitors will be admitted and will report directly to the office (secretary will maintain visual contact) where they will then sign in and receive a “Visitor’s Pass”. This pass must be WORN in a clearly visible location for the ENTIRETY of their visit.
- The reception office will call a security guard who will escort the individual(s) to their appointment location.
  - Exception: Visitors arriving at the West Wing requesting to go to the attendance office. After verification of identity, will wait at the office until the attendance clerk steps into the hall and establishes a line of vision.
- At the end of their visit, visitors must report to the same location as where they entered to sign out and return their pass to the secretarial staff.
- During lunches and last block of the day visitors will be escorted by the individual with whom they have the appointment.

***If a visitor does not have identification, he/she will remain in the main office until a staff member is located who can identify the person.***

## **Chapter 3**

### ***Academics***

#### **ACADEMIC TRANSCRIPT**

A pupil's academic transcript will include, but not be limited to, the pupil's name, address, date of birth, name of parent(s), telephone number, citizenship, record of daily attendance, grades, classes attended, level completed, year completed, and sex of the pupil (N.J.A.C. 6:3-6.3), as well as grade average, entry, withdrawal, and graduation dates.

The transcript will include all courses and grades completed and/or attempted by a student since entering high school. The following will also be included on the transcript:

- All standardized test results including but not limited to NJ standardized testing requirement for high school graduation.
- A listing of student's activities since entering high school.

#### **ACCESS TO STUDENT RECORDS**

Parents have the right to access and review their child's cumulative file (pupil educational records) in the presence of certificated school personnel. A 24-hour notice is requested prior to the review of records.

Parents and students may access records according to the following conditions: (N.J.A.C. 6.3-6.5)

- The parent of a pupil under the age of 18 and the pupil who has the written permission of such parent;
- Pupils are at least 16 years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
- The adult pupil (18 years old and over) and the pupil's parents who have written permission of the pupil. Please note that the parents shall have access to pupil records without consent of the pupil so long as the pupil is financially dependent upon the parent and enrolled in the public school system or if the pupil has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult pupil may not disclose information contained in the adult pupil's record to a second or third party without the consent of the adult pupil;
- Copies of student files are available with appropriate notification and payment of the following fee: 75 cents (first 50 copies) per page; 25 cents per page thereafter.

#### **FINES**

Students are responsible for ensuring that any outstanding fines on their student account are paid and/or the material in question has been returned to the appropriate party. Students with unpaid fines may be prohibited from purchasing a prom bid, attending Project Graduation, participating in the graduation ceremony or having transcripts sent upon graduation/leaving school.

#### **CHEATING AND PLAGIARISM**

Honesty and integrity are valuable qualities for all individuals. Cheating and plagiarism are forms of dishonesty and reveal a lack of integrity in the character of an individual.

The following consequences have been established for those who are involved in cheating/plagiarism on tests, homework assignments, projects, compositions, etc.

- A zero will be given for the test or project. Parents will be notified by telephone.
- Disciplinary action will be taken in accordance with the Code of Student Conduct if a student is involved in buying, selling, giving, or receiving copies of tests, projects, or assignments. These situations will be handled by the grade level administrator.

## **CLASS RECOGNITION AND GRADE CALCULATION**

Piscataway High School does not calculate a rank in class for students. The high school counseling department will only share a class rank if one is required by an institution for a scholarship application, college admission application, and/or an award/recognition application. The high school counseling department will communicate the class rank directly to the institution.

A weighted grade point average representing academic achievement in all courses will be calculated at the end of each semester. Honors and Advanced Placement courses receive additional credit and are reported in whole number percent reflective in our grading system. Honors courses will receive 5 points additional credit and AP courses will receive 10 points. Students can attain a GPA greater than 100. Grade point average on a 4.0 scale can be provided if necessary. Seniors' final grade point average will be calculated at the conclusion of the 7th semester. A copy of the student's transcript which includes the grade point average will be sent to each college to which the student applies. In addition, a school profile containing a weighted GPA distribution graph will be sent with each transcript.

Students who attain a grade point average that places them in the top quartile of grade point averages will be recognized at graduation with the wearing of a Black and Gold cord signifying this achievement.

## **COURSE EXPECTATIONS**

Expectations and appropriate proficiency levels have been developed for all courses. A passing grade in a course is generally dependent upon:

- Attendance in class;
- Class participation;
- Completion of assignments according to given timelines;
- Satisfactory completion of reports and projects as assigned;
- Satisfactory test and exam grades.

More detailed information on proficiency levels for each course is available in the appropriate department chair's office.

The New Jersey Student Learning Standards require all students to "write a research paper that synthesizes and cites data" (NJSLA A.W. 1 - 10). At Piscataway High School, this requirement is fulfilled in English IV; therefore, no student can receive credit for English IV without successfully completing the research unit.

## **COURSE SELECTION**

The course selection process begins in February of each school year and is based on teacher recommendation. Students meet with their counselors to complete a course request form. After July 31, no changes will be made to a student's schedule with the exception of the following:

- Student was placed in the inappropriate course level
- Student was placed in the wrong course due to a clerical error
- Student is scheduled to retake a course with the same teacher

Once school has begun, the deadline for course change(s) requests is September 17. All requests must go through the student's counselor, and approval must be obtained from the department chair.

## **DESTRUCTION OF PUPIL RECORDS**

Pupil records (cumulative file) are retained in their entirety for four years following the student's graduation from high school. The cumulative file is destroyed four years after graduation in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Parents or adult students may request copies of records prior to the destruction. A reasonable fee may apply. The cumulative file is not to be confused with the Academic Transcript which is kept in perpetuity. Parents or adult students may request copies of the Academic Transcript and must sign a release for distribution.

## STUDENT INFORMATION DIRECTORY

“Student Information Directory” means a publication by a district board of education which includes the following information relating to a pupil: the student’s name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil and other similar information.

This student information directory may be released to educational, occupational, and military recruitment programs. Parents who do not wish this directory information to be released must submit within a 10-day period of receiving this handbook, a written statement to the chief school administrator prohibiting the school district from including any or all types of information about the student in any student information directory. (N.J.S.A. 18A:36-19.1)

## GRADING & EXAMINATIONS FOR STUDENTS

### Student Grades will be comprised from the following system:

Each marking period grade will be worth 22% of the final grade, while the FINAL EXAM will account for 12% of the final grade.

$$\text{MP1 (22) + MP2 (22) + MP3 (22) + MP4 (22) + FINAL EXAM (12) = 100}$$

- Exams are an important aspect of the educational program and provide an overview of the student’s level of mastery of the subject matter. A thorough review of the material should be undertaken before each exam.
- Only seniors in a full year course (5 credits or more) receiving at least a 90% in each marking period will be exempt from the Final Exam.
- Teacher discretion may be utilized in determining the outcome of borderline situations

**Early Exams:** Students requesting early exams must submit their acceptance letter from a certified educational program to the grade level Assistant Principal at least two weeks in advance.

**Make-up Exams:** Make-up exams are permitted when extenuating circumstances prevent a student from taking the regularly scheduled exam. A request stating the circumstances concerning missed exams must be made to the appropriate grade level Assistant Principal. Approval to take a make-up exam will then be determined by the appropriate grade level Assistant Principal. This request must be made within two days after the administering of the regularly scheduled exam. Written requests should include a statement of the extenuating circumstances, a doctor’s note and/or other supporting documentation.

## GRADING SYSTEM

The grading policy reports grades in whole numbers with the minimum-passing grade being a 65%. Whole numbers will appear on student transcripts with Honors and Advanced Placement courses remaining weighted at 5points for Honors courses, and 10points for Advanced Placement courses.

95-100	Outstanding
90 -94	Excellent
85-89	Very Good
80-84	Above Average
75-79	Average
70-74	Fair
65-69	Below Average
0-64	Not Passing

A grade point average on a 4.0 scale can be provided, if necessary.

**Failure:** In addition to normal grade averaging, a student who has demonstrated ability and who because of...

- Lack of cooperation
- Lack of class attendance
- Lack of effort
- Lack of academic productivity
- Failure to take a final exam

...or fails the second or fourth marking period of a semester or year course may fail either the first or second semester, respectively. Students have the responsibility to perform the legitimate tasks assigned by their teachers and to consistently strive to achieve excellence. Grades may be affected due to cuts, lateness to class, and unexcused absences.

**Course Retakes:** Students are allowed to retake up to three (3) courses in their high school career for grade replacement if they have earned a grade of 65 – 79. The course can be re-enrolled during the subsequent school year or during the summer months following the initial completion of the course for English and World Language. All other courses can be re-enrolled at any time during the student’s high school career. If the course is taken through an approved online provider or approved traditional summer school it must be for original credit not for abbreviated credit; this will be at no cost to the district. All courses proposed for grade replacement must be approved by student’s counselor and the course department chair. Student’s new grade will be replaced on the transcript and no additional credit will be earned. Application for grade replacement is available through the student’s counselor. If the grade replacement is taken for NCAA eligibility, please check the eligibility center website and discuss with your counselor.

### **GRADUATION REQUIREMENTS**

Graduation requirements established by the Board of Education and/or mandated by the State of New Jersey are:

- Each student must carry a minimum of 30 credits per year.
- For purposes of promotion to the next grade, the following amount of credits must be attained by September 1.

Grade 10	30 credits
Grade 11	60 credits
Grade 12	90 credits
Graduation	125 credits

Required courses:

- English - four years or eight semesters; (one full-year course or two semester courses must be taken each year);
- U.S. History - two years or four semesters;
- World Cultures - one year;
- Science - three years or 6 semesters;
- Mathematics - three years or six semesters;
- Physical/Health/Driver’s Education - each year in as required by N.J.S.A. 18A:35-5, 7&8;
- Financial Literacy
- At least five credits in Visual/Performing Arts, at least five credits in 21st Century Life & Career Arts, and at least five credits in World Languages;
- A passing grade must be achieved on the New Jersey State Graduation Assessment;
- All debts, fines, obligations, etc., relating to school must be satisfied prior to the issuance of a high school diploma and/or transcripts. This is the responsibility of the student!

### **GRADUATION CREDIT REQUIREMENTS**

<b>Subject</b>	<b>Credits</b>
English	20
U.S. History	10
World Cultures	5
Physical Education/Health/Driver’s Ed.	20
Visual or Performing Arts	5
21st Century Life & Careers	5

Science	15
World Languages	5
Mathematics	15
Electives	22.5
Financial Literacy	2.5
TOTAL	125

### HOME INSTRUCTION

When a student is expected to be absent due to extended illness or injury in excess of ten (10) days, home instruction will be provided by the Board of Education. The following procedure should be utilized when requesting home instruction:

- Parent/guardian must submit a letter of request for home instruction to the child’s counselor.
- Parent/guardian must obtain a doctor’s note indicating the nature of the illness and the anticipated length of absence, on official letter, with a physician’s signature.
- Parent/guardian must complete and sign all needed documents.
- When the student is notified that home instruction is to be provided, a time schedule will be arranged for the home instructor to visit the student.

Home instruction must be confirmed with the Home Instruction Coordinator (Dr. Maria Cetta, X2087).

### NOTIFICATION PROCEDURES RELATED TO POSSIBLE LOSS OF CREDITS

The school has a responsibility for communicating with parents of students whose attendance patterns may lead to loss of credits. In order to ensure that parents and students are aware of the serious ramifications of excessive absences, the following procedures shall be followed in notifying parents/guardians of students whose attendance patterns could result in the loss of credits. When a student has been absent the Grade Level Assistant Principal will notify the parent or guardian by mail according to the schedule below:

- *Three (3) days:* The Grade Level Assistant Principal will notify the parent or guardian of the developing pattern of excessive absences or possible loss of credit.
- *Five (5) days:* The Grade Level Assistant Principal will notify the parent or guardian of the developing pattern of excessive absences or possible loss of credit.
- *Eight (8) days:* The Grade Level Assistant Principal will inform the parent or guardian that due to “excessive absences” credit is being denied for all *semester courses* in which the student is enrolled. The I and RS process might begin now.
- *Ten (10) days:* The Grade Level Assistant Principal will inform the parent or guardian of possible loss of credit due to “excessive absences” if additional unexcused absences occur. At the same time, it will also be stressed that a continuing pattern of “excessive absences” will only further the possibility of the student failing for the year.
- *Fourteen (14) days:* The Grade Level Assistant Principal will notify the counselor. The counselor in turn will contact the parent for a conference to discuss the possible failure for all courses in which the student is enrolled due to “excessive absences.”
- *Sixteen (16) days:* The Grade Level Assistant Principal will inform the parent or guardian by mail that due to “excessive absences” credit will be withheld for all courses in which the student is enrolled.
- Loss of credit may be appealed through the Grade Level Assistant Principal within five days of receipt of the letter.

### RETURNING OF TESTS

Research has shown that when parents are involved with their child’s total educational experience, the child achieves, understands, and succeeds at a higher level. In an effort to foster higher levels of achievement, Piscataway High School established the following procedure for the return of graded tests:

- All tests and quizzes (excluding quarterly and final examinations), including the questions, will be reviewed with students.
- . Parents can request a specific test to review with the teacher and student.

## SCHOOLGY AND PARENT MODULE

You can access teacher sites via Schoology. Teachers post calendars, student assignments, and other information on their Schoology pages, and teachers update these sites on a regular basis. Parents are encouraged to contact the grade level Dean to obtain a Schoology account, if they do not have one already.

Parents can access their students' current grade information by signing into Genesis Gradebook using the parent module account. Parents can contact the grade level Dean to obtain a Genesis account as well.

## STUDENT OPTION

In addition to the traditional program, members of the senior class will also be able to choose one of the following options when selecting courses for their senior year:

- **Internship program** - an unpaid internship in some aspect of the adult world of government, business, or the service professions that is designed by the student and approved by their supervisor;
- **Concurrent credit program** - teachers at Piscataway High School become adjunct professors for local colleges and universities. Students will take a college-level class at Piscataway High School for college credit. The cost of tuition is absorbed by the student's family. Dual credit is awarded after successful completion.
- **Off-site college courses** - students enroll in courses at a local college with the cost of tuition absorbed by the student's family.

Applications are available in Schoology.

## TEXTBOOKS

Textbooks issued to students should be cared for with pride, since they are the student's temporary personal property and responsibility. Students must print their names in the proper place on book covers. Teachers' names will be written or stamped in the place provided.

Lost books must be paid for immediately. If the book is found, money will be refunded to the student upon return of the receipt. *NO FINAL REPORT CARD, SCHEDULE, OR TRANSCRIPT WILL BE FORWARDED FOR ANY STUDENT WHO FAILS TO PAY FOR A LOST OR STOLEN BOOK.*

Fines will be issued for returning a book with any of the below stated (but not limited to) conditions. All fines are not to exceed the cost of the book.

- a. Torn pages
- b. Pencil/ink marks
- c. Torn/broken binding
- d. Lack of cover continuously
- e. General dirtiness
- f. Torn cover/holes in cover
- g. Book rendered unusable or lost book-replacement cost.

At the conclusion of the school year/semester, students will be expected to return any textbook issued by the school. Any damage to the book is the responsibility of the student. Costs to repair damages/replace the textbook will be at the discretion of the Department Chair. Textbooks may be periodically checked by teachers.

## TRIPS

### Participation in School-Sponsored Field/Class Trips

Participation in school-sponsored field/class trips is a *privilege*. As the safety of all students is of paramount importance, consistent appropriate behavior is a requirement to qualify students to participate in such trips.

All school rules regarding conduct and attire will be enforced on trips. Additionally, students who are chronically absent from any class or who are chronically tardy may not be eligible to participate. Students who acquire more than five (5) disciplinary referrals or are involved in a serious incident involving disciplinary action will not be eligible to participate in field trips. Excessive unexcused absences from school and/or class will also disqualify students from attending field trips. A letter of appeal must be written by the parent or guardian to the grade level administrator if they wish to have the decision of ineligibility reviewed.

# Chapter 4

## *Attendance*

### AFFIDAVITS

Affidavits are documents that verify the residency of those students who:

- Are living with residents of Piscataway other than their legal parents/guardians and are fully supported by same.
- Are living with a Piscataway resident in conjunction with their parent/guardian.

These affidavits must be renewed yearly. Failure to do so will result in students being dropped from the rolls.

### ABSENCE AND LATENESS POLICY

A student must be present in school for a minimum of four hours in order to receive credit for a given school day. Absence from school precludes students from fully engaging in the prescribed course of study and violates the statutes requiring children to attend school. Every parent, guardian, or other person having custody or control of a child between six (6) and sixteen (16) years of age shall cause such a child regularly to attend the public schools of the district. (NJSA 18A 38.25-26). The interruption of the instructional process caused by frequent and/or repeated absence or lateness is a major concern of all involved. It is with this concern in mind that the following attendance regulations exist.

**Absence:** The non-attendance of a student enrolled in the school district.

**Discretionary Absence:** Discretionary absences are defined as student-elected absences due to participation in school-approved activities such as, but not limited to: assemblies, rehearsals, class trips, blood drives, etc. Students **MUST** inform their teachers of the upcoming absences in advance. Additionally, students are responsible for all pre-scheduled assignments on the day that they are assigned. These include any tests, projects, presentations, and papers.

**Excessive Absence:** Excessive absences are the total of unexcused absences for any reason from school: 16 days in a full year course or 8 days in a semester course, or 4 days in a quarter-year course. Those students who are excessively absent will receive no credit for the course in which they are absent.

Four hours of school attendance on any one day are necessary in order for a student to be marked present. Students must be marked present to be eligible to participate in extra-curricular activities for that specific day.

- Students who are absent from school will not be able to participate in school functions or activities for that day.
- If a student is absent from school, it is the student's responsibility to contact the teacher to make up assignments. The work must be handed in within the length of time (number of days) of the absence, e.g. one day absent, one day after the return to school to make up the work.
- Parental notes which document or verify absences due to extended medical treatment, and/or other extenuating circumstances will be considered under the appeals process. *Parent Notes must be submitted using the "Student Absence Form" which can be found in the attendance office or can be downloaded from the school's website. If the correct form is not used to document an absence, the Grade Level Administrator may not review the student's absence(s).*

**Excused Absence:** The non-attendance of a student enrolled in the school district will be excused for the following reasons:

- Student illness or accident verified by a doctor's note. The note must be signed by a licensed medical physician, and must disclose the specific illness or injury preventing school attendance, and the specific days of absence required.
- A parent note is acceptable for an absence of no more than two consecutive days, twice per marking period.
- Death or serious illness in the immediate family (verification submitted);
- Attendance required in court (verification submitted);
- Administratively approved absence;

- School sponsored education activities, sanctioned or approved by the grade level Assistant Principal.
- College Visitations (verification submitted);
- State approved religious holidays.

The parents of students absent from school are to inform the Attendance Office Ext. 2275 in the West Wing between 7:00 a.m. and 9:00 a.m.

Excuse notes (medical, religious, etc.) MUST BE submitted within ten days upon returning to school. Upon the student's return to school from an excused absence, the note will be placed in the attendance office to be filed for future reference.

**Unexcused Absence:** Non-attendance at school for reasons other than stated above are as follows:

- Vacation -The school cannot condone students or their families scheduling vacations while school is in session. This type of absence is considered unexcused and could lead to mandatory credit recovery hours to obtain credit for the course(s). The staff is not required to provide assignments nor make-up work for students who go on vacations while school is in session.
- Students who will be leaving the state/country for more than 10 school days must withdraw. The district cannot guarantee the same placement in class upon their return. The parent/guardian must re-register the student at the Administration Building.
- Student's illness not verified by doctor's note (or parent note for the first 2 days)
- Truancy
- Employment
- Visiting
- Shopping
- Driver's test without prior permission
- Seeking employment
- Baby-sitting at home or elsewhere
- Moving
- Working on any school activity without prior permission from the Principal
- Mechanical difficulty of private vehicle
- Other unexcused absences.

**Lateness to School** is defined as not being in first block class by 7:15 a.m. at which time the late bell is rung. The statutes require attendance at school for all days and hours that school is in session. It is the responsibility of the parent/guardian to see that his/her child is on time to school. It is the responsibility of the Attendance Office to monitor lateness to school.

Students who arrive after 7:15 will go to the East or West Wing entrance where a teacher on duty will sign them in and issue them a "time stamped" pass for their admittance to their first class. Students who have a span greater than ten minutes from when they receive this pass to when they arrive to class will be considered to be cutting. When a student is late to school, he/she is subject to an immediate disciplinary consequence at the discretion of the grade level Dean/Assistant Principal.

- Arrangements must be made 24 hours in advance through the Attendance Office for the following: appointments: medical, dental, religious, court appearance.
- Lates to school or late to class results in loss of class/instructional time. Unexcused absences from morning classes due to "lates" may result in loss of credit for the course as per the attendance policy.
- Disciplinary consequences, including suspension, for lateness is at the discretion of the administration.

**Excused Lates:** Lateness due to emergencies such as power failure, auto accident, late arrival of school bus, or other valid emergencies are excused. Students must provide appropriate documentation to their Grade Level Assistant Principal.

## LATES, CUTS AND ABSENCES

### Late to block:

- **1st to 3rd unexcused tardy**
  - Teacher contacts parent
- **4th and 5th unexcused tardy**
  - Teacher issues a referral to the grade level Dean
- **6th unexcused tardy**
  - Referred to Dean to review evidence and present information to grade-level Assistant Principal
  - Dean contacts parents

### Class Cutting:

- **1st and 2nd offense**
  - Teacher submits referral to Dean; Dean issues consequence, contacts parents and informs counselor in writing (following review of “cut appeal” form by student -form must be returned within 24 hours to Dean for consideration)
- **3rd offense**
  - Teacher submits referral to Dean; Dean holds conference with student, parent and counselor

### ABSENCES:

Students lose credit for the course if total unexcused absences are reached -please see credit recovery explanation below.

16 days in a full year course

8 days in a semester course

## ATTENDANCE RECOVERY

Attendance recovery is an option for students who have lost credit due to excessive absences, cutting and/or lateness but who still have a passing grade in a course. Students will be given the opportunity to make up the required seat time missed due to unexcused absences/lates/cuts, beginning 04/04/22. *Students cannot bank days ahead of time.*

Attendance recovery assists students with meeting the mandated New Jersey requirement for seat time. The rigor, competencies and mastery levels of individual courses are established and maintained by the classroom teacher. In order for a student to be enrolled in the program, the following must be satisfied:

1. Grade-level AP has removed credits due to attendance criteria
2. Student must have a passing grade in the course requesting recovery.
3. The student must have applied to the program and signed the contract so that they understand the requirements of the program, including no additional lates to school for the remainder of the school year.

Participation in the program is subject to the approval of the grade level AP.

Attendance Recovery is a 2 hour program held after school at the culmination of each marking period (dates TBA). Saturday Attendance Recovery is a 4 hour program held at the culmination of each marking period (dates TBA).

### SEE THE GRADE-LEVEL DEAN FOR ATTENDANCE RECOVERY PROCEDURE

The first level of appeal is that the student must submit a written statement clarifying their desire to have the number of recovery hours re-examined.

The second level of appeal is through the Attendance Appeals Board, which is established by the Grade Level Assistant Principal. The Appeals Board will be charged with the responsibility for rendering recommendations related to all appeals.

It is recommended that the Attendance Appeals Board be composed of the following:

- Student's counselor
- Administration
- One (1) teacher

The Administration will summarize the recommendations of the Attendance Appeals Board in writing. The successive order of an appeal should be as follows:

- Assistant Principal who withdrew credit
- Appeals Committee
- Principal

### **LEAVING SCHOOL DURING THE DAY**

For the protection of all, students may leave school *ONLY* under the following conditions:

- Permission has been obtained from one of the administrators in cases of emergency.
- Permission has been obtained from the nurse. See Health Services.
- Notes requesting an early dismissal have been brought to the Attendance Office prior to 8:30 a.m. for verification.
- Arrangements have been made to be excused from school for medical appointments. The student should submit a note from the doctor, dentist, etc. upon return to school.
- Involvement in special classes scheduled for vocational cooperative work programs.

Students leaving school must sign out in the Attendance Office (West Wing). Students leaving school grounds illegally will be disciplined in accordance with the discipline policy.

Attendance in school of at least four (4) hours is necessary for the student to be counted present for the day. Parents/guardians will be requested to present ID when signing students out. More than five sign-outs per year are viewed as excessive. These issues will be addressed by the appropriate grade-level administrator with the student and the parent/guardian. Excessive sign-outs may result in loss of credits.

*NOTE:* Early dismissals are permitted only with parental consent.

### **PASSES FROM CLASS**

Students are to be excused from class only in an emergency for which a pass will be issued. Going to lockers for books, paper, pencils, etc., should be done during passing time. It is the responsibility of the student to come to class fully prepared.

### **PROCEDURE FOR EXCUSE FROM PHYSICAL EDUCATION ACTIVITIES**

All students are scheduled for physical education during the school year. The nurse will review all requests not to participate in physical education. An alternative assignment will be provided by the physical education teacher. In order to be excused from physical education, students must have:

- A detailed physician's note stating the limits of possible student activity and describing the extent of the injury or illness which can only apply to the immediate past absence or to current circumstances;
- The nurse's assessment that it is necessary to be excused for a single period.

A medical excuse detailing the limits of student activity is valid during the current school year only. Students will receive physical education credit only for the time they are active participants which can include assignments in keeping with the NJSLS for Health and Physical Education.

The nurse may issue a "Physical Education Excuse" on the appropriate form which will then be presented to the physical education teacher by the student.

### **TRANSFER AND WITHDRAWAL FROM SCHOOL**

Students who are transferring to another school or any student who is at least sixteen (16) years old and intends to withdraw from school may obtain a withdrawal card from the counseling office. Students must:

- Submit a withdrawal card signed by their parent/guardian.
- Submit release card to Counseling office signed by all appropriate teachers and Grade Level Assistant Principal verifying the return of all school property.

When the above procedure is completed, the school will forward all records including the student's discipline file, to any other school, prospective employer or the Armed Services.

## Chapter 5 *Discipline*

### CUTTING CLASS

A cut is defined as missing a class, or a portion of a class, without permission of the teacher of that class. The following are considered cuts:

- Arriving ten minutes late to class without a pass
  - Once a student is missing from class for more than ten minutes, the main office/security office will be notified.
- Leaving the room before the dismissal bell without permission
- Remaining out of the classroom for an extended period of time without good reason

**3 TARDIES = 1 CUT**

### DISCIPLINARY CONSEQUENCES

There are measures used to enforce the discipline policies. Transportation to and from detentions is the sole responsibility of students and their parents/guardians. Students assigned to detention will not be permitted to ride the afternoon activity bus. When detention has concluded, students will be escorted out of the building by the teacher overseeing detention that day. Students participating in a school sponsored activity after detention must get to the appropriate location within six minutes.

- **Teacher Detention** - After school time is assigned to students and monitored by individual teachers for up to one hour. Failure to attend teacher detention will result in the assignment of a detention assigned by the Dean or Grade Level Assistant Principal.
- **Detention** - After school time is assigned to students by the Dean, administration, or the attendance coordinators for approximately one hour. Deans and Grade Level Assistant Principals may assign Detention(s) for a variety of disciplinary infractions. Students are to report to the detention room no later than 2:00 p.m. where they will be monitored by the detention teacher. Students who are absent from school on the day of detention are responsible for meeting with their grade level Dean before reporting to class on the day they return to school.

Failure to report to Detention can result in an out-of-school suspension following a meeting with the Dean or Grade Level Assistant Principal.

- **ISS – In-School Suspension** - Students are assigned to the ISS program for part or all of the day. Instead of attending regular classes, students report directly to the ISS room where work will be provided. Parents are notified through written and verbal communication as to the reason their child has been placed in ISS. Every effort is made to make a follow up contact. A student's attendance in ISS may not exceed 6 days in one school year. After 6 days of ISS, all suspendable offenses will result in out-of-school suspension.
- **Out-of-School Suspension** - The student is not allowed to attend school for up to ten days. Students are not permitted on school grounds and are not eligible to participate in ANY school function while in suspension. This is considered trespassing. All students who are suspended from school are required to participate in a conference with their parent or guardian upon their return. Students will be required to sign a Co and Extra Curricular Suspension (CECS) contract upon readmit conference to explain conditions of possible loss of extracurricular activities.

Anyone removed from Detention/ISS for misconduct will be suspended from school and will be required to serve the original consequence upon return to school. If a student is suspended and on school property for any reason he/she is trespassing and will be treated accordingly.

### Suspensions and Loss of Privileges:

Any student who has received a long term suspension, or change of placement, as a result of an egregious act, or has been suspended on 2 or more occasions during a school year will lose privileges for all extracurricular activities/privileges for the remainder of the school year. Participation in graduation ceremonies, the senior trip, project graduation, parking permits, prom, and other such activities are not entitlements, they are privileges. Seniors may request an appeal of any loss of privileges for academic or disciplinary reasons within ten school days of notification of loss of privileges. The decisions reached by the appeals committee are final.

Students failing to report to Detention may receive a Co-curricular and Extra Curricular Suspension (CECS) for a period of 5 consecutive school days. This will not count toward the 2 OSS allotment for loss of privileges. This includes all participation on teams, in clubs, etc. In addition, students may lose certain privileges for a period of time as a consequence of their behavior (i.e. bus transportation, co-curricular activities, etc.).

Students who have obtained 20 or more tardies and/or 17 or more absences to school will surrender their ability to participate in any/all extra-curricular clubs/activities/athletics and will surrender all privileges.

Students will also receive CECS for non-violent and non-drug related offenses in lieu of OSS.

### OFF-LIMIT AREAS

Before, during, and after school hours the following areas are off-limits except during a fire or other emergency.

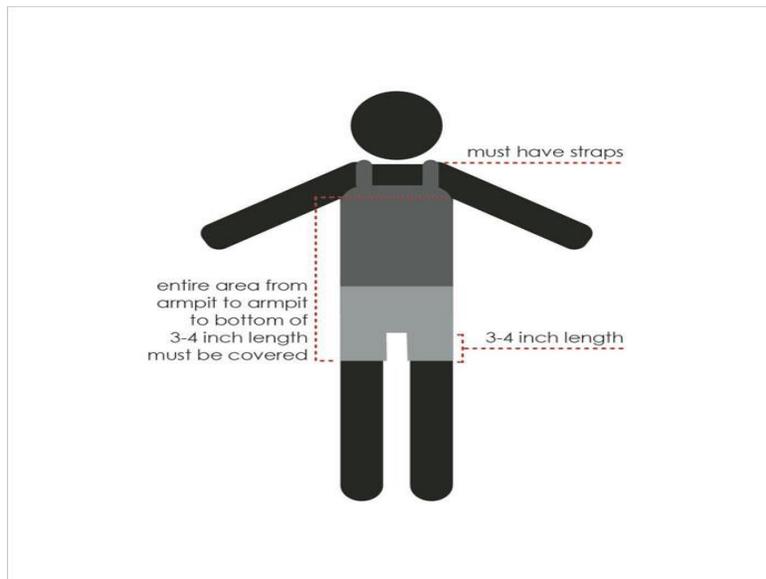
- **West Wing:**
  - Intersection located by the gym and counseling office suite.
  - Stairwells.
  - Any other unsupervised area.
- **East Wing:**
  - Stairwells
  - Any other unsupervised area.
- **South Wing:**
  - Any unsupervised area.

The following consequences will be imposed if the above off-limit areas are violated.

- First offense - warning.
- Second offense - detention.
- Third offense - Referral to the Dean.
- Other repeated offenses may result in suspension.

### STUDENT DRESS CODE

The following dress code has been established in an effort to bring about an atmosphere conducive to better learning, self-respect, and a sense of responsibility. The dress code sets forth basic requirements for good grooming. Students representing the high school on field trips, public functions, etc. must adhere to this policy.



- Students (male and female) are NOT -except for religious observance -to wear head coverings in the building, e.g. hats, scarves, bandannas, headbands, sweat bands, wave caps, hoods, etc.

- Shoes or sandals must be worn at all times on school grounds and in school buildings. Students are cautioned about wearing shoes which may pose a safety hazard such as flip flops or stiletto heels.
- See-through shirts, halters, bare midriffs, spaghetti-strap outfits, and sleeveless undergarments are not acceptable. Tank tops are permissible as long as the straps are at least two fingers wide. No student shall be allowed to wear clothing or other apparel which can be used as a weapon.
- Slashed pants **SHOULD NOT BE WORN**. \**Students may be asked to change.*
- **THE BELT LINE OF PANTS MUST BE AT YOUR HIPS.**
- Articles of clothing and/or buttons, etc. which have indecent, provocative, inflammatory, or profane writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting substance use/abuse or weapons is inappropriate.
- Wearing of multiple fingered or oversized rings is not acceptable.
- Tinted glasses or sunglasses may be worn only if they are prescription lenses. No goggles are permitted.
- No gloves may be worn in class or in the buildings.
- Gang-like attire is not permitted.
- No pajamas are to be worn at any time. This includes “loungewear.” No slippers are to be worn at any time.
- Cheerleaders must wear tights on days when they wear their uniform skirts in school.
- No underwear can be worn as outer wear. No undergarments should be exposed.

Any student who is not in compliance with the Student Dress Code can be excluded from class and school activities, and will be required to change. Failure to change/adhere to the school dress code will result in a disciplinary consequence at the discretion of the grade level Dean/Assistant Principal.

### **STUDENT SEARCHES**

Students may be searched in accordance with the administrative guidelines. Copies of the guidelines are available in the Reception Area. (Board Policy 5770) School lockers are the property of the Board of Education and are subject to search at any time. Student motor vehicles parked on school premises are also subject to search.

### **SUBSTANCE ABUSE**

Students are prohibited from possessing, consuming or distributing drugs or alcohol in any form while at school, on school grounds, while attending a school related function on or off campus, and when coming to and going from school. Infraction of these rules are cause for one or all of the following: suspension (four days first offense, eight days second offense), police report, and counseling.

- Substance shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2 or any chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A.2A:170-25.9.
- Any student suspected of being under the influence of a substance will be brought to the attention of an administrator. An immediate medical examination and drug/alcohol testing of the student needs to be administered for the purposes of providing appropriate health care and for determining whether the student is under the influence of any illegal substance. A written report of the medical examination and drug/alcohol tests shall be submitted to the administrator within 24 hours of the referral of the student for suspected alcohol/drug use.
- Under N.J.S.A.6A:16-4.3(g), a student’s refusal to cooperate in the substance screening procedures will be treated as a “policy violation” and will be treated as a “positive” test. Appropriate discipline consequences will be rendered.

### **SUSPENSION/CUMULATIVE SUSPENSION POLICY**

Serious or repeated violations of basic school rules and regulations will result in suspension. The school authorities reserve the right to press formal charges when a student’s behavior is a clear danger to others or for other just cause.

**Chronic Student Discipline Process** - A student who has not modified his/her unacceptable behavior after conferencing, counseling, parent notification and assignment of detentions and suspension, will be considered to be at the chronic discipline level. Out-of-school suspensions will be the next resulting action and will be issued in accordance with the following schedule:

- **Level one:** Student/parent/guardian notified in writing.
- **Level two:** Short term out-of-school suspension.
- **Level three:** Short term out-of-school suspension.
- **Level four:** Long term out-of-school suspension. Parent/guardian must have meeting with the Grade Level Assistant Principal. Student will not be permitted to return until the meeting is held.

After the next suspendable infraction, the student may be recommended for court action, alternative education placement, or withdrawal from school. Students removed from a class due to chronic discipline problems will receive a grade of a WF on their transcript. The student will not be permitted to take the course in summer school and must wait until the next school year to retake the course.

It should be noted that acts of open defiance, disrespect, fighting, vandalism, or other serious offenses will result in immediate suspension of up to ten days, regardless of whether or not the student was previously deemed to be at the chronic discipline level.

### **CRITERIA FOR EXCLUSION FROM PISCATAWAY HIGH SCHOOL**

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

- Continued and willful disobedience;
- Actively pursuing/observing inappropriate student behavior with the intent to encourage/observe.
- Open defiance of the authority of any teacher or person having authority over him/her;
- Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil;
- Taking or attempting to take personal property or money from another pupil or from his presence by means of force or fear;
- Willfully causing or attempting to cause substantial damage to school property.
- Habitual use of profanity or obscene language/gestures.
- Vandalism of school property.

#### **Potential Consequences:**

- Interim 45-day placement in PS3/outside of PHS;
- Home instruction;
- One-year out-of-district placement;
- Recommendation for Child Study Team Evaluation;

When deemed appropriate the administration will also consider signing a complaint with the Piscataway Police in addition to recommending the student for exclusion. Schools must be safe for everyone; therefore, the administration will do everything possible to maintain a safe and secure environment (Title 18A:37-2).

**PS3:** *Students are expected to behave in a manner that is conducive to our educational setting at all times. Those students who consistently display egregious behaviors can be recommended for our school's PS3 program. It is at the grade level administrator's discretion to recommend a student for the program. Pending the approval of the building Principal and Assistant Superintendent, a student can be placed in PS3.*

**PISCATAWAY SCHOOL DISTRICT  
CODE OF STUDENT CONDUCT  
GRADES 9-12**

***Introduction***

The Piscataway School District is committed to providing every student with the opportunity to attend school in an environment that is safe, free of violence and drugs and conducive to learning. This goal is of the highest priority because excellence in education cannot be achieved unless schools and classrooms are safe and orderly. The Code of Conduct was developed to foster positive student development and to define student behavioral expectations on school grounds, including on school buses and at school-sponsored functions and, as appropriate, conduct away from school grounds. All students, staff, and parents of the district must fully understand the expectations for student behavior while in attendance in our schools, while attending school-sponsored activities, or while riding on transportation systems serving the school district.

When a student's behavior falls short of expectations, it must be corrected if all students are to obtain maximum benefit from our educational offerings. The Piscataway School District is prepared to assist these students with fair and consistent discipline strategies that are designed to change undesired behaviors while ensuring the rights of all. We expect all students, staff, and parents to comply fully with the regulations and procedures contained in this Code of Student Conduct, so that our schools will be free of any activity that threatens the health, safety, or welfare of the school community.

We understand the importance of regular student attendance at school. Therefore, whenever appropriate, we will exercise a variety of disciplinary interventions to correct student misbehavior in lieu of exclusion from school. However, we understand that some misconduct is of such a serious nature that a student must be removed from the school in order to preserve the safety and order of the school and the well-being of the student and others.

We entrust the safety of each of our children to the Principals of our schools. We support the Principals'/Administrators' efforts to maintain safe and caring learning environments where students and staff can interact free of disruption and unnecessary distractions. The Code of Student Conduct is applicable in all situations where Principals and school staffs have jurisdiction over students while they are in our schools, on their way to or from our schools, on our school buses on our school premises, and at all of our school-sponsored events on and off premises.

The responsibility to create and maintain a safe school environment rests with the Principal/Administration in collaboration with staff, students, parents, and the school community. Effective schools have established practices and routines that teach and reinforce appropriate school and classroom behaviors. These practices and routines pertain to each school, and we anticipate that they will be fully supported by all members of the school community. The Code of Student Conduct represents a proactive approach to safe school development that encourages student self-discipline, thereby minimizing the use of exclusionary interventions for violations of the Code of Student Conduct.

Included with this introduction please find our 9-12 Code of Conduct Policy at a glance. The K-12 districtwide Code of Conduct Policy has been distributed in its entirety under separate cover to all families in our district.

These consequences are the minimum for the infraction listed; however, the building Principal or Administration may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty, the Administration may consider the entirety of a student's disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand.

OFFENSE	LEVEL	1ST	2ND
<b>Assault on a school employee - crime of violence against another person</b>  <b>BOE Policy 5612</b>	HS	⇒ Parent notification ⇒ Long-term suspension ⇒ Police notification ⇒ Possible expulsion	⇒ Parent notification ⇒ Police notification ⇒ 45 day interim placement out of district ⇒ Possible expulsion

<b>Assault on persons not employed by the district - crime of violence against another person</b>  <b>BOE Policy 5612</b>	HS	⇒ Parent notification ⇒ Long-term suspension ⇒ Police notification ⇒ Possible expulsion	⇒ Parent notification ⇒ Police notification ⇒ 45 day interim placement out of district ⇒ Possible expulsion
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OFFENSE	LEVEL	1ST	2ND
<b>Bomb Threats – crime of initiation or accomplice to the execution of bomb threats on school grounds</b>  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Short-term suspension ⇒ Police complaint ⇒ 45 day interim placement out of district	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Bullying, Harassment &amp; Intimidation/Hazing</b> – any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation.</p> <p><b>BOE Policy 5512</b></p> <p>(See full definition on page 17 and the Policy on the district website for additional consequences)</p>	HS	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Counseling/ Intervention</li> <li>⇒ Conference with SRO</li> <li>⇒ Short-term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Counseling/ intervention</li> <li>⇒ Conference with SRO</li> <li>⇒ Short/Long-Term Suspension</li> <li>⇒ Police Complaint</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Short/Long term suspension</li> <li>⇒ Conference with SRO</li> <li>⇒ Police complaint</li> <li>⇒ Alternative Placement</li> <li>⇒ Possible Prosecution</li> </ul>

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Bus Conduct</b> – causing any disruption while traveling on school transportation which is against the school and student transportation guidelines. (See School Bus Rules and Safety Guidelines listed on the district's Web site.)</p> <p><b>BOE Policy 8600</b></p>	HS	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ One week removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ One month removal from bus</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Indefinite removal from bus</li> <li>⇒ Short Term Suspension</li> </ul>

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Cheating</b> – lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one’s own interest and often at the expense of others</p> <p><b>BOE Policy 5701</b></p>	HS	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Short-term suspension</li> <li>⇒ Counseling/intervention</li> <li>⇒ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Short-term suspension</li> <li>⇒ Loss of academic credit</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Long-term suspension</li> <li>⇒ Loss of academic credit</li> </ul>

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Cyber-Bullying</b> – harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student while on school grounds. Consequences may be adjusted based on nature of message.</p> <p><b>BOE Policy 5600 &amp; 5512</b></p>	HS	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Counseling/intervention</li> <li>⇒ Conference with SRO</li> <li>⇒ Short-term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Counseling/intervention</li> <li>⇒ Conference with SRO</li> <li>⇒ Short/Long-term suspension</li> <li>⇒ Police Complaint</li> </ul>	<ul style="list-style-type: none"> <li>⇒ Parent notification</li> <li>⇒ Short/Long-term suspension</li> <li>⇒ Police complaint</li> <li>⇒ Possible prosecution</li> </ul>

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Disorderly Conduct/ Disruption of school –</b> any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to the health, safety and/or welfare of students, staff or others  <b>BOE Policy 5600 &amp; 5612</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention In School suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Long-term suspension

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Electronic Devices – open display or use of any electronic device not sanctioned by the school district</b>  <b>BOE Policy 2361, 5600 &amp; 7523</b>  <b>Acceptable Use Policy</b>  <b>iPad User Agreement</b>	HS	⇒ Parent notification ⇒ Silenced and Secured ⇒ ISS	⇒ Parent notification ⇒ Silenced and Secured ⇒ Counseling/intervention ⇒ 2 day ISS	⇒ Parent notification ⇒ Silenced and Secured ⇒ 3 days ISS

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Extortion</b> - Taking or attempting to take property or money from another individual by force or intimidation  <b>BOE Policy 5600 &amp; 5615</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Conference with SRO ⇒ Police complaint ⇒ Detention	⇒ Parent notification ⇒ Central detention ⇒ Counseling/intervention ⇒ Possible Police complaint ⇒ Short-term suspension	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint ⇒ 45 day interim placement out of district

OFFENSE	LEVEL	1ST	2ND	3RD
<b>False Allegations</b> – claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered.  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Conference with SRO ⇒ Detention	⇒ Parent notification ⇒ Counseling/intervention ⇒ ICE ⇒ Short-term suspension	⇒ Parent notification ⇒ Long-term suspension ⇒ Possible expulsion

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Fighting</b> – initiating or responding to physical confrontation  <b>BOE Policy 5612</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Fire Alarms</b> – tampering of district fire alarms  <b>BOE Policy 5600 &amp; 5560</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police complaint ⇒ 45 day interim placement	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police complaint ⇒ 45 day interim placement	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint ⇒ 45 day interim placement

OFFENSE	LEVEL	1ST	2ND
<b>Fireworks/Chemicals –</b> criminal possession or activation of explosives or chemicals on school grounds  <b>BOE Policy 5600, 5513 &amp; 7610</b>	HS	⇒ Parent notification ⇒ Short-term suspension ⇒ Police complaint ⇒ Possible prosecution	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint ⇒ 45 day interim placement ⇒ Prosecution

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Food Fighting –</b> inappropriate handling of food anywhere on school grounds  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ School Service	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ School Service	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension ⇒ School Service

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Forgery –</b> alterations made on any type of school material, e.g. Passes, notes, grades, etc.  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention	⇒ Parent notification ⇒ In-school suspension

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Gambling</b> – wagering of money or something of material value with the primary intent of winning additional money or material goods  <b>BOE Policy 5610 &amp; 5620</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension

OFFENSE	LEVEL	1ST	2ND
<b>Gang/Group Fight</b> – a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others  <b>BOE Policy 5600, 5513 &amp; 7610</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Conference with SRO ⇒ Possible police charges	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint ⇒ 45 day interim placement

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Insubordination / Open Defiance</b> – negative or inappropriate responses to reasonable request from any adult  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short or Long-term suspension

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>High Tech Tampering</b> – willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy.</p> <p><b>BOE Policy 2360 &amp; 2361 &amp; 5600</b></p> <p><b>Acceptable Use Policy</b></p> <p><b>iPad User Agreement</b></p>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Supervised computer usage ⇒ Short-term suspension Police notification	⇒ Parent notification ⇒ Counseling/intervention ⇒ Supervised computer usage ⇒ Short-term suspension Police notification	⇒ Parent notification ⇒ Counseling/intervention ⇒ Supervised computer usage ⇒ Long-term suspension ⇒ Police notification ⇒ Prosecution

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Plagiarism</b> – representation of the words or ideas of another as one’s own without their permission or knowledge</p> <p><b>BOE Policy 5600 &amp; 5701</b></p>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Loss of academic credit	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Loss of academic credit	⇒ Parent notification ⇒ Long-term suspension ⇒ Loss of academic credit

OFFENSE	LEVEL	1ST	2ND	3RD
<p><b>Profanity/Inappropriate Language</b> – use of obscene language, gesturing, profanity, suggestive comments, either written or verbal</p> <p><b>BOE Policy 5610 &amp; 5620 &amp; 5600</b></p>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Teacher detention	⇒ Parent notification ⇒ Counseling/intervention ⇒ Central detention ⇒ Detention	⇒ Parent notification ⇒ Counseling/intervention ⇒ In-school suspension

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Sexual Harassment</b> – any unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature  <b>BOE Policy 5751</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Conference with SRO	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police complaint	⇒ Parent notification ⇒ Long-term suspension ⇒ Police complaint ⇒ 45 day interim placement

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Smoking/Possession of Tobacco Products</b> – criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds  <b>BOE Policy 5530</b>	HS	⇒ Parent notification ⇒ Short-term suspension ⇒ Counseling/intervention	⇒ Parent notification ⇒ Short-term suspension ⇒ Counseling/intervention	⇒ Parent notification ⇒ Long-term suspension ⇒ Counseling/intervention

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Snowball Fighting</b> – throwing of snowballs anywhere on school grounds  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Short-term suspension ⇒ Counseling/intervention	⇒ Parent notification ⇒ Short-term suspension ⇒ Counseling/intervention	⇒ Parent notification ⇒ Long-term suspension ⇒ Counseling/intervention

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Selling/Distributing of Alcohol or other Drugs –</b> criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation  <b>BOE Policy 5600 &amp; 5530</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police notification	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police complaint	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension ⇒ Police complaint

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Substance Abuse –</b> criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation  <b>BOE Policy 5600 &amp; 5530</b>	HS	⇒ Parent notification ⇒ Short-term suspension ⇒ Testing ⇒ Counseling/intervention ⇒ Police notification*	⇒ Parent notification ⇒ Short-term suspension ⇒ Testing ⇒ Counseling/intervention ⇒ Police notification*	⇒ Parent notification ⇒ Long-term suspension ⇒ Testing ⇒ Counseling/intervention ⇒ Police notification*

\* Required by Uniform Memorandum of Agreement with Middlesex County Prosecutor.

OFFENSE	LEVEL	1ST	2ND
<b>Terrorist Threats</b> – criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent fear  <b>BOE Policy 5600 &amp; 5613</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police complaint ⇒ Possible prosecution	⇒ Parent notification ⇒ Counseling/intervention ⇒ Police notification ⇒ 45 day interim placement out of district ⇒ Possible expulsion

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Theft</b> – unauthorized taking of another’s belongings or school property  <b>BOE Policy 5600</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police notification	⇒ Parent notification ⇒ Counseling/intervention ⇒ Long-term suspension ⇒ Police complaint

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Truancy</b> – being present on school grounds without signing in or <b>being away from school or class</b> without authorization  <b>BOE Policy 5200, 5460, 5610 &amp; 5620</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention ⇒ Detention or Short-term suspension	⇒ Parent notification ⇒ Counseling/intervention ⇒ Detention ⇒ Detention or Short-term suspension	⇒ Parent notification ⇒ Conference with Principal and Counselor/intervention ⇒ Short-term suspension ⇒ Referral to truant officer ⇒ Loss of academic credit

OFFENSE	LEVEL	1ST	2ND	3RD
<b>Vandalism</b> – deliberately damaging or defacing of school property or any individual’s property  <b>BOE Policy 5600 &amp; 5612</b>	HS	⇒ Parent notification ⇒ Short-term suspension	⇒ Parent notification ⇒ Short-term suspension ⇒ Police notification	⇒ Parent notification ⇒ Long-term suspension ⇒ Police notification

OFFENSE	LEVEL	1ST	2ND
<b>Weapons and Dangerous Instruments</b> – criminal possession or transmitting of any kind of weapon on school grounds. (See page 15.)  <b>BOE Policy 5600, 5513 &amp; 7610</b>	HS	⇒ Parent notification ⇒ Counseling/intervention ⇒ Short-term suspension ⇒ Police notification	⇒ Parent notification ⇒ Police notification ⇒ 45 day interim placement ⇒ Possible expulsion

## **Chapter 6**

### ***Services***

#### **CAFETERIA**

Food services are available to all students and staff. All snacks and lunches, whether purchased at school or brought from home, must be eaten in designated areas. No food or drink may be consumed outside the cafeteria. No glass bottles will be allowed in the school at any time. Students may buy a variety of lunches. *Students may only eat breakfast in the wing in which they are assigned first period. Students must eat lunch in the wing to which they are assigned.* Students must remain in the cafeteria throughout their assigned lunch periods.

#### **CAFETERIA PROCEDURES**

The following procedures have been put into place to ensure the safety and respect the rights of all individuals. We are instituting student service initiatives for exemplary cafeteria conduct. 9th and 10th grade students are expected to eat lunch in the Patton Cafeteria. 11th and 12th grade students are expected to eat lunch in the Anthony Cafeteria. Any student who is found to be in the wrong cafeteria will be subject to a disciplinary consequence.

- We do not tolerate the throwing of food or any other object at anyone or anything at any time. Violators of this policy will be subject to a 10 day out-of-school.
- 
- All food and drink must be consumed in designated areas. Violation of this policy will result in disciplinary action.
- Students are responsible for clearing their trays and disposing of any garbage on their tables. Violation of this policy will result in disciplinary action.
- Students purchasing food must stand in line and wait their turn. Violation of this policy will result in disciplinary action.
- Students must remove outer jackets or book bags before going in line to purchase food. Violation of this policy will result in disciplinary action.
- Students must pay for their lunch or use a debit account. Debit services are available to all students and can be purchased by check through the cafeteria manager. Any student who has a negative account balance on a given day should see their grade level Assistant Principal or Dean to discuss the inability to access Genesis, as well as other important documents such as interim and marking period report cards.

#### **COMPUTER USE AND INTERNET ACCESS**

Students are issued a district managed iPad. These technological devices will be used by teachers for instruction and by students in both directed and non-directed activities. All students will need parent/guardian consent and agreement to use computers and the Internet.

#### **COUNSELING**

The high school offers a comprehensive, proactive program of school counseling. Services include educational and career planning/support, prevention and intervention activities related to personal and social development and life skills training in such areas as decision-making, social problem-solving, and communication. The school counselors provide individual and group counseling sessions to assist young people in the areas of “learning to learn, learning to earn, and learning to live.”

Counselors also serve as consultants for teachers, administrators, and parents/guardians. This partnership is key to each student’s success in high school. Parent/guardian perceptions are important, and parents/guardians are encouraged to speak with the counselor on the phone or to arrange an appointment to meet in person. The counselor is also available to offer referrals regarding school and community resources, when necessary.

Each student is assigned a counselor who will work with the student and family for the entire four-year high school experience.

## **GUIDELINES FOR SCHOOL-SPONSORED EVENING ACTIVITIES**

- Request forms must be submitted to the Assistant Principal in charge of activities and to the Bookkeeper for calendar maintenance.
- Notification and approval of any activity must be given two (2) weeks prior to the event.
- Adequate staff supervision and police protection must be arranged for and paid for by the sponsoring group.
- All school rules and regulations will apply.
- All activities should have a specific goal.
- A program proposal must be submitted to the Assistant Principal in charge of activities.
- Absolutely no tickets may be sold at the door.
- All tickets must be approved by the Assistant Principal in charge of activities before being copied/distributed. School rules must be printed on the back of all tickets.

## **THE HAVEN**

Mental Health Counseling Services are provided to the Piscataway School District through a partnership with Rutgers University Graduate School of Applied Professional Psychology. The clinic is located in the East Wing of the high school. Referrals to the program are made by the school counselors.

## **HEALTH SERVICES**

The high school has nurses to assist students who become ill or injured at school. A pass to the Health Office should be obtained from the teacher. Referral to the parent/guardian will be made for subsequent care as necessary.

It is imperative that the nurses have current telephone/cell numbers in the event that emergency contact must be made.

Only prescription medication may be taken in school and must be kept in the Health Office. Doctor's and parent's requests must be kept on file.

Students who are referred to the nurse because of health-related issues that occur during the school day will be sent home under the following circumstances:

- After assessment, the nurse has determined that the student is unable to continue with the school day;
- The student has a communicable disease which has not abated;
- The Administrator and the Nurse have determined that because of a health-related situation, the student's presence in the school should be terminated for the day.

Use of the elevator for disabled students must be arranged by the East and West Wing nurse.

## **ID CARDS**

- ID cards are the official Piscataway High School identification card and are to be carried at all times while on the high school premises. The ID card is to be presented upon the request of an official or authorized representative of the school. Failure to do so is considered an act of insubordination/open defiance.
- Each school day, IDs will be required in order for students to be in the hallways, or other designated areas during instructional time.
- ID cards must be shown to school officials upon request in order to attend any school sponsored activities/events. Additionally, student IDs must be presented to check out books or materials from the Piscataway High School Library.
- Students must report misplaced/lost ID cards to security personnel at the various "temporary ID stations" located throughout campus. Once reported, a student will be issued a temporary ID for that school day. A replacement fee of \$5.00 may be required/a disciplinary consequence may be issued by grade level administration if a student continuously loses/misplaces the issued ID.

## **IMMUNIZATION**

Chapter 14 of the State Sanitary Code mandates and the New Jersey Department of Health and Senior Services regulates immunization requirements for attendance at school. Official documentation of the dates of immunizations must be submitted. No student will be enrolled provisionally without documentation of at least one dose of Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, and Meningococcal for students born after 1/1/1997.

## **LATE BUSES**

Three activity busses will leave the high school grounds at approximately 3:30PM and 4:30PM. Two busses, *Arbor and Williams Street*, will take students to the north end of town. The other, *Heights*, will service the south end of town. Students must obtain an activity bus pass in order to board the busses. Only students entitled to bussing per district/state policy may ride the activity bus. Students participating in a school-sponsored after school activity can obtain a bus pass from their teacher/advisor only. "Teachers/advisors should release students from their club/activity no earlier than ten minutes before the late bus arrival time. Teachers/advisors are also responsible for escorting students to the designating holding area for late bus pick-ups.

## **LIBRARY MEDIA CENTER**

The high school library media center is open to all students during and after school. The library in the East Wing will remain open until 2:55 p.m. Monday, Wednesday, and Thursday for the following reasons:

- *Database and Internet Research;*
- *Browsing, reading books, magazines, etc.;*
- *Receiving help with references;*
- *Making copies of material;*

Responsibilities must be assumed by students for the return of material and equipment to the appropriate place, payment of book fines levied on overdue books, and for cooperation in maintaining respect and a dignified atmosphere. Tutoring is available in the library on Mondays, Wednesdays, and Thursdays after school.

## **LOCKERS**

Locker assignments are made for each student for the entire school year. For students' own protection, no valuable articles should be left in the lockers, and the combinations should remain private information. Locker access should not be shared with anyone since students are responsible for any and all items found in their lockers. The Board of Education is not responsible for any personal items which may be stolen. Since the lockers are the property of the Board of Education, school officials do maintain a master list of all locker combinations. School lockers shall be the subject of periodic inspections by school officials to maintain the health, safety, and welfare of the school community. Students may not go to their lockers during lunch or when classes are in session.

## **NATIONAL HONOR SOCIETY**

Election to the National Honor Society is one of the highest academic honors attainable in high school. Seniors and Juniors with a grade average of 90% or better, and must have taken or be currently enrolled in at least 4 or more AP (Ad. Placement) or Honors courses are eligible. These students must complete an appropriate information sheet and submit it to the faculty selection committee in accordance with published guidelines. The faculty committee (comprised of the advisors, staff members from each department, and the school's counseling department) will evaluate *character, scholarship, leadership, and service* to determine the quality and quantity of these activities beginning in May of a student's Junior Year. It should be remembered that the student will be considered for membership based on all four requirements. Meeting the minimum requirements does NOT guarantee induction. Students will be notified of their eligibility by mail and will receive instructions and a form to be completed as part of the selection process. Documentation of 30 hours of required community service must also be submitted. Additionally, candidates must be active participants of no less than five extracurricular activities by the completion of their junior year.

Members must maintain the standards by which they were selected and meet other obligations as determined by the chapter. Failure to maintain a grade average of 90% or better, the standards put forth by the society, or the inability to fulfill the chapter obligations may be reasons for dismissal. Students found to be in violation of civil law, school rules, or academic dishonesty will be subject to disciplinary action/expulsion from the organization.

Students have the right to appeal all decisions regarding the National Honor Society to the high school Principal.

### **SUMMER SCHOOL AND SUMMER ENRICHMENT PROGRAMS**

Piscataway High School encourages students who fail courses to make them up in a PHS approved summer school program. However, if students receive a WF (withdrew failing) they will automatically be denied permission to attend summer school in a specific subject area. Students are allowed to enroll in two summer school classes with the permission of the student's counselor.

Students taking Mathematics summer school classes must take a competency exam at the high school after completing their summer courses in order to get credit for the course. Contact the counseling office for details.

Courses that are taken by students in summer school or online to show grade improvement will be noted on the student's transcript; however NO credit will be given and the grade will NOT be averaged in the GPA. The original course will remain on the transcript, maintaining the credit and the grade. Courses that are taken by students in summer school or online for credit recovery, and earn a passing grade including passing the district competency exam in Math, credit WILL be awarded on the student's transcript and the grade WILL be averaged in the GPA. The original course will remain on the transcript showing zero earned credits and a failing grade.

**The Summer Enrichment Programs** provide high quality academic reinforcement and enrichment classes for students. Interested students and their families can contact the counseling office for information.

### **TUTORING**

Tutoring is available for all students Monday, Wednesday, and Thursday after school in the East Wing Library for upperclassmen, and on the second floor of the Patton Building for underclassmen. A full complement of subject area teachers, Rutgers Tutors, and National Honor Society volunteers are available for tutoring.

## Chapter 7

### *Formal Reporting/Testing*

#### FORMAL REPORTING

Students will receive a grade for each course at the end of every Quarter as follows:

Quarter	Interim Reports Sent	Marking Period Ends	Report Cards to Students
1st	10/14/2021	11/12/2021	12/02/2021
2nd	12/23/2021	01/27/2022	02/15/2022
3rd	03/09/2022	04/04/2022	04/28/2022
4th	05/23/2022	06/16/2022	06/16/2022

#### TENTATIVE EXAM SCHEDULE

*Final and/or Semester Exams*  
 06/09/22 through 06/16/2022- Half Days  
 \*All dates are subject to change.\*

#### SAT AND ACT TESTING DATES

SAT: 10/02; 11/06; 12/04; 03/12; 05/07; 06/04  
 ACT: 09/11; 10/23; 12/11; 02/12; 04/02; 06/11

#### PSAT TBD

STATE TESTING \*\*\*TBA\*\*\*

*AP Examination Schedule* 05/02/22 – 05/17/2022

# Chapter 8

## *Athletics, Clubs and Activities*

### ADVISORS

**SGA:** Mr. Horan

**Senior Class:** Ms. Brown & Ms. Pernel

**Junior Class** Ms. Dionisio

**Sophomore Class:** Ms. Ruppel

**Freshman Class:** Mr. Chioffe

### CLUBS AND ACTIVITIES

A variety of clubs and activities are available to students throughout their high school career. Students are encouraged to explore and take advantage of these co-curricular activities. If several students have an interest in establishing a new activity, they may organize it by:

- Obtaining an interested faculty member to sponsor the activity, and
- Submitting a written request stating the goals, objectives, and purpose of the club to the Assistant Principal and indicating the desired dates and location for meetings of the group.

**\*\*A COMPLETE LIST OF ALL AVAILABLE CLUBS AND ACTIVITIES CAN BE FOUND ON OUR SCHOOL WEBSITE AT [http://phs.piscatawayschools.org/activities/clubs\\_and\\_activities](http://phs.piscatawayschools.org/activities/clubs_and_activities)**

### FUND RAISING

Fund raising is permitted for school-related activities. Each request for fund raising must be submitted in writing to the appropriate administrator for approval. If this procedure is circumvented, the product will be confiscated, and the student(s) will be subject to a disciplinary consequence.

### EXTRACURRICULAR ACTIVITIES/ORGANIZATIONS ELIGIBILITY REQUIREMENTS

Extracurricular activities are defined as those programs which generally take place after school hours and are under the supervision of either a paid or unpaid staff member. Specifically excluded are courses offered for high school credit.

Students participating in extracurricular programs are expected and encouraged to maintain a level of scholastic achievement which will enable them to graduate and succeed in the future. Any student who has obtained 20 or more tardies (maximum of 10 per semester) will surrender his/her eligibility to participate in any and all extracurricular activities, including athletic teams for the remainder of the school year.

To participate in extracurricular activities, pupils must have successfully completed the number of credits specified at the end of each academic year and have completed or be passing the number of credits specified at the *end of the first semester*.

	<b>9th 1st Year</b>	<b>10th 2nd Year</b>	<b>11th 3rd Year</b>	<b>12th 4th Year</b>
1st Semester	13.75	37.50	65.00	97.50

### ATHLETICS

All students participating in athletic activities must have a sports physical on or after June 15 for the coming school year. To continue in another sport, students must complete and return another permission form to the Nurse's office in the wing in which they have homeroom. The nurse will review all forms in consultation with the school physician. Any student neglecting to turn in the permission packets on time will be denied permission to try out until forms are reviewed.

## ATHLETIC PROGRAM

We have a comprehensive athletic program involving girls and boys sports.

### **BOYS' SPORTS**

*FOOTBALL*  
Varsity, JV, FR  
*SOCCKER*  
Varsity, JV, FR  
*CROSS COUNTRY*  
Varsity  
*WRESTLING*  
Varsity, JV  
*BASKETBALL*  
Varsity, JV, FR  
*WINTER TRACK*  
Varsity  
*SWIMMING*  
Varsity  
*BOWLING*  
Varsity  
*BASEBALL*  
Varsity, JV, FR  
*SPRING TRACK*  
Varsity  
*TENNIS*  
Varsity  
*VOLLEYBALL*  
Varsity, JV, FR

### **GIRLS' SPORTS**

*FIELD HOCKEY*  
Varsity, JV  
*SOCCKER*  
Varsity, JV  
*CROSS COUNTRY*  
Varsity  
*GYMNASTICS*  
Varsity  
*BASKETBALL*  
Varsity, JV, FR  
*WINTER TRACK*  
Varsity  
*SWIMMING*  
Varsity  
*BOWLING*  
Varsity  
*SOFTBALL*  
Varsity, JV, FR  
*SPRING TRACK*  
Varsity  
*TENNIS*  
Varsity  
*VOLLEYBALL*  
Varsity, JV, FR

### **CO-ED SPORTS**

*FALL CHEERLEADING*  
Varsity, JV  
*WINTER CHEERLEADING*  
Varsity, JV  
*GOLF*  
Varsity

## TRANSPORTING STUDENTS FROM ATHLETIC AND EXTRACURRICULAR ACTIVITIES

- A student may be transported from an athletic contest at the conclusion of the event by a parent or legal guardian if the next event is a school related activity.
- A student must accompany the team back to school for pick up if the next activity is not a school related activity.
- A student may not submit a note from the home giving him/her permission to accompany a teammate's parent or legal guardian to the next event at the conclusion of the first event.

## ATHLETIC PARTICIPATION

Athletes should be in top physical condition in order to participate, especially in competitions. This becomes increasingly important when an athlete has not been at practice or had sufficient time to warm up before competition. To maintain healthy and safe conditions for all athletes, the following procedures are in effect and will be enforced at all levels of athletic competition:

- If an athlete misses practice for an extended period of time prior to a competition, his or her participation may be restricted at the discretion of the coaching staff.

### **New Jersey State Interscholastic Athletic Association Summary of Academic Rules for Student Participation in Athletics**

- To be eligible for athletic competition during the first semester (Sept. 1 to Jan. 31) a student must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120) during the immediate preceding academic year. Credits accumulated through the summer school will be added to the previous academic year credit total to satisfy the 25% requirement.

- To be eligible for academic competition second semester (Feb. 1 to Jun. 30) a student must pass or be passing the equivalent of 12.5% (15 credits) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
- Students eligible at the beginning of a sport season shall be allowed to finish the season.
- It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than 12.5% of the State minimum (15 credits) during the first semester provided they are meeting their school district's graduation requirements and are **PASSING ALL COURSES IN WHICH THEY ARE ENROLLED AT THE START OF THE FIRST SEMESTER**. Seniors who withdraw from courses with a passing grade (WP) will be eligible provided they are carrying sufficient credits for graduation purposes.

SAT or ACT must be taken on a national testing date. Students may not use residual or regional tests to meet 14.3. Students may combine SAT or ACT scores achieved on more than one national testing date to meet the test-score requirement. Students can consult with the school counselor or contact the NCAA national office for the NCAA guide to the College Freshman Eligibility Requirements for NCAA Divisions I and II Institutions. The guide contains a detailed description of 14.3 requirements.

The following criteria and procedures have been approved in regard to the SAT and ACT test-score requirements of 14.3 as it relates to learning-disabled and handicapped students who are in need of nonstandard testing.

- The student must register for the nonstandard testing in the manner outlined by the testing services, which would require that the handicap or learning disability be diagnosed professionally and properly documented and confirmed.
- The testing procedures followed must be those outlined by the testing service, and the individual administering the test may not be a member of the high school's athletics department or a member institution's athletics department.
- A copy of all documentation forwarded to the testing service for purposes of registering for the test must also be forwarded to the NCAA national office, and a statement from the person administering the test that he or she is not a member of the high school's or a member institution's athletics department.

Upon receipt of appropriate documentation, the NCAA Academic Requirements Committee may approve the student's completion of the test-score requirement on a case-by-case basis.

Also, special high school courses for the learning disabled or handicapped may be used to meet the core-course requirement if:

1. The high school Principal submits a written statement to the NCAA indicating that students in such courses are expected to acquire the same knowledge, quantitatively and qualitatively, as students in "regular" classes, and

**2 years of Mathematics (Algebra 1 or higher)**

**2 years of natural/physical science (with 1 year of lab)**

**3 year of additional English, mathematics or natural/physical science**

**2 years of social science**

**4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)**

SEE YOUR COUNSELOR FOR MORE INFORMATION AND DETAILS.

2. The same grading standards are employed in such courses as those utilized in "regular" classes.

Documentation that those conditions have been met must be provided to the Academic Requirements Committee, which then may recommend approval of the use of such courses on a case-by-case basis.

Eligibility for financial aid at Divisions I, II, and III colleges may also be affected by Bylaw 14.3.

**NOTE:** Many colleges may also have additional requirements; consequently, parents/guardians, and students are urged to ask about and check for possible additions.

*FOR ANY QUESTIONS CONCERNING THESE RULES AND REGULATIONS, PLEASE CONTACT THE STUDENT'S COUNSELOR AT 732-981-0700, Ext. 2230 or Ext. 2222.*

## NCAA Freshman -Eligibility Standards

### **DIVISION 1 AND 2 INITIAL ELIGIBILITY REQUIREMENTS:**

**Division 1:** 16 core courses. Beginning 8/1/2016, 10 core courses must be completed prior to the seventh semester (and 7 must be a combination of English, math or natural/physical sciences) -these ten courses become locked in after the seventh semester and cannot be retaken for grade improvement.

*\*Beginning 8/1/2016, it will be possible for a Division 1 college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.\**

**Division 2:** 16 core courses. SEE YOUR COUNSELOR FOR MORE INFORMATION

### **TEST SCORES:**

**Division 1** uses a sliding scale to match test scores and core GPA. See your counselor for details.

**Division 2** requires a minimum SAT score of 820 (essay not counted) or an ACT (Sum of English, Math, Reading, and Science) sum of 68.

SEE YOUR COUNSELOR FOR MORE INFORMATION

### **GRADE POINT AVERAGE:**

Only courses that appear on your school's List of NCAA Courses will be used in the calculation of your core GPA. Use the list as a guide.

#### **DIVISION 1 CORE COURSES:**

##### **(16 CORE COURSES)**

4 years of English

3 years of Mathematics (Algebra 1 or higher)

2 years of natural/physical science (with 1 year of lab)

1 year of additional English, mathematics or natural/physical science

2 years of social science

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

#### **DIVISION 2 CORE COURSES:**

##### **(16 CORE COURSES)**

3 years of English

2 years of Mathematics (Algebra 1 or higher)

2 years of natural/physical science (with 1 year of lab)

3 year of additional English, mathematics or natural/physical science

2 years of social science

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

SEE YOUR COUNSELOR FOR MORE INFORMATION AND DETAILS.

**Piscataway High School**  
**School Year 2021-2022**

