

Parsippany Hills Student & Parent Handbook



2020-2021

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Dr. Robert Sutter, Assistant Superintendent of Human Resources
Mrs. Joni Benos, Chief of Staff/Public Information Officer
Dr. Nancy Gigante, Director of Planning, Research and Evaluation
Mrs. Robin Tedesco, Business Administrator/Board Secretary

PARSIPPANY HILLS HIGH SCHOOL ADMINISTRATION

Dr. Matthew Thompson, Principal
Mr. Christian Keegan, Assistant Principal
Mr. Todd Ricker, Assistant Principal/Athletic Director
Mrs. Michelle D. Galligan, Assistant Principal

Administrator's Message: Welcome to Parsippany Hills High School

Dear Viking Students and Families,

Welcome to the 2020-21 school year! As we start the year in these unprecedented times, we must continue to work as a community to share safety guidelines to help keep Viking Nation healthy and successful. Please review the handbook and all the guidelines that we have in place to create the safest learning environment possible. Please educate yourself on the expectations and rules, as well as the specific safety guidelines that will be in place. Also, we encourage you to familiarize yourself with all the supports that are available to you during the school day. Throughout the year there will be opportunities to provide your input for our upcoming school experiences. We will work together to navigate any challenges in 2020-21. Let's make it a great year! Go Vikings!

Dr. Matthew Thompson

<p>Visitors are welcome to our school if they contact the administration first and receive permission to spend time at Parsippany Hills High School for a specific reason.</p>

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CO-CURRICULAR ACTIVITIES 2020-2021

<p>Academic Decathlon African American Cultural Club American Muslim Association American Red Cross Anime Asian American Club Body Positive Campus Light Chess Club Chorus Class Steering Committees Community Service Club Concert Band D.E.C.A. Drama and Musical Dance/Drill Team Environmental Club E.R.A.S.E. (End Racism & Sexism Everywhere) Family Career & Community Leaders of America Fencing Flag Club French Honor Society Forensics Future Business Leaders of America Habitat for Humanity Helping Hands of Parsippany (HHOP) Hockey Club Gay-Straight Alliance I.P.L.E. Indian Cultural Club Interact Italian-American Club Italian Honor Society Jazz Band</p>	<p>Junior Statesmen of America Library Pages Club Key Club Marching Band Literary Magazine-<i>inkflow</i> Peer Leadership Math Team Model UN National Honor Society Renaissance Robotics Club National Art Honor Society P.A.L.s (Parsippany Animal Lovers) Parsippany Hills Girls Up Ping Pong Club Pit Band SAT Tutoring Club School Newspaper - <i>Voyager</i> Science Olympiad Ski Club Sound and Light Spanish Club Spanish Honor Society Spoke Literature Aimed at Many (SLAM) Stagecraft Stand Up to Cancer State & Regional Band State & Regional Choir Strings/Piano Club Student Council Tech Student Association Varsity Club Yearbook Spring Musical Fall Drama</p>
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2020-21 ATHLETIC PROGRAM

FALL

Football
 Boys Soccer
 Girls Soccer
 Girls Tennis
 Field Hockey
 Girls Volleyball
 Cheerleading
 Cross Country (boys/girls)
 Marching Band and Flag Squad

WINTER

Boys Basketball
 Girls Basketball
 Wrestling
 Swimming
 Cheerleading
 Winter Track (boys/girls)
 Ice Hockey

SPRING

Baseball
 Softball
 Boys Tennis
 Golf (boys/girls)
 Boys Track
 Girls Track
 Boys Lacrosse
 Girls Lacrosse

PHHS Schedule Information

CLASS ROTATIONS			
DAY A	DAY B	DAY C	DAY D
Period 1	Period 4	Period 3	Period 2
Period 2	Period 1	Period 4	Period 3
Period 3	Period 2	Period 1	Period 4
Lunch & Labs	Lunch & Labs	Lunch & Labs	Lunch & Labs
Period 5	Period 8	Period 7	Period 6
Period 6	Period 5	Period 8	Period 7
Period 7	Period 6	Period 5	Period 8

Bell Schedules

Regular		Delayed Openings		Half Day/One-Session Day	
Block 1	7:40 - 8:38 (incl 2 min HR)	Block 1	9:40 -10:17 (incl 1 min HR)	Block 1	7:40 - 8:19 (2 min HR)
Block 2	8:42 - 9:38	Block 2	10:21 -10:57	Block 2	8:23 - 9:00
Block 3	9:42 - 10:38	Block 3	11:01 -11:37	Block 3	9:04 - 9:41
LAB 1	10:40 - 11:05	LAB 1	11:39 - 12:04	Block 4	9:45 -10:22
LUNCH	10:40 - 11:30	LUNCH	11:39 - 12:29	Block 5	10:26 -11:03
LAB 2	11:05 - 11:30	LAB 2	12:04 - 12:29	Block 6	11:07 -11:45
Block 4	11:32-12:28	Block 4	12:31 -1:07		

Block 5	12:32 - 1:28	Block 5	1:11 - 1:47		
Block 6	1:32 - 2:28	Block 6	1:51 - 2:28		

Days marked “E” indicate exam dates

Days marked “8P” indicate all 8 periods will meet

Days marked “O” are open and will be assigned a letter designation as needed

Parsippany-Troy Hills Township Schools 2020-2021 School Calendar

Appendix E

Board Approved: July 22, 2019

August 2020							September 2020							October 2020							November 2020																			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa													
						1			2	3	4	5															1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14													
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21													
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28													
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30																		
30	31																																							

December 2020							January 2021							February 2021							March 2021																
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa										
						1						2																									
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13										
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20										
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27										
27	28	29	30	31			24	25	26	27	28	29	30	28							28	29	30	31													
							31																														

April 2021							May 2021							June 2021							July 2021																
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa										
						1						1																									
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10										
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17										
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24										
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31										
							30																														

Board Approved: July 22, 2019

**ALL VACATION DATES ARE TENTATIVE
AND SUBJECT TO CHANGE.**

Aug 31	Teachers Report/Professional Development
Sept 1	Teachers Report/PD/Grade 6 & 9 Orientation
Sept 2	First Day for Students
Sept 7	Schools Closed Labor Day
Sept 28	Schools Closed Yom Kippur
Nov 3	No School Students/ Full Professional Dev Day for Teachers
Nov 5-6	NJEA Convention—Schools Closed
Nov 30, 23, 24	Emergency Parent/Teacher Conferences—Half Day for Elementary Students
Nov 25	Half Day for All—District
Nov 26-27	Thanksgiving—Schools Closed
Dec 23	Half Day for All—District
Dec 24-25	Schools Closed Christmas Recess
Jan 1	Schools Closed New Year's
Jan 18	Schools Closed MLK Jr. Day
Feb 12 & 15	Schools Closed Presidents' Day
Mar 3, 4, 5	Emergency Parent/Teacher Conferences—Half Day for Elementary Students
Mar 15	One Session Day for Students/ Professional Development Day for Teachers
Apr 2, 5-9	Schools Closed Spring Recess
May 31	Schools Closed Memorial Day
June 8	No School for Students/ Professional Development Day for Teachers
June 18, 21, 22	Half Day Schedule for Students
June 22	Half Day/Last Day for Students—Graduation/ Last Day for Teachers

Grades K-12 are scheduled for 184 days, which allows for 4 snow/emergency days. If not used, they will be given back later in the school year.

If there are two (2) emergency closings prior to January 4, the make-up day will be January 18. If there are three (3) emergency closings prior to February 5, the make-up day will be February 15.

If additional days are required, the calendar will be reviewed and days reinstated during spring break or later in the school year. School personnel and students will be expected to attend on contingency days.

The following are the possible teacher/student days per month:

	Teachers	Students
August	1	
September	20	19
October	22	22
November	17	16
December	17	17
January	19	19
February	18	18
March	23	22
April	16	16
May	20	20
June	16	15
	189	184
Half in Snow Days	-4	-4
	185	180

✖ = No School
 △ = No School Students/PD Teachers
 / = Half Day
 ☀ = Last Day for Students/Last Day for Teacher Graduation!

**ADOPTED 2004-2005 - March 30, 2004: NON-DISCRIMINATION PROGRAM
AFFIRMATIVE ACTION**

The Parsippany-Troy Hills School District follows all mandates regarding Affirmative Action. The Board guarantees to all persons properly enrolled in the schools of Parsippany-Troy Hills equal access to the educational program of the school district. No pupil shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic condition, disability or sexual orientation.

Ms. Tarah Santaniello – 504 Coordinator for Disabled Students and Staff

Dr. Robert Sutter – Employment/Contract Practices

Mr. Todd Ricker – Athletic Director

SEXUAL HARASSMENT IN EDUCATION

Sexual harassment in the classroom, related programs or activities is the behavior of an individual which emphasizes the sexuality or sexual identity of another individual in a manner which prevents or impairs the victim's full enjoyment of educational opportunities. Sexual harassment is also defined as unwanted, offensive behavior by an instructor or student who resorts to the use of power and status over another person.

Harassment may include: unwanted touching; verbal comments, name calling; spreading sexual rumors; gestures, jokes or cartoon; too personal a conversation or note.

Harassment of staff members by students is equally abhorrent. In such cases, the aggrieved staff member should employ the procedure outline below as a guideline or refer to the Board's Policy on Affirmative Action.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

The Parsippany-Troy Hills School System takes pride in upholding all the regulations associated with affirmative action mandates. If a student thinks she/he has been discriminated against on the basis of sex, race, religion, national origin, creed, handicap, or sexual orientation the following procedure should be followed:

The aggrieved student may seek settlement by meeting with the person(s) involved. If the dispute is not resolved, the student and his/her parents may arrange for a meeting with the teacher and the school principal or his/her designee.

If the issue remains unresolved, the parent(s) and the aggrieved student may appeal, in writing, to the persons and/or groups in the order listed below:

Affirmative Action Officer - Dr. Robert Sutter

Superintendent – Dr. Barbara Sargent

Board of Education (in executive session): Mr. Frank Neglia

In the event of an impasse at the board level, further appeal may be made through existing statutory provisions.

If the appellant is a disabled person, he/she shall process any complaint through the Section 504 Coordinator, TBA, who is responsible for practices involving disabled persons.

**Parsippany-Troy Hills Township Schools
Civility Guidelines**

The Parsippany-Troy Hills School District is committed to maintaining a safe, secure and orderly educational environment in our schools. As part of this commitment, our efforts are directed toward maintaining District operations that keep our employees, schools, offices, and activities free from disruptions and discriminatory behavior. The following guidelines are designed to deal with disruptive or discriminatory behavior. Please note that a severe incident of disruptive or discriminatory behavior may result in a person being banned from District premises.

Disruptive Behavior

The following guidelines are to be followed when a person disrupts or demonstrates the potential to disrupt the safe, secure and orderly educational environment of our schools, offices and activities.

When any person disrupts or threatens to disrupt District operations, is verbally or physically intimidating, threatens the health, welfare and safety of District employees or students on school premises, during a conference, through email or by telephone, the responsible administrator will direct the person to follow the established district guidelines and policies.

If the person does not respond immediately the responsible administrator will:

1. Inform the person that the meeting or telephone/email conversation is terminated.
2. If appropriate, direct the person to leave District premise immediately.
3. Inform the person that he or she will be charged with a misdemeanor, in accordance with New Jersey law (see Legal References), if he or she refuses to leave.
4. If the person does not leave District premise immediately, the administrator will notify the police and the Superintendent and have the person escorted from the District premises.
5. File a police report or complaint after consulting with the Superintendent.
6. Notify the person by letter of the District’s applicable procedures, guidelines, and policies and that he or she may not be allowed on District premises if a subsequent incident occurs.
7. In severe cases, the responsible administrator may direct a lockdown in order to prevent a person from entering the building.

Discriminatory Behavior

When any person exhibits behavior unbecoming to a member of the school community such as differential treatment based on race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status, as stated in The New Jersey Law Against Discrimination, the responsible administrator will direct the person to follow the established District guidelines and policies.

If the person does not respond immediately, the responsible administrator will:

1. Inform the person that the meeting or telephone/email conversation is terminated.
2. If appropriate, direct the person to leave District premise immediately.
3. Inform the person that he or she will be charged with a misdemeanor, in accordance with New Jersey law (see Legal References), if he or she refuses to leave.
4. If the person does not leave District premise immediately, the administrator will notify the police and the Superintendent and have the person escorted from the District premise.
5. File a police report or complaint after consulting with the Superintendent.
6. Notify the person by letter of the District's applicable procedures, guidelines, and policies and that he or she will not be allowed on District premises if a subsequent incident occurs.
7. In severe cases, the responsible administrator may direct a lockdown in order to prevent a person from entering the building.

Subsequent Incidents

If a subsequent incident occurs, the above procedures will be repeated and the responsible administrator and/or staff member will file a complaint with the police, the superintendent will be notified and, in consultation with the responsible administrator and our school district attorney, an appropriate course of action will be determined that may include banning the person from District premises or activities for a specific period of time.

Re-admittance

A person who is banned from District premises and/or activities may submit a written re-entry request, accompanied by a written apology, to the Superintendent of Schools who will hold a conference with the person and affected building administrator(s) and determine if re-entry will be permitted

Documentation

When it is determined by a District administrator that a person is violating the provisions of these guidelines, the administrator may provide him or her with copies of the appropriate statutes.

Legal References: N.J.S.A. 2C: 18.3 Criminal Trespassing
N.J.S.A. 2C: 33-2 Disorderly conduct
N.J.S.A. 18A: 11-1 General Mandatory Powers and Duties

ATTENDANCE POLICY

Note: Except for numbers three and four below, these procedures do not distinguish between excused/unexcused absences. Please read carefully these limits and changes which took effect as of September 1, 2019.

You must be present a minimum of four (4) hours of instructional time (not including lunch) to participate in any co-curricular activity including athletics on that day. (See Bd. Policy p.33)

Students will be permitted to accumulate the following absences without affecting credit for a course:

Full Year course - no more than 8 absences per semester

$\frac{3}{4}$ year course (Phys. Ed) – no more than 12 absences in the year

$\frac{1}{2}$ year (semester) course – no more than 8 absences in the semester

$\frac{1}{4}$ year course (Health/Drivers Ed) – no more than 4 absences in the marking period

Note: Tardies to school less than 10 minutes equal one-half absence in the 1st period class. Tardies to school 10 minutes or more equal one full absence in the 1st period class.

1. Any time a student is absent, the parent must notify the Attendance Office by calling 973-682-2815 Ext. 1. Upon returning, the student may bring a parental and/or medical note to the attendance office containing the student's name, grade level, day or dates of absences and reason for absence. **Notes explain absences; they do not excuse absences.** Unless a call is received, the absence will be considered a truancy.
2. A student who accrues more absences than indicated above will be considered as not having completed the prescribed requirements for the course as approved by the Board. He or she will be considered as having lost credit in that course. Since a student must complete a course to be eligible to participate in summer school, he/she will be permitted to remain in the course if behavior and level of participation remain appropriate.
3. If the student is participating in a school-sponsored activity designated by the principal as directly related to educational goals, the absence will not be counted toward the totals listed above.
4. If the student is absent for observance of an approved religious holiday and submits an appropriate written explanation from a parent/guardian, the absence will not be counted toward the totals listed above.

5. Parent(s)/guardian(s) will be kept informed about a student's attendance as follows:

Full Year Course:

- A. After the fourth and eighth absence of the year, parent(s)/guardian(s) will be notified by letter.
- B. After the twelfth absence of the year, parent(s)/guardian(s) will be notified by the assistant principal through an attendance contract.
- C. After the 17th absence of the year, loss of credit will be established for the course. Parent(s)/guardian(s) will be notified of such by letter.

Semester Course:

- A. After the second and fourth absence of the year, parent(s)/guardian(s) will be notified by letter.
- B. After the sixth absence of the year, parent(s)/guardian(s) will be notified by the assistant principal through an attendance contract.
- C. After the 9th absence of the year, loss of credit will be established for the course. Parent(s)/guardian(s) will be notified of such by letter.

Quarter Course:

- A. After the second absence, parent(s)/guardian(s) will be notified by letter.
- B. After the third absence, the parent(s) or guardian(s) will be notified by the assistant principal with an attendance contract.
- C. The fifth absence will result in loss of credit for the course. Parent(s)/guardian(s) will be notified of such by letter

ATTENDANCE CONTRACT PROCESS

- A. Students will be allowed 16 absences per full year course, 12 absences per $\frac{3}{4}$ course, 8 absences per (Semester) half year course, and 4 absences per $\frac{1}{4}$ year course.
- B. Every 4 absences marks a warning through a letter. When the student approaches a concerning amount of absences, an Attendance Contract will be established.
- C. Contracts will be explained thoroughly by the Assistant Principal, and signed by student, Guidance Counselor, Parent, and Principal.
- D. Contracts are a final warning and acknowledgement of the attendance policy, and the student's current attendance status. The consequences for exceeding an attendance contract will result in losing credit in the class, and possibly repeating the class next year, or going to summer school. Students and parents will be able to identify the number of days absent, and remaining number of absences allowed in a specific class. Once those days are used, the student will lose credit in the class.
- E. Students on an attendance contract will not be permitted to attend field trips that are during the school day.
- F. The principal shall have the right to waive penalties given extenuating circumstances.

TRUANCY

Students who are absent from school without parents' knowledge will be considered truant and receive the following discipline:

- A. A mandatory parent and student conference with an assistant principal and counselor.
- B. Consequences will be assigned based upon the number of classes cut while truant (*Full Day = 2 In School Suspensions/Part of the Day = 1 In School Suspension*).
- C. **Students who are truant on more than one occasion are subject to loss of credit pending administrative review.**
- D. Students who are truant while on an attendance contract will lose credit in that course as a violation of the attendance contract.

CUTTING CLASS

Students are not allowed to be absent from class without authorization. If students are found to be cutting, they will receive the following discipline:

FIRST OFFENSE:

- A. Three detentions.
- B. Referred to a counselor and assistant principal for a mandatory conference, parent notified.
- C. A grade of zero on any missed assignment.

SECOND OFFENSE:

- A. Saturday Detention
- B. Parent notification and a conference with counselor and assistant principal.
- C. A grade of zero on any missed assignment.

THIRD AND SUBSEQUENT OFFENSES:

- A. Administrative review and loss of credit.
- B. Mandatory parent notification of loss of credit.

Cuts are cumulative. Regardless of which courses are cut the first two times, on the third cut, and each one thereafter, students will lose credit in that course.

Students who are truant while on an attendance contract will lose credit in that course as a violation of the attendance contract.

TARDY TO SCHOOL

Students tardy to school must sign in immediately upon their arrival in the attendance office/tardy desk. Students who have not signed in will be considered truant. Students who arrive to their first class after the bell, but within the first ten minutes of class, will be charged with half an absence. The following discipline is based on each semester:

FIFTH OFFENSE: Conference with student, parent notification

TENTH OFFENSE: Conference with student, parent notification, Saturday Detention

FIFTEENTH OFFENSE: Parent notification, Saturday Detention

TWENTIETH OFFENSE: Parent notification, 2 Saturday Detentions

TWENTY-FIFTH OFFENSE: Parent notification, 1 In-School Suspension

LATE TO CLASS

Students who arrive after the bell periods 2 through 8, but within ten minutes after the beginning of a class, will be considered late to class and will receive the following discipline:

<u>FIRST OFFENSE:</u>	Teacher review
<u>SECOND OFFENSE:</u>	One teacher detention
<u>THIRD OFFENSE:</u>	Two office detentions
<u>FOURTH OFFENSE:</u>	Two office detentions
<u>FIFTH OFFENSE:</u>	Saturday detention and a mandatory parent conference with the assistant principal.
<u>SIXTH OFFENSE:</u>	In School Suspension possible loss of credit.

Students who arrive eleven minutes after the start of class will receive a cut for that class.

Failure to serve teacher assigned detentions will result in office detention(s). Failure to serve office detentions will result in further detentions and possible suspension. Failure to serve Saturday detention(s) will result in ISS.

EARLY DISMISSAL

A request for early release from school requires a note from home. Student must present the note in the attendance office by 7:30 A.M. The note must include a valid reason, (i.e., medical needs, religious obligations, and/or appointments that cannot be made after school) and the telephone number where a parent can be reached. Students presenting a note after this time may not leave school without a phone call first being made to the parent by the Attendance Office. **THE NAME AND THE TIME THAT THE STUDENT IS TO BE DISMISSED WILL APPEAR ON THE ABSENTEE LIST.** Upon re-entry, students must report to the attendance office and sign in. **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL ON A DAILY BASIS DURING STUDY HALL, LUNCH PERIODS, OR UNSCHEDULED TIME.** Seniors who have a "Senior Free" period at the end of the day, may leave campus early with permission. Signed contracts, available in the Attendance Office are required.

HOMEROOM

All students are assigned to a homeroom which is at the end of Period 1. Daily attendance is taken in homeroom. Also, the daily bulletin is shared with students so they know the day's news.

CLOSED CAMPUS

Pupils are not permitted to leave school grounds at any time during the school day, lunch and study hall included.

First Offense:	One Saturday Detention/loss of parking 2 weeks
Second Offense:	Two Saturday Detentions/loss of parking 1 month
Third Offense:	Out-of-school suspension/loss of

parking for year

In certain circumstances, a car pass may be obtained from the Assistant Principal. Students will be escorted to their vehicle by the security guard.

CO-OP AND MCST PROGRAMS

Pupils sharing time between a Co-op or MCST program will be required to sign in or out at the attendance office using Genesis Turnstile.

GENERAL RULES OF CONDUCT

The staff and administration wish to treat all students, grades 9 - 12, as responsible young men and women. Consequently, we try to keep our rules to a minimum. The following are our general school rules to help guide student behavior each day of the year. Please make note of them:

1. Treat everyone with respect the same as you wish to be treated with respect.
2. Sign out in Turnstile from class whenever you are in the hallways except for the four-minute passing period.
3. Keep your hands to yourself respecting the personal space of others.
4. Stay in the school building or designated school grounds throughout the day. School is a closed campus.
5. Students may NOT have laser pointers in school.
6. Food and drink may be eaten in the classroom upon teacher discretion.
7. Conduct yourself the same as you would conduct yourself in the presence of your parents/guardians.
8. Card playing, and/or gambling of any kind is prohibited on school grounds.
9. Deliveries to school during school hours are prohibited. (This includes but is not limited to food for large groups, fast-food, balloons, flowers, etc.)

Special Note: Continual disobedience of school rules may result in loss of privileges including: participation in co-curricular activities and/or athletics field trips, dances, and proms.

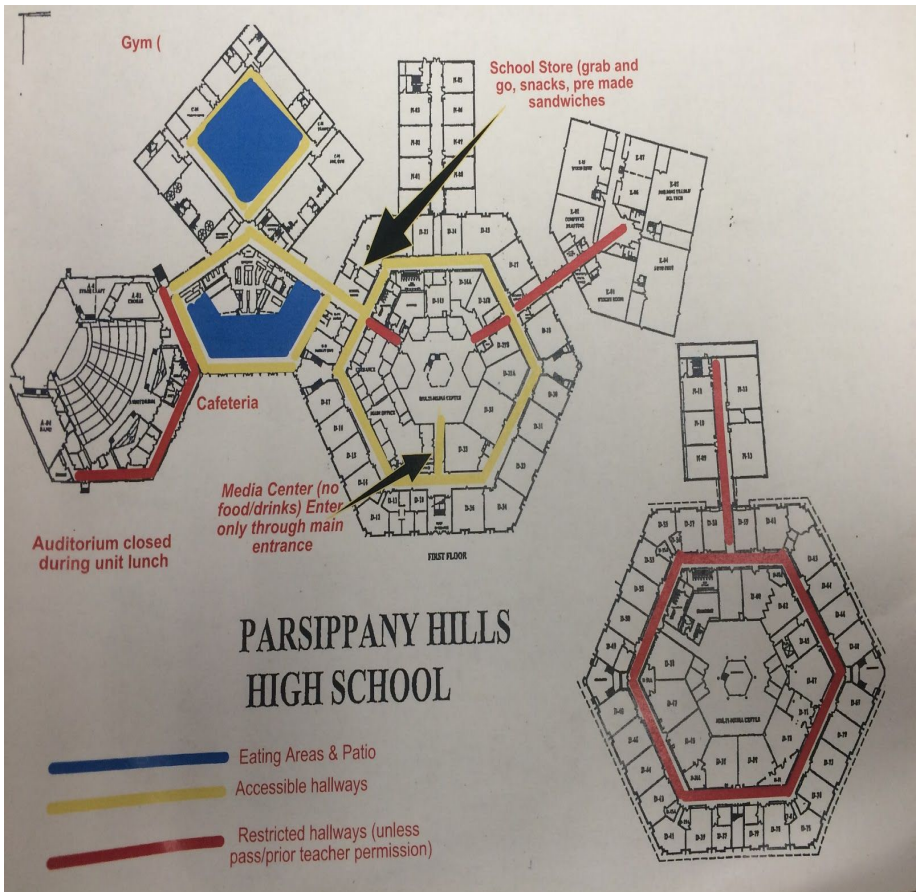
WEAPONS

Any item that can be construed as a weapon is prohibited from school property. Any student found to be in possession of a weapon, including pocket knives, will be subject to suspension and/or legal action.

CAFETERIA/UNIT LUNCH

The following rules apply for the unit lunch period:

- Students may eat in the Cafeterias, Patio, and the Gym.
- Students are responsible to clean up their eating area when they are done and dispose of all their trash.
- Students are required to have a pass when going to a classroom or moving about the closed hallways during Unit Lunch.
- **Students will be required to wear masks/face coverings except when seated and eating.**



SCHOOL NUTRITION - POLICY #8505

The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

PROFANE AND VULGAR LANGUAGE

It is expected that students will use appropriate language at all times in school. The use of profane and vulgar language will not be tolerated. There is a minimum penalty of three (3) detentions for violation of this standard. If profanity is directed at a staff member, the penalty will be three (3) days out of school suspension (OSS).

ACADEMIC INTEGRITY (CHEATING)

Cheating in all forms is dishonest and not tolerated. Dishonest acts are those which permit a student to gain an unfair advantage over other students. This includes, but is not limited to, inappropriate copying, plagiarism, inappropriate collaboration, and theft. The following guidelines have been established to deal with cheating:

1. Students involved in cheating will receive a grade of zero on the activity in question (homework, quiz, test, term paper, etc.). Students receiving a zero for cheating may make up the lost work for educational purposes only at the discretion of the teacher. Discipline assigned according to the code of conduct.
2. The teacher must contact parents/guardians regarding incidents of cheating. The teacher involved will notify the administration regarding each incidence of cheating, and additional disciplinary action may be taken. This information will be kept on file and maintained by the assistant principals for the duration of the student's high school career.
3. Instances of cheating may affect student admission and/or continued standing in groups such as National Honor Society, honors courses, as well as group activities such as field trips.

CODE OF CONDUCT FOR ASSEMBLY PROGRAMS

- Performers, speakers, etc. are to receive a well-mannered and attentive response.
- Students will sit with their assigned class and teacher in the designated location where attendance will be taken.
- Students not in assigned areas will be given a cut from that class.
- Students will refrain from booing, whistling, yelling or talking during a performance. It is not polite and shows lack of common courtesy.
- Students will refrain from putting their feet on the seats in front of them.
- Hats will not be worn in the auditorium.
- Students who demonstrate any behavior unbecoming to members of an audience will be asked to leave and will receive disciplinary action.

DRESS CODE

Pupils are expected to dress in a clean, neat fashion each day. Each pupil must exercise good judgment in selecting clothes for school. A pupil, faculty, administrative committee arrived at the following guidelines regarding pupil dress. Pupils may not wear extremely short shorts or skirts. See-through tops, crop tops showing midriff or any tops or pants that allow skin to show at the waist are not permitted. Tank tops are permitted except those with low cut armholes. Any shirt that can be construed as an undergarment is not suitable for school.

Apparel that promotes the use of alcohol or drugs, or depicts inappropriate designs or offensive language is unacceptable for school. Pupils are not permitted to wear chains, spiked bracelets or necklaces, etc. Inappropriately dressed pupils will be required to change. Any pupil apparel that is distracting to the educational program is not allowed. **Students must be wearing a mask/face covering at all times in the**

building for health and safety reasons. Pupils who repeatedly violate the dress code are subject to disciplinary measures.

HATS

Caps/hats may be worn except in the following cases at which time students must remove them:

1. During the flag salute or playing of the National Anthem.
2. In the auditorium
3. Upon request of teacher, staff member or administrator.

Religious head-covering is allowed; however, no gang-related head covering is allowed in school.

CARE OF SCHOOL PROPERTY

Students should care for school books, technology, equipment and property as if it were their own. Students are responsible for damaged or lost books and are subject to fines. Additionally, teachers may inspect books periodically through the year to assess damage or loss. The administration recommends that all students cover their books with book covers available in the school office or guidance department. Students are held financially responsible for the care of all school property including furniture and equipment. Any student found guilty of abusing school property will also be required to pay the material and labor costs incurred to make repairs.

ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY

The Parsippany-Troy Hills Board of Education has adopted a comprehensive substance abuse policy covering alcohol, drugs and other illicit substances. Copies of the full policy/guidelines are available on request in the school office. A summary of the policy is provided below:

Support Services for Drug Abuse, Prevention and Intervention - Educational programs for students, staff and parents are conducted on the nature of tobacco, alcohol, anabolic steroids and other drugs of abuse. The programs include the effect on the body, behavior and the law. Trained student assistance counselors are available to identify, assist and refer students who are abusing drugs. The high school has a CORE team to review students who are referred by staff members. Students who voluntarily seek help for drug or alcohol problems will be given confidential assistance by the Student Assistance Counselor. Families seeking help for students will be directed to the Student Assistance Counselor for appropriate intervention and referral to outside agencies.

Specific Provisions for Handling Drug-Related Incidents - Students who appear to need immediate medical attention will be treated as a medical emergency with ambulance transport to the nearest hospital for immediate medical evaluation and parent notification.

Students suspected of being under the influence of alcohol or other drugs will be examined by the school nurse. Parents/guardians will be notified, and students will be required to complete a physician's medical examination including a drug screen. This includes students who are found in possession of or using an e cigarette, smokeless device or vaporizers. If the results are positive, the student will be suspended and an evaluation of the student for the level of drug use will be required. Appropriate referrals will be made depending on the level of use. A physician's

statement will be required for reentry.

Students suspected of drug use will be reported to the Student Assistance Counselor who will refer those students to the CORE Team. The CORE team will evaluate information from the staff members familiar with the student. Parents of the student suspected of using drugs will be notified by the chairman of the CORE team who will make the necessary out of building referrals.

Students suspected of being under the influence of alcohol/drugs during a school-sponsored field trip will be transported to the nearest emergency room by ambulance for an immediate screening. Local police and parents will be called. If parents do not assume custody, the student will be turned over to local police.

Students suspected of using steroids will be examined by a physician for the presence of these drugs. If the student tests positive, he/she will be referred to an appropriate agency.

If there is reason to believe that a student is involved in distribution or possession of controlled dangerous substances on school property or at a school function, the following actions will take place:

1. The principal or his designee will be notified
2. The parent / guardian will be notified immediately
3. The superintendent will be notified
4. The local police will be notified when there is possession or distribution.

Penalties for possession, use or inducing others to use illicit substances are:

1. First Offense - 4 days out of school suspension (including co-curricular activities). A mandatory physical examination and urine drug screen will be required to return to school.
2. Second Offense - 10 days out of school suspension (removal from co-curricular activities).
3. Third Offense - suspension with recommendation for expulsion from the school system.

*Distribution of illegal substances - suspension with recommendation for expulsion from the school district.

Students are advised that a warrantless search may be made if the principal or his/her designee has reasonable suspicion that a student is in possession of drugs or drug paraphernalia. Any drugs or drug paraphernalia observed will be seized. Any information concerning drugs or drug paraphernalia will be reported to the Superintendent and to the Police. (This will not include students voluntarily seeking treatment for drug abuse problems.)

Additional Important Provisions - Students who refuse to submit to drug/alcohol screening will be suspended out of school. These students will be required to undergo a drug/alcohol assessment. All suspected incidents or drug policy violations shall be reported to the Principal who shall report them to the Superintendent. Refusal by a parent to follow through with the provisions of this policy violates compulsory attendance and/or child neglect laws. Refusal to comply may result in notification to DYFS. School personnel are held safe-harmless when reporting chemical abuse incidents under NJSA 2A:62A-4, NJSA 18A:40A-13, -14 and NJAC 6:29-6-63.

For further information regarding the substance abuse policy, students should contact the Student Assistance Counselor.

STUDENT LOCKERS/SEARCH AND SEIZURE

The administration acknowledges the need for in-school storage of students' possessions and shall provide desks and lockers for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have the expectation of privacy as to prevent examination by school officials. **Please be considerate of other students who will be using their lockers by wearing a mask/face covering at all times and maintaining social distance.**

School lockers will be the subject of periodic inspections by school officials to maintain the health, safety, and welfare of the school community. If a student has a locker problem, they should report to the Attendance Office.

SMOKING / POSSESSION OF OR USE OF TOBACCO AND/OR ELECTRONIC SMOKING DEVICES

In accordance with N.J.S.A 26:3D-58(b) smoking is prohibited in any area of any building, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors." Smoking is defined as "the burning of, inhaling, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter of substance which contains tobacco or any other matter that can be smoked, or inhaling or exhaling of smoke or vapor from an electronic smoking device" (N.J.S.A. 26:3D-57). By Board of Education policy, smoking, possession of, or use of tobacco products is strictly prohibited in school and on school grounds. This includes all events held at school.

Students in possession of tobacco products, including electronic smoking devices or their cartridges/oils/waxes/components, and/or smoking/vaping while on school grounds will be subject to:

- a two (2) day in-school suspension and, where permissible by statute, a complaint filed against them with the municipal court.

- an immediate mandatory drug screen at:

Faster Urgent Care
130 Speedwell Avenue
Morris Plains, NJ 07950

* In the case that Faster Urgent Care is closed, students may go to an alternate facility with the following stipulations:

- must have prior Administrative approval
- must have the district approved panel drug test run (panel requirements will be provided)
- facility/parent must provide approved panel test results to Rafael Delgado, Student Assistant Counselor

- confiscation of the device and/or paraphernalia

- Positive Drug Screens will result in the following disciplinary actions:

1st offense - four (4) days of out-of-school suspension

2nd offense - ten (10) days of out-of-school suspension

3rd offense - indefinite out-of-school suspension pending Superintendent review

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education of the Township of Parsippany-Troy Hills prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and to perform to the highest level to which they are capable. Harassment, intimidation and bullying is a disruptive and violent behavior that interferes with a student's ability to learn and the school's ability to educate students in a safe environment. The Parsippany-Troy Hills Township School District expects that all members of the school community, students, teachers, administrators, faculty, staff, parents and volunteers will treat each other with civility and respect and will refuse to tolerate harassment, intimidation or bullying.

Harassment, intimidation or bullying means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that is incited by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, or a mental, physical or sensory disability; or, by any other distinguishing characteristic; and a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school.

The Board of Education expects students to conduct themselves in keeping with their level of development, maturity and demonstrated capabilities with a proper regard for the welfare of their students and school staff.

Acts of harassment, intimidation or bullying are to be reported to the school administrator to determine whether an alleged act constitutes a violation of this policy. The principal and/or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. Consequences and appropriate remedial action may range from positive behavioral intervention up to and including suspensions and expulsion as permitted under N.J.S.A. 18A: 37-1. Some acts of harassment and intimidation, or bullying may be so serious that they require response by law enforcement officials.

SCHOOL RESOURCE OFFICER (SRO)

Detective Gloria Ortiz is the School Resource Officer. She is here to assist students in a variety of ways. The Goals of the School Resource Officer are:

1. To teach the value of our legal system.
2. To promote respect for people and property.
3. To avoid juvenile crimes by helping students develop an awareness of rules, authority and justice.
4. To take personal interest in students and their activities.
5. To allow students access to the legal system.
6. To give students a realistic picture of our laws and the legal system so they will have an investment in supporting and improving it.
7. To teach students how to avoid becoming a victim through self-awareness and crime prevention.
8. To bridge the gap between the police officer and young people and foster positive attitudes among the students toward law enforcement.

2NDFLOOR® NEW JERSEY'S YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

IDENTIFICATION CARDS

STUDENTS ARE REQUIRED TO CARRY THEIR STUDENT IDENTIFICATION CARD WITH THEM AT ALL TIMES. When asked to present the I.D. card to a teacher, a student must comply; failure to produce the I.D. will be considered insubordination and treated as such. If the card is lost, it must be replaced at a cost of \$3.00. Appointments for a photo ID can be made at the Media Center. This is a multipurpose card which when validated may allow for early dismissal, tutoring, vocational program identification, bus pass, or Student Activities.

Upon validation of I.D. card for use as a Student Activities card, students are entitled to the following:

1. FREE ADMISSION TO ALL HOME ATHLETIC EVENTS, Fall Drama and Musicals
2. Free or discount admission to all Student Association sponsored events (dances, plays, off campus school sponsored events, etc.)

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial

to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil's parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil's instructional program. A teaching staff member may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Pupils who use privately-owned technology in school will not be given access to the school district's computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the Internet, the access must be through the privately-owned technology without the use of any school district hardware or software. Students are allowed access to the internet through PTHSD guest access. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Privately owned technology used in violation of this policy may be confiscated. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted: June 25, 2013

COMPUTER ACCEPTABLE USE POLICY (including Internet)

The Parsippany-Troy Hills Township School District is committed to having computer facilities used in a responsible, efficient, ethical and legal manner to advance the educational goals of the district. All users must acknowledge their understanding of the general policy as a condition of using the facilities.

Access is a privilege, not a right. Access entails responsibility. Computer technology is provided for students and staff to conduct research and communicate with others, understanding that communications on the network are public in nature. Access to computer technology is given to users who agree to act in a considerate and responsible manner, just as they would be expected to act in any school environment.

Parental permission is required for student users. We do not publish any children's photographs on our web site. Student work is published on the web site using first names only. The Parsippany-Troy Hills Township School District reserves the right to review and update these policies and practices as the need arises.

COMPUTER/ELECTRONIC DEVICE USE RULES & RESPONSIBILITIES

1. I will respect all laws concerning privacy (opening anyone else's files), piracy (violating site licenses), plagiarism (using another's work-words, pictures-without attribution), copyright, and viruses (any methods of corrupting existing files or systems).
2. I will use computers only for approved educational purposes.
3. I will use only appropriate language on computers.
4. I will respect the privacy of other users and of myself, by not giving out any personal information about my family, other students or myself.
5. I will use e-mail only under the teacher's direction.
6. I will never harm or destroy computers or the work of another person on our school computer system or any other computer system.
7. I will never intentionally initiate access to material that could be considered inappropriate, offensive or pornographic.
8. I will not use computers for commercial enterprises.
9. I will not misrepresent other users or myself on computers.
10. I will not use the computers for hate mail, harassment, discriminatory remarks or other antisocial behavior.
11. I understand that district staff will periodically monitor, audit and review the use of computers by students and staff, including E-mail messages sent and received.
12. I understand that not following the rules will mean a loss of my computer privileges and could also result in additional disciplinary action, including legal action or criminal prosecution.

ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ERCD)

PTHSD Student Policy 5516 prohibits the use of all ERCD, which includes but is not limited to, cameras, cellular phones, pagers/beepers, laptop computers, electronic readers, personal digital assistants, tablet computers, or any other device that allows a person to record and/or transmit, in either a real-time or delayed basis, sound, video, still images, or other information, for unapproved and/or non-academic uses on school grounds or at school-sanctioned events. ***Students are prohibited from in any way recording other students or staff members without consent and for a preapproved academic purpose.*** Students who violate this policy will be subject to disciplinary consequences including confiscation of the device (even if privately owned), detention, and possible suspension. Students may also be in violation of the Harassment, Intimidation, and Bullying (HIB) Law of the State of New Jersey, and be held accountable pursuant to the HIB Law, if it is determined that the student's action was done with the intent of embarrassing, demeaning, or targeting another student or to post recordings on social media platforms.

UNSCHEDULED TIME/UNDERCLASSMAN

When students are not in a scheduled class, they must go to one of the following areas, sign in, and remain there the entire period:

A. Cafeteria

B. Media Center

C. Guidance

Students may not wander the building aimlessly; they must report to one of the designated locations.

GUIDANCE/STUDENT ASSISTANCE COUNSELOR

Students are assigned a guidance counselor alphabetically based on their last name. This counselor will remain with them for their four years. The name of the assigned counselor is listed on the student's schedule. The counseling staff presents a program to students for each of the four years enrolled. Students may see their counselor by making an appointment with the secretary, or by securing a pass from their classroom teacher. (Except for unusual circumstances, students should see their counselor only during a study hall, free period, lunch period or before or after school.)

The services of the Student Assistance Counselor (SAC) are available to all students, staff and parents. The counselor will act as a resource person for those in need of information and/or assistance for any perceived crisis situation, including substance abuse concerns. Alcohol and drug information, alternative coping skills and self-awareness are important aspects of these prevention, intervention and aftercare services. Individual counseling, peer support groups and referrals are provided in a confidential manner.

During the school year, representatives from schools, colleges, and universities will come to speak to students. These sessions are available to all students. Seniors should note the following:

1. Please see your counselor to review your college applications. Remember to keep the time frame in mind.
2. Students must provide an addressed and stamped envelope, with sufficient postage, for transcript mailing.

TRANSFER OF STUDENT DISCIPLINE RECORD

Recent changes in school law now require the transfer of student discipline records when a student transfers to another school district. The law reads as follows: "The school district of last attendance shall provide to the receiving district all information in the student's record related to disciplinary actions taken against the student by the district (as well as information in the student's record received) and notify the receiving district if it has obtained any information pursuant to section 1 of P.L.1982, c.79 (C.2A:4A-60) [, and written]. Written consent of the parent or adult student shall not be required as a condition of transfer of this information; however, written notice of the transfer shall be provided to the parent or adult student."

WITHDRAWAL FROM SCHOOL

When a student withdraws from the high school, he should report to the Guidance Office to obtain a clearance slip. On this he records his reason for leaving, his new address, and the name and address of the new school, if any, to which his records are to be sent. To facilitate this, please follow the steps as outlined:

- A. Bring a note from home stating the reason for withdrawing from high school, the last date you will be attending here, and the name and address of the new school (if known).
- B. Pick up a withdrawal form in the Guidance Office.

- C. Have the withdrawal form signed by each of your teachers as you return books and materials.
- D. Clear out your hall and gym lockers.
- E. Return the completed withdrawal form to the Guidance Office.

SCHOOL RECORDS WILL NOT BE FORWARDED TO THE STUDENT'S NEW SCHOOL UNTIL ALL OBLIGATIONS HAVE BEEN MET.

GRADES

There are two components to the grading system, achievement and effort. Please note the following:

Academic Achievement - The academic achievement grade measures the student's performance in comparison to other students in the class. The following factors, where applicable, are considered in determining academic achievement:

- | | | |
|-----------------------------|----------------------|------------------------|
| 1. Class Work | 2. Quizzes | 3. Tests |
| 4. Reports (written & oral) | 5. Projects | 6. Class participation |
| 7. Homework | 8. Laboratory Skills | |

Grades issued for this component are:

A	A-	B+	B	B-	C+	C	C-	D+
				D	F			

Plus and minus signs are used to note gradations from the basic symbol. For those teachers who use a numerical system from 0-100, the following guidelines are used for letter grades:

A=94-100	A-=90-93	B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72	D+=66-69	D=60-65
F=0-59				

Students will complete a comprehensive midterm assessment at the end of marking period 2 that will consist of concepts, topics, proficiencies, and skills taught in marking period 1 and marking period 2. Students will complete a comprehensive final assessment at the end of marking period 4 that will consist of concepts, topics, proficiencies, and skills taught in marking period 3 and marking period 4. Make – up for examinations missed due to authorized absence will be scheduled with approval from the Principal. Pupils must attend and complete midterm and final examinations, as these are part of the course requirement. Pupils who do not complete these examinations related to their course will not receive credit for the course. Students who miss an exam without prior approval from the Principal will receive a zero on the exam and will not receive an opportunity to take a make-up exam.

Each marking period will count as 20% of the final grade (80% total). The midterm assessment will count as 10% of the final grade, and the final assessment will count as 10% of the final grade (20% total). For semester courses, each marking period shall count as 40% of the final grade - no midterm assessment will be administered. The final assessment, which will take place at the end of marking period 2 for semester one courses, and at the end of marking period 4 for semester two courses, will count at 20% of the final grade.

The minimum grade of "D" must be obtained to receive course credit. The values to be used in determining the final average will be:

A 4.0000	A- 3.6667	B+ 3.33	B 3.0	B ⁻ 2.6667
C+ 2.0000	C 2.0000	C- 1.6667	D+ 1.3333	D 1.0000 F 0

To ensure a common way of arriving at final averages, the following numerical intervals are used in determining the final letter grades for each course:

If the numerical average is:	The final letter grade is:	If the numerical average is:	The final letter grade is:
4.0000-3.8334	A	2.1666-1.8334	C
3.8333-3.5000	A-	1.8333-1.5000	C-
3.4999-3.1667	B+	1.4999-1.1667	D+
3.1666-2.8334	B	1.1666-1.0000	D
2.8333-2.5000	B-	0.9999-0.0000	F
2.4999-2.1667	C+		

COURSE AUDIT

A student may request permission to audit a course only under the following circumstances:

- Transfer into school after the first ten days of the course.
- Unavailability of course requests based on a transfer.
- Student interest in course after the first ten days of school.

A student may not request to change his regular enrollment in the class to an "audit status."

If at any time a teacher believes the audit permission should be revoked, a conference with the parent and counselor must be held before the department supervisor and principal to revoke the audit permission. Once the permission is revoked, the student will be assigned a study hall only and the course audit will be removed entirely from the student's academic record.

INDIVIDUAL DEVELOPMENT

The individual development grade measures the individual student against his/her own potential to achieve academically, socially and behaviorally. This grade is a measurement of how the student is progressing relative to his/her ability. This grade is not used in comparison to other students. The following factors are considered in the developmental grade: 1 Effort 2 Interest 3 Discipline 4 Attitude 5 Attendance 6 Work Habits 7 Development of Responsibility

Grades for individual development

3 = Consistently 2 = Frequently 1 = Rarely

Students who withdraw from a course after the 15th day will receive a grade of "W" for the course. The final grade for individual development represents the teacher's evaluation of the student's overall performance for the year. In all cases, except with the approval of the child study team, a minimum final grade of "D" must be obtained in

Academic Achievement to receive course credit. To attain the honor roll, a student will be evaluated in the area of academic achievement only. To qualify for the honor roll, a student must have all A's and B's. To qualify for the high honor roll, a student must have all A's.

Honors and Advanced Placement courses are weighted up to one full point (1.0) above the normal value of each letter grade. Please note the following:
A = 5.0 A- = 4.67 B+ = 4.33 B = 4.0 B- = 3.67 C+ = 3.33 C = 3.0 C- = 2.67
D+ = 2.33 D = 2.00
STUDENT MUST COMPLETE HONORS AND AP COURSES TO RECEIVE A WEIGHTED GRADE.

CLASS RANK

All subjects are included in class rank except courses taken on a pass/fail basis or courses from which a student has withdrawn. Honors/advanced placement courses are weighted at one additional point (1.0) towards calculation of the Grade Point Average (GPA). The school publishes an official roster of class rank and GPA in the student's senior year. Prior to that, students may ask their guidance counselors for an unofficial class rank. Students who transfer must complete four semesters in order to receive class rank and a GPA.

HIGH SCHOOL GRADUATION REQUIREMENTS POLICY

In order to graduate from the Parsippany-Troy Hills School District and to receive a state endorsed diploma, all students must meet specific requirements. These requirements include competency in basic skills, credit years of coursework, curriculum proficiencies and meeting the requirements of the attendance policy.

Student Must:

1. Pass the PARCC or NJ Assessment Graduation Requirement
2. Complete the District required credit years (24 credits).
3. Demonstrate the achievement of explicit proficiencies in each course required for graduation. Both the course proficiencies and the standards for "satisfactory completion" will be established by the district and be communicated to parents/students at the beginning of each course.
4. Attend a minimum number of sessions in each course as part of the requirement for "satisfactory completion" of both state and school district mandates.

Provisions for students in special circumstances are made as follows:

1. Classified students shall be subject to all state and local graduation requirements unless exempted in their Individual Educational Plan (IEP).
2. Transfer students from in-state or out-of-state are subject to all state and local graduation requirements.
3. Under certain conditions determined by the district, students enrolled in the vocational education program may partially satisfy the computation and science graduation requirements through their vocational courses.

4. Please refer to promotion policy in section 5123 of the district policy manual for other information.

ADMINISTRATIVE GUIDELINES

In keeping with its obligation under N.J.A.C. 6:8 - 4.2, the Board of Education sets forth the following as its procedure for high school graduation:

1. Basic Skills

1.2 Students must pass and meet graduation assessment requirements established by the NJDOE.

1.3 Students who pass the state test(s) once have met the basic skills requirement.

1.4 Students who do not pass the state test(s) may be recommended to take an appropriate compensatory course and may not be recommended to take advanced classes. Waivers of the requirement can be made only by the high school principal at the written request of the student's parents/guardian.

2. Credit Years

2.1 To qualify for graduation and a state endorsed diploma, students must successfully complete at least twenty-four (24) credit years and take at least six (6) credits each year excluding any after four (4) years.

2.2 The following are the specific state requirements for graduation from high school with a state endorsed diploma:

a. One credit year of English Language Arts for each year of enrollment, up to four credit years;

b. Three credit years of computation; two credit years of United States history and one credit year of world history as required by N.J.S.A. 18A:35-1 et seq.

c. Three credit years of natural or physical science; one credit year of physical education, health and safety for each year of enrollment as required by N.J.S.A. 18A:35-5 et seq.; one credit year of fine, practical, and/or performing arts and one credit year of career exploration; and one semester of financial literacy (which now can be done online).

3. Curriculum Proficiencies

3.1 All high school courses shall be explicitly defined in terms of minimal required student proficiencies. A list of these proficiencies is given to students and parent/guardian within the first ten days of each course. However, these proficiencies are not the sole basis for successful completion of the course.

3.2 Grading procedures and all other requirements for successful completion of the course for graduation credit are given to students and parent/guardian in the first ten (10) days of each course.

3.3 Students must take a final examination in each course including but not limited to minimal required proficiencies. The final examination grade is one factor in determining successful completion of the course for graduation credit.

3.4 Students not successfully completing courses required for graduation will be given multiple opportunities to do so. Students and their parents /guardians will be informed of their status with respect to graduation and of the opportunities for remediation.

3.5 Additional details of credit and proficiency requirements will be found in the handbook given to students and parents/guardians at the beginning of the ninth grade

as well as in the course selection booklets given annually. These publications are considered part of the administrative guidelines.

4. Special Education Students

The Individual Education Plan (IEP) of classified students exempted from the graduation requirement nonetheless specifically addresses state and local basic skills and curriculum proficiencies at an appropriate level. Satisfactory completion of such an IEP will consequently qualify the classified student for a State endorsed diploma.

5. Transfer Students

As soon as possible after entrance, the transcripts of transfer students are evaluated to determine status with respect to graduation requirements. Programming priority is given to make up any deficiencies. A diploma will not be issued until all requirements are met.

6. Vocational Education Students

In order to satisfy a single year of the mathematics or science requirement through participation in vocational education, students must initiate the waiver process. With an approved waiver, signed by the supervisor and the principal, in addition to the three credits each year, a student who successfully completes a two year sequence of a selected vocational course will be certified as meeting the requirement of one year of mathematics or science. For an explanation of specific credits assigned to courses taken at Morris County School of Technology, students should see their guidance counselors.

SENIOR STATUS

Senior status with all its social benefits is a privilege accrued by virtue of the fact that a student has successfully completed the 9th, 10th, and 11th grade program. To be considered a senior, a student must be able to schedule all required credits in order to graduate by August. Students who are unable to schedule enough credits to graduate will retain junior status. Some Senior privileges include the ability to take a Senior Free period, The Senior class field trip and parking on campus.

INDEPENDENT STUDY

Students who wish to engage in an independent study program must receive the support of their school counselor, the lead teacher of the curriculum in question, the district supervisor of the curriculum and the school principal. Independent Study will be done in cooperation with a mentoring staff member. Course credit will be assigned in accordance with normal crediting procedures. Independent Study is reserved for those courses that lay outside the existing curriculum.

MAKE UP WORK

Students should anticipate one day make up time for each authorized class absence. Additional time may be given at the discretion of the administration.

NATIONAL HONOR SOCIETY

Selection to the National Honor Society is based on Scholarship, Leadership, Character and Service.

The principal appoints a governing body to select members for NHS. To be eligible for consideration, a student must maintain a minimum unweighted grade point average 3.5 which is calculated after the first marking period of the junior year. The selection process includes faculty members from throughout the building. Evaluation occurs after the candidate submits verification of qualifications. Students who do not continually display the qualities reflective of the NHS may be removed from membership. This includes cheating and academic dishonesty. Applicants not selected for membership in their Junior year may be evaluated for membership in their Senior year.

The following guidelines will be considered:

LEADERSHIP- The student who exercises leadership:

Organizes a project or activity in which they are responsible for guiding and leading others. Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and demonstrates reliability and dependability. Is resourceful in proposing new problems, applying principles, and making suggestions. Promotes school activities. Exercises positive influence on peers in upholding school ideas. Contributes ideas that improve the civic life of the school. Delegates responsibility. Exemplifies positive attitudes. Inspires positive behavior in others. Demonstrates academic initiative. Is thoroughly dependable in any responsibility accepted. Is a leader in the classroom, at work, and in other school or community activity

SERVICE- The student who serves: Demonstrates consistent commitment to school and community service. (100 documented hours) Examples of service activities include Girl Scouts, Boy Scouts, Church groups, Fire or Ambulance Squad, volunteering at a hospital or with other community service organizations. Upholds scholarship and maintains a loyal school attitude. Volunteers and is willing to sacrifice to offer assistance. Works well with others and is willing to take on difficult or inconspicuous responsibilities. Enthusiastically renders service to the school. Represents class or school in academic competitions. Does committee and staff work without complaint. Shows courtesy to visitors, teachers, and other students.

NOTE: One qualifying activity may count as either service or leadership, but not both.

CHARACTER- The student of character: Takes criticism willingly and accepts recommendations graciously.

Consistently exemplifies desirable qualities of behavior. Upholds principles of morality and ethics. Adheres to the highest standards of honesty and reliability. Observes instructions, rules, punctuality, and faithfulness.

Cooperates by complying with all school regulations. Shows perseverance and application to studies.

Manifests truthfulness and does not cheat. Actively helps to rid the school of bad influences.

The selection process will involve faculty evaluation after the candidate submits verification of qualifications. Pupils not selected in their junior year may be reevaluated in their senior year. (see GPA eligibility for specific graduating class)

FRENCH/SPANISH/ITALIAN HONOR SOCIETIES

A regularly enrolled student in a World Language Honors course who has maintained a minimum of “B+” every marking period for at least three high school semesters is eligible for membership. Eligible students must be enrolled in a continuing honors Spanish course at the Parsippany Troy-Hills School District for the year following the induction. A regular World Language course may be substituted in the event of that scheduling conflicts prohibit enrollment in an honors course. Students to be inducted must maintain an overall GPA of “B” or better. Final recommendation for induction will be made by the candidate’s current language teacher at the time of induction, based on scholarship, character and integrity. Students must participate in the induction ceremony and recite the oath in order to be members of the chapter. Students who do not meet the requirements for admission shall not be inducted. However, at the discretion of the candidate’s World Language teacher and the chapter advisor, selected students may be admitted up to the conclusion of the second marking period of the year following the ceremony. Students so admitted will be full members, and as such, are expected to participate in all chapter activities. Any students so admitted will be inducted post facto, at the next formal ceremony.

Criteria for Maintaining Membership

Inducted members must maintain the prescribed grade of “B+” in an honors course and overall GPA of “B”. In the event that a member does not maintain the B+, his or her membership may be reviewed by the chapter sponsor and the student’s teacher. Final determination will be made by the chapter sponsor. The chapter officers and sponsors shall periodically review the membership of any student who does not meet the prescribed requirements of attendance, participation, character, or integrity. Hearing will be held as deemed necessary by the advisor and the officers, and determination of membership status shall be deemed final. The criteria for re-induction shall be the same as those for initial induction as outlined in Article II. For purposes of senior recognition, the presentation of a graduation chord shall be considered equal to a re-induction. The provisions of Article III, Section 1 shall be used to determine a senior member’s entitlement to an honor chord.

NATIONAL ART HONOR SOCIETY

In order to be considered as a member of NAHS, candidates must have taken at least 1 semester of high school art in which they earned a minimum grade of a B. In order to be considered as an officer of NAHS, candidates must have taken at least 2 years of high school art in which they earned a minimum grade of a B. They must also have been an active member in NAHS for at least 2 years. Annual dues of \$10 will be collected from each member. Attendance is required at all meetings to maintain membership and privileges. If a member cannot attend a meeting, they must notify the advisor in a timely manner with adequate reason for absence. All

members must participate in 90% of our projects, activities, and fundraisers . For the NAHS officers, attendance is also required at any executive meetings called outside of the regularly scheduled meetings To graduate with NAHS honors and earn the right to wear a cord, pin, or tassel at graduation, a member must remain in good standing until the graduation date. Members must retain a A- average in an honors or AP art class. All members are required to participate in the following events: Halloween at the Hills, Art Appreciation Week, the annual Art Auction. In the event of an infraction of rules, a review by the officers and sponsors will be conducted . If the individual in question is an officer, he/she will not participate in the decision-making process . This applies to all community laws as well as school and chapter rules. In order to earn a nomination for an officer position, members must notify the sponsor by the first Friday in May. Officer speeches and balloted election will be held the following Thursday after the annual Art Auction. Members who fail to attend forfeit their right to vote for next year's officers. Any changes or amendments to the above bylaws will occur at the discretion of the sponsor. All members will be promptly notified of any changes incurred.

MEDIA CENTER

The high school media program is designed to assist students and staff in finding, evaluating, and applying information in order to function effectively as life-long learners. A secondary goal is the development of an appreciation of reading as a leisure time activity. The media specialist will provide leadership and expertise in the use of information and instructional technologies. **Hours of Operation: Mon.-Thurs. 7:00am to 4:00pm Fri. 7:00am to 3:00pm**

Students must obtain a pass from the Café Duty Teacher in order to go to the media center and must sign in when they arrive. Students wishing to visit the media center during their study hall must obtain a pass from the academic teacher for whom they have an assignment needing media center resources. This pass should be presented to the study hall teacher. Upon arrival to the media center students should sign in and remain for the entire period. Students who are using the media center with a classroom teacher will have preference to computers and other resources.

Borrowing Policies

Books circulate for four weeks, reference materials overnight, and other materials from overnight to one week. Students should borrow materials for only as long as necessary and return them promptly so that the materials may then be available to other students. A valid student ID card must be presented in order to borrow materials. Appointments for a photo ID can be arranged with the media center secretary.

Overdue Materials

Payment of fines for overdue materials is not required. However, necessary action will be initiated to ensure the prompt return of overdue materials. Such actions could include disciplinary measures. Students will be expected to pay the replacement cost of any lost or damaged items. The media center is "user-friendly!" Please respect the rights of other library users. We expect responsible student behavior:

Be considerate of others who are working. Use a quiet voice and appropriate language. Limit your time on electronic and online resources when others are waiting. Limit computer printing. Food and drinks are not permitted in the media center. Adhere to our district's Internet policy.

SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event.

Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams and the gracious acceptance of victory or defeat.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

ELIGIBILITY OF ATHLETES

The following rules are mandated by the NJ State Interscholastic Athletic Association (NJSIAA):

1. Students must be under 19 years of age in order to participate in school athletics. If a student turns 19 on or after September 1, the student may compete that year.
2. To be eligible for athletic participation during the first semester grade 10 and above, a student must have passed 25% of the credits required by the State of New Jersey for graduation.
3. Please observe the chart below for number of credits to be applied for eligibility.

<u>NUMBER OF CREDITS REQUIRED FOR ELIGIBILITY</u>		
Class	First Semester	Second Semester
9 TH Grade	*00	6.0
10 th Grade	6.0	12.0
11 th Grade	12.0	18.0

To be eligible for athletic competition during the second semester of the 9th grade or above, a student must have passed the equivalent of 12½ percent of the credits required by the State of New Jersey for graduation at the close of the preceding semester (January 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 preceding semester.

POLICY-BOARD OF EDUCATION

Student Eligibility in Athletic and Co-curricular Activities - All freshmen are eligible for the fall and winter activities. Sophomores, juniors and seniors must have PASSED SIX SUBJECTS during their previous academic year to be eligible for the fall and winter activities. To be eligible for the spring season, all students must have passed six subjects from September to February.

A student who is eligible at the beginning of a sports season may complete that season. A student who is eligible at the beginning of a co-curricular season shall be permitted to continue in the event until its completion. Students may attend an accredited summer school to make up credits to be eligible for the fall/winter seasons. Eligibility for co-curricular activities are governed by the same rules as mandated by the NJSIAA for athletics.

ATHLETIC CODE OF CONDUCT

Rules and regulations governing membership on an interscholastic athletic team:

I. ELIGIBILITY REQUIREMENTS (BOE Policy #2430)

Interscholastic Athletics: Grades 9-12

1. Definition: All Board approved athletic activities in grades 9-12 sanctioned by New Jersey Interscholastic Athletic Association.
2. Eligibility: The board adopts the eligibility requirements of the New Jersey Interscholastic Athletic Association (NJSIAA) without revision and as may be changed from time to time – with the exception that the Board adopts the following additional requirements for participation in interscholastic athletics.
 - a. Students must adhere to Board rules and regulations regarding conduct and attendance.
 - b. Academic Requirements:
 - To be eligible for athletic competition the first semester (September 1 to January 31) of the 10th grade or higher, students must have passed, during the immediately preceding school year, 25% of the credits (27.50) required by the Board for graduation. (Transfer students enrolling in the 10th grade or higher must have passed, during the immediately preceding school year, 25% of the credits required for graduation by the Board for Education in the school district from which they transferred). This equates to a passing grade in classes in our district.

- To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, students must have achieved an academic record during the first semester which represents – on an annual basis – successful completion of 25% of the credits (27.50) required by the NJSIAA for graduation. (Transfer students enrolling in the 9th grade or higher must have achieved an academic record during the first semester which represents – on an annual basis – successful completion of 25% of the credits required for graduation by the Board of Education in the school from which they transferred). This equates to a passing grade in 6 classes during the first semester.

EXCEPTION: If students earn more than three-quarters of the credits (82.50) required for graduation by the end of grade 11, they may be eligible in the second semester of the senior year even if they carry less than 25% of the credits required for graduation during their senior year. At the end of the first semester of their senior year, students must fulfill NJSIAA eligibility requirements and must be passing a sufficient number of courses to meet local Board requirements for June graduation.

II. PHYSICAL EXAMINATION REQUIREMENTS:

All candidates must pass a physical examination conducted by an approved healthcare provider as outlined in N.J.A.C. 6A:16-2.2 (h).

Students who are disqualified by the school physician from participating in a sport may appeal a disapproval to the Superintendent of Schools.

Students who have lost an organ, limb or appendage, but who are otherwise qualified, may not be excluded from participating in contact sports. However, such students must appeal to the Superintendent of Schools, providing a statement of approval from the doctor most familiar with their condition and parents/guardians will be required to sign a waiver.

III. ATHLETES' RESPONSIBILITIES:

Any of the following infractions may be cause for disciplinary action, including denial of a letter and/or post-season awards, exclusion from post-season award ceremonies, suspension or dismissal from the team as determined by the principal, supervisor of athletics, coach or activity staff. ALL RULES ARE IN EFFECT THE ENTIRE CALENDAR YEAR ON OR OFF SCHOOL PROPERTY.

- A. Bringing discredit to the team or school, including disruptive behavior during games.
- B. Suspension from school for serious offenses as per the school discipline policy, including smoking (tobacco use), assaults, fighting or other inappropriate conduct.

- C. The use of alcoholic beverages and/or illegal drugs (Controlled Dangerous Substances as defined in N.J.S.A.2C:35-2, without a physicians' prescription, referred to as "CDS") is strictly prohibited. Students must depart from such affairs or situations immediately upon discovering that alcohol or CDS are present. Use of alcohol or CDS is cause for dismissal.
- D. Unauthorized absenteeism from school as per BOE Policy #5200.
- E. Destroying or stealing equipment.
- F. Failure to maintain academic standards as per BOE Policy #2430 as stated under "I. Eligibility Requirements".
- G. Any falsification of documents.
- H. Athletes involved in any bias incident or hate crime are subject to dismissal from athletics for one year.

IV. GENERAL REQUIREMENTS:

- A. Athletes must observe rules of appropriate dress and grooming for school and games.
- B. An athlete desiring to drop from a sport must notify his/her coach.
- C. Athletes must get approval from their coach to play on any outside teams during the season.
- D. Athletes must pay for lost equipment.
- E. Athletes are expected to display good sportsmanship at all times.

ATHLETES WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS OR INDISCRETIONS ON AND OFF THE PLAYING FIELD/COURT, ON OR OFF SCHOOL PROPERTY.

PARENTS' RESPONSIBILITIES

- A. Parents and spectators must support our athletes and coaches in a positive manner and be positive role models.
- B. Parents/guardians must follow the proper chain of command – always speak with the coach first.
- C. Parents/guardians must show respect towards school personnel, security, police, coaches, officials, athletes, opponents and other spectators.
- D. Parents/guardians must support the fact that players play, coaches coach and officials officiate, and that good sportsmanship be displayed at all times.
- E. After an injury or illness that has required a physician's medical care, the athlete must be released by a physician before further sport participation. The athlete must bring a note from the physician to the school nurse indicating his/her permission to practice or play. This requirement also applies to injuries sustained independent of school/athletic activity."

* Rude or unruly behavior on the part of athletes, parents, guardians or spectators will not be tolerated and will result in removal from the playing area and could result in a ban from all co-curricular/athletic events.

Beginning Fall of 2006-2007 all parents/guardian and student athletes must sign the New Jersey Interscholastic Athletic Association(NJSIAA) steroid testing permission form before participating in interscholastic sports. Signing this form grants permission for the NJSIAA to test student athletes for banned performance enhancement substances. This testing will occur during tournament play only. Failure to sign the consent form renders the student athlete ineligible. The policy can be read in its entirety at www.njsiaa.org.

CO-CURRICULAR CODE OF CONDUCT

Rules and regulations governing participation in a co-curricular activity:

I. ELIGIBILITY REQUIREMENTS (BOE Policy 2430)

Student Activities: Grades 9-12

- A. Definition:** All Board approved student activities in grades 9-12.
- B. Eligibility:** Students must be in good standing academically to participate in co-curricular activities. That is, students must be passing a minimum of six classes to continue their participating in the co-curricular activity program. Students must also adhere to Board rules and regulations regarding conduct and attendance.

II. CO-CURRICULAR CLUB MEMBER RESPONSIBILITIES:

Any of the following infractions may be cause for disciplinary action, including denial of participation in co-curricular activities, exclusion from award ceremonies, suspension or dismissal from the club as determined by the principal, supervisor of student activities, club advisor, and/or activity staff. **ALL RULES ARE IN EFFECT THE ENTIRE CALENDAR YEAR ON OR OFF SCHOOL PROPERTY.**

- A.** Bringing discredit to the club or school, including disruptive behavior during club events.
- B.** Suspension from school for serious offenses as per the school discipline policy, including smoking (tobacco use), assaults, fighting or other inappropriate conduct.
- C.** The use of alcoholic beverages and/or illegal drugs (Controlled Dangerous Substances as defined in N.J.S.A.2C:35-2, without a physicians' prescription, referred to as "CDS") is strictly prohibited. Students must depart from such affairs or situations immediately upon discovering that alcohol or CDS are present. Use of alcohol or CDS is cause for dismissal.
- D.** Unauthorized absenteeism from school as per BOE Policy 503.
- E.** Destroying or stealing school property.
- F.** Any falsification of documents.
- G.** Club members involved in any bias incident or hate crime are subject to dismissal from co-curricular activities for one year.

III. GENERAL REQUIREMENTS:

- A.** Co-curricular club members must observe rules of appropriate dress and grooming for school and club events.
- B.** A student desiring to drop from a club must notify his/her advisor.
- C.** Co-curricular club members must pay for lost equipment and/or club supplies.

- D. Co-curricular club members are expected to display good citizenship and appropriate behavior at all times.

IV. PARENTS' RESPONSIBILITIES

- A. Parents and club event attendees must support our students and advisors in a positive manner and be positive role models.
- B. Parents/guardians must follow the proper chain of command – always speak with the advisor first.
- C. Parents/guardians must show respect towards school personnel, security, police, advisors, students, opponents and other event attendees.

*** Rude or unruly behavior on the part of students, parents, guardians or event attendees will not be tolerated and will result in removal from the event and could result in a ban from all co-curricular/athletic events.**

E-MAIL/ TEXT CONTACT INFORMATION:

Throughout the course of the year a coach may have to contact your child to change or cancel a game or practice or get out other information to them; this may be done through an e-mail or text message. In our continued effort to keep parents/guardians informed we are asking for an e-mail account and cell phone number for both your child and one parent/guardian. When a coach e-mails or texts a student-athlete, they will also include the parent/guardians on each correspondence. This communication will assist you in knowing of changes as soon as your child does.

HEALTH SERVICES

Illness - Students who become ill must report to the school nurse after first obtaining a pass from the classroom teacher.

1. When it has been determined by the nurse that the student is too ill to remain in school, the parent will be contacted to arrange transportation for the student. In the event the parent cannot be reached, the student's emergency reference card will be utilized.
2. The parent/guardian must sign out the student in the Attendance Office before leaving the school building.
3. In the case of prolonged illness, Home Instruction may be necessary. This request is processed through the Nurse's Office and requires a physician's written order.

MEDICATION POLICY

1. Medication (prescription and over-the-counter drugs accompanied by a physician's written order) may be administered only by the School Nurse.
2. All medication must remain in the original dispenser in the Nurse's Office.
3. No medications may be given or taken by any student except those mentioned in #1.

MEDICATION ON FIELD TRIPS

No employee of the Board of Education, except for a school nurse, may administer medication to a student while on a field trip. If the nurse is not present on the trip, the parent has the following options:

1. The parent may go as a chaperone and administer the medication personally.
2. The parent may get written approval from the doctor who is prescribing the medication to change the time for the administration of the medication to a time when either the parent or school nurse is available.
3. The parent may opt to have the child not go on the trip.

PUPIL SELF-ADMINISTRATION OF MEDICATION

The Board of Education shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must do the following:

- A. Provide the Board with written authorization for the pupil's self-administration of medication.
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of an injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

ACCIDENTS

1. All injuries must be reported to the school nurse as soon as possible, including those incurred during physical education classes, co-curricular activities, travel to and from school, and bus accidents.
2. Co-curricular accidents must first be reported to the person in charge and then to the school nurse the following school day.
3. All injuries which require a physician's examination must have a Pupil Accident Report completed by the school nurse. Also, the student must obtain a note from the physician to be given to the nurse.
4. All school insurance, including sports insurance, is on an **excess basis** only. The parents' primary medical insurance must be used first and verification from the primary insurance company must be attached to the school claim form in order to receive further coverage. The School Insurance form is available from the Nurse's Office upon request of the parent. Please wait for your primary insurance verification.

SCREENING

1. Physical examinations are required for all new students, newly classified students, all students participating in athletics, and students applying for working papers. The student's primary care physician is responsible to complete these physicals. In the case of a student without insurance, the school nurse will arrange for the school physician to complete the physical.
2. Yearly heights, weights, and scoliosis screenings are completed on all students.
3. Vision and hearing screenings are completed on 10th graders along with all known defects.
4. Untested staff and students will be tested for tuberculosis.

IMMUNIZATION

1. All students must comply with the immunization requirements for the State of New Jersey.
2. Failure to comply with the immunization requirements of the state of New Jersey will prevent your child from attending school.

INDIGENCE

The School Nurse and/or Administration determine eligibility of the student, and will notify the parent of their child's eligibility for the Morris County Dental and Vision Clinics.

FIELD TRIPS

All school-sponsored trips must have prior administrative approval. Students who wish to go on school trips must have parent/guardian approval and complete the form that is provided. Students are not allowed to drive to any field trip destination. Students must notify all their teachers as soon as they have committed themselves to attend a field trip. Students are expected to make-up all missed work within the timeline given by each teacher. Students are to dress appropriately. All behavioral expectations and rules of conduct apply when on field trips. Permission to participate may be withheld from students who have poor attendance, chronic lateness, academic, and/or discipline problems. Per board policy, no student may be absent from his/her regular school attendance for the purpose of field trip participation for more than five days in any one school year (excluding academic competitions, leadership training, state student council officer-required attendance, or other state organization leadership positions).

FIRE DRILLS

Fire Drill Instructions Are Posted In Each Room

- Please locate your exit as soon as possible, so that you will be prepared and know which exit to use in the event of a fire or fire drill.
- Signal bell will ring.
- Close all windows.
- Turn all lights out.
- No talking – listen for instructions.
- Close the classroom door.
- Walk from the room to your assigned exit.

LOCK DOWN DRILLS

Lockdown Procedures are Posted in Each Room

LOST AND FOUND

The Lost and Found is located in the main office. Lost items can be claimed before and after school or during the student's lunch period. Valuables are frequently left in the main office on the day found. Students can check with the main office, too, regarding lost or missing items.

PHYSICAL EDUCATION

1. During the summer, notices are mailed to parents of students with known physical problems.
2. Additional notices are mailed when new physical problems arise.
3. All Physician's P.E. Restriction and Adaptive P.E. Notices must be kept on file in the Nurse's Office.
4. A Physician's written release is necessary to return to P.E. and/or sports after an accident or illness.
5. The school nurse does not write P.E. notes either to release or excuse.
6. Students who are restricted from P.E. may be required to complete alternative Assignments
7. As of 2018-2019 the district will be piloting a Physical Education Student-Athlete Pass Program. This program allows student athletes three passes from physical education during their athletic season. If a student is interested they should speak directly to their physical education teacher.
8. Students will be assigned a small locker in the locker room area for their physical education equipment. The large lockers are not for overnight use.
9. Students must bring their own locks from home. Key locks are not permitted. Locks may have to be removed in case of emergency.
10. Athletes are expected to use the team room for athletics before and after school.
11. Access to team room is prohibited during the school hours.
12. Lock up all equipment, books, clothes, etc. during and after physical education class. Do not leave anything on the benches or locker tops such as backpacks, wallets, purses, jewelry, etc.
13. Valuables should not be left in the locker rooms or lockers at any time. The school will not assume responsibility for loss or theft of valuables.
14. Locker rooms are only open when teachers are present. Students are not permitted in the locker rooms at any time unless scheduled for Physical Education or accompanied by a teacher.

PTSA

The Parent Teacher Student Association is a support system within the program. The PTSA holds fundraisers, social events, and many other activities that serve the student body and the community. The money that is raised throughout the school is deposited in a scholarship fund. At the end of the school year the PTSA awards scholarships to seniors on the basis of financial need and academic achievement.

The school encourages all students, teachers, and parents to become members of the PTSA. The membership dues are \$7.00 yearly. Dues are traditionally accepted at the school's "Back - To - School Night" in early Fall.

SCHOOL DANCES

A number of organizations sponsor school dances. Following are the guidelines regarding dances at the school:

Dances are only open to students from PHHS with a student I.D. card.

Students wishing to bring a guest from outside the school to the Junior Dinner Dance, Senior Prom, or Homecoming dances must notify the chaperone of the event in advance and fill out a guest contract, which will need to be approved. Any dance that has a theme needs administrative approval. Dances generally last from 5 - 9:00 P.M unless otherwise stipulated. Once students have left the dance, they cannot return to the building. There is no loitering on school grounds, neither outside the doors of the school nor in cars. All the usual school rules of behavior and deportment apply to school dances.

STUDENT COUNCIL

The program of student activities at Parsippany Hills High School is established and authorized by the Parsippany Hills High School Student Association of which all students and teachers are members. The student council is the governing body for the student activities program. Election requirements:

ELIGIBILITY: A SC/Class Office Election Eligibility packet will be distributed by the Student Council advisors in mid-April and are due back by the end of April. Candidates must become familiar with, and sign, the Responsibility Sheet. Eligibility Sheets must be signed by all parties. Essays, 3 recommendations and copies of all campaign fliers must be submitted too. Student Council Officers and Class Officers cannot hold either position simultaneously, and cannot hold more than one other club officer position. All signatures must be secured within the time determined by the student council advisors. **Applications will not be accepted after the final deadline.**

CAMPAIGNING: All candidates will deliver a brief introduction of themselves during designated days in the cafeteria or auditorium. Candidates will also participate in other "meet and greet" activities on designated days arranged by Student Council advisors. Introductions will be no more than 1 minute in length and will include: the candidate's name, grade, position he/she is running for and reason for running. Any inappropriate references will result in immediate dismissal from the election.

POSTERS: Candidates may hang posters in designated areas of the school using only masking tape at an appointed time during the election period. All posters must be reviewed and initialed by an advisor. Any posters deemed to be inappropriate will be removed and the candidate will be held accountable. Posters must be removed according to a timeline set forth by student council advisors.

ELECTIONS: Elections will be held in conjunction with IPLE using voting machines. Ballots will be collected by the student council advisors. Candidates are deemed the winner of the election if he or she received the most votes. In the case of a tie, there will be a run-off for the position. (Student Council positions - President, VP, Secretary and Treasurer, will be determined at the last General Assembly meeting.)

STUDENT FINANCES

All finances of the class are raised by class/club sponsored activities with administrative approval. (**Door-to-door fund raising is prohibited at all times.**) All finances, activities and meetings are authorized by the advisors who are appointed by the principal. The raising of funds shall not include the collection of dues in any form or manner, with the exception of state or national organizations.

VOCATIONAL OPPORTUNITIES

Students may take courses offered at Morris County School of Technology in Denville on a “shared time” basis. Shared time means that the student does his/her academic work at the high school and receives vocational training at Morris County School of Technology. For further information regarding vocational opportunities available to the high school, students should contact the Guidance Office.

WORKING PAPERS

Students under the age of 18 years applying for work or promised employment must have working papers. The State of New Jersey provides a form to be completed by student, employer, parent/guardian and school, and it may be obtained in the Guidance Office.

The following sections of the form must be completed.

- Promise of Employment: to be completed by employer and signed by a parent/guardian.
- Physician’s Certificate: to be completed by a doctor or school nurse.
- Proof of Age: minor must provide proof of age, i.e., Birth Certificate, Baptismal Certificate or passport (a copy is acceptable).
- Description of Minor: Student must complete all pertinent information. Upon completion of the aforementioned, return form along with proof of age to the school for final signatures and processing.
- A. A physical examination is necessary. If an exam has been performed within the present school year (Sept. 1-June 30) by the school doctor, the nurse can complete the Physician’s Certificate (this does not apply to students who have had a retake physical only). If not, you make an appointment with the school nurse to be examined by the school doctor during his next visit at the school, or you may obtain a physical from your own doctor at your own expense.
- B. Students seeking summer employment are advised to have the school nurse complete the Physician’s Certificate prior to the end of the school year.
- C. Before you begin working, you must also have a Social Security Card. The Social Security Office for the area is located at 2200 (2nd floor) St. Highway 10, Parsippany, New Jersey 07054.

DISSECTION OPT-OUT

Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose “opt out” of these activities.

Schools are required to notify pupils and their parents or guardians of a pupil's right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

Rachel Villanova, Supervisor of Science 973-263-7180

Health Education/Family Life Summary

The Parsippany-Troy Hills School District is committed to preparing our students for the Twenty-First Century through a progressive, sequential and comprehensive school health curriculum. Our comprehensive school health curriculum offers age-appropriate and culturally sensitive curricula, helping students develop the knowledge, attitudes, skills and behaviors to adopt a health-enhancing lifestyle.

The curriculum is student-centered, focusing on how one grows and develops from conception to death. Also covered are affirmative action issues from sexual harassment to physical abuse to date rape. Topics relating to family life and human sexuality are age-appropriate and reviewed by the Teaching & Learning Committee of the Board of Education.

The health curriculum is in compliance with the New Jersey Department of Education's mandates. The following is a brief synopsis of the Health Education/Family Life content for grade clusters. You may review the curriculum guides at any building. If further clarification is needed, please call the building principal or the Supervisor of Health and Physical Education. In addition, a complete course of study may be accessed on the district website, www.ptbsd.k12.nj.us

Please notify the school in writing if you wish your child to be excused from any or part of the Family Life Program. If your child is excused he/she will be given an alternative health project to complete as a substitute for the Family Life unit.

We will assume that you approve of your child's participation in the Family Life curriculum if the administration does not hear from you.

Grade 9: Personal wellness – weight control/eating disorders – drug education (drug abuse, harmful effects, treatment programs, legal issues) – effects of stimulants, depressants, hallucinogens, anabolic steroids and inhalants – non-communicable diseases (cardiovascular disease and cancer) – human sexuality (reproductive system, methods of contraception) – abstinence – sexually transmitted diseases – violence issues (sexual assault, dating concerns) – elements of depression and suicide awareness.

Grade 10: Driver education (theory, injury prevention, safety, alcohol, tobacco, and other drugs and the law).

Grade 11: Dimensions of emotional health – mental illness – consumer health – sexuality and human development – reproductive health – communication skills – over-the-counter and prescription drug use and abuse – abstinence – relationships – sexually transmitted diseases – parenthood/parenting skills.

Grade 12: Human sexuality – gender roles in society – childbirth – marriage – parenthood – breast self-examination and testicular self-examination – pregnancy – expressions of sexual behavior – rape – death – loss – grief and bereavement – HIV/AIDS/STI's.

Pursuant to N.J.S.A. 18A: 35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in Health, Family Life Education or Sex Education is in conflict with his conscience or sincerely-held moral or religious beliefs shall be excused from this portion of the course.

Todd Ricker

Assistant Principal, Athletics
973-682-2815

Matthew Thompson

Principal, Parsippany Hills High School
973-682-2815

BUS TRANSPORTATION

Students **must carry a bus pass at all times**. Failure to do so will result in revocation of riding the bus privilege. Proper behavior while waiting for the bus at your bus stop and on the bus is mandatory for traffic safety. There is no smoking on school buses. Students violating regulations regarding bus safety will lose their privilege of riding the school bus and will have to provide their own transportation to and from school. Students are to ride assigned buses only. Bus passes MAY NOT be shared.

The following regulations apply to pupils riding the school buses:

- The Board of Education authorizes the Supervisor of Transportation to assign seats on an as needed basis.
- Students shall only ride the bus to which they are assigned. Students are not permitted to ride another bus for after school activities.
- Pupils are to remain quietly seated at all times on the bus. Heads, hands and belongings of all kinds are to remain inside the windows.

- Students are encouraged to wear seat belts.
- Unauthorized individuals are NOT permitted to ride on any bus.
- Any possession or use of illegal substances while on the bus is subject to board policy. Parents shall be notified of these regulations annually.
- **Students must stay in their assigned seats, wear masks and maintain social distance.**

STUDENT TRANSPORTATION

All motorized vehicles driven on school grounds must be registered with the school administration. Because of limited parking facilities, the privilege of parking on school property is offered to Co-op students first. Vocational students taking courses at the Morris County School of Technology or Parsippany Hills receive next priority. The remaining available spaces in the parking lot will be issued to seniors.

Parking on PHS grounds is a privilege. Seniors wishing to drive an automobile to school must first secure a parking application and have it approved. All vehicles parked on school property must clearly display a current parking sticker issued yearly by the high school. Failure to properly display a parking sticker (driver's side, rear window) or parking in an unauthorized area like the faculty parking lot, will result in a summons issued by the Parsippany Police Department and/or school disciplinary action. Parking for other students will be opened up if the number of spots permit. The parking spots across from the tennis courts are available to underclassmen as they are considered township property. Once all parking spots have been assigned the remaining spots can be assigned to current Juniors who already have their license on a first come first serve basis.

Students may not be in the parking lot without an escort during the school day. Permission must be gained from an Assistant Principal

The privilege of driving to school may be revoked at any time by the administration if the student fails to maintain proper school citizenship or violates any of the rules and regulations regarding his parking permit or closed campus policy. Any infractions of parking regulations may result in a suspension from school. Make sure you understand all regulations before signing your name to the driver/parking application.

It is requested that all students transported to or from school by private auto be discharged and picked up in the parking lot, not in the roadway in front of the building.

Alma Mater

*Parsippany Hills, forever as we stand,
Strong and courageous leaders in our land.
Upholding truth, the Vikings will stride forward.
Our goal is knowledge which will conquer all.
Blue, Black and White, we walk with heads uplifted.*

Our alma mater we will honor thee.

Parsippany-Troy Hills Township Schools

Robert S. Sutter

Assistant Superintendent of Human Resources

P.O. Box 52

Parsippany, NJ 07054-0052

(973) 263-7200 ext 7209

September 2019

Dear Parents,

The members of the Parsippany-Troy Hills Township community of schools share a common purpose. Teachers, administrators, and support staff join with each of you to provide the best public education possible for over seven thousand boys and girls. We are committed to insure a safe, harassment free learning, and working environment for all individuals in our schools, including students, staff, parents and guardians and all outside vendors who provide services for our district.

To that end, as one of the district's Affirmative Action Officers, I ask your help. Each year we provide training for our staff in identifying and preventing harassment of all types. Through our counseling and character education programs at all levels we help our students understand that all people deserve common courtesy and each of us is entitled to learn and work in a safe and secure environment, free of bullying or harassing behaviors. Please talk to your sons and daughters about how they should be treated and how they should treat other people. Reach out to your child's counselor or principal if situations arise that make them or you uncomfortable. Most importantly, please continue to teach by your example. Always speak to school personnel in a respectful manner.

Please know that each member of our staff understands the awesome responsibility we have. We recognize that every parent wants only what's best for their child. We too want what's best for each and every child we serve. Together we can provide not only an outstanding education for our kids, but can help them understand the importance of tolerance and respect.

Thank you for your continued support.

Sincerely,



Robert S. Sutter, Ed.D.

Parsippany-Troy Hills Township Schools

Barbara Sargent, Ed.D.
Superintendent of Schools
superintendent@pthsd.k12.nj.us

PO Box 52, 292 Parsippany Road
Parsippany, NJ 07054
(973) 263-7200 ext. 7250

August 2019

Dear Parent/Guardian:

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding the school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

1. **Consent to federally funded surveys concerning “protected information.”** If the US Department of Education funds a survey in whole or in part, a student’s parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student’s family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of student’s family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student’s parents; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a “protected information survey.”

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

Sincerely,



Dr. Barbara Sargent
Superintendent of Schools
msw/17-18

Parsippany-Troy Hills Township Schools

Barbara Sargent, Ed.D.
Superintendent of Schools
superintendent@pthsd.k12.nj.us

PO Box 52, 292 Parsippany Road
Parsippany, NJ 07054
(973) 263-7200 ext. 7250

August 2019

Dear Parents:

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

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

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

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from

education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance

committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. For additional information, you may call 1-800-USA-LEARN (1800-872-5327). The name and address of the Office that administers FERPA are: Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Sincerely,

A handwritten signature in blue ink that reads "Barbara Sargent". The signature is written in a cursive, flowing style.

Dr. Barbara Sargent
Superintendent of Schools
FERPA/Parent Letter17-18