

**PAULSBORO JR/SR**

**HIGH SCHOOL**

**HOME OF THE RED RAIDERS**



**PARENT/STUDENT HANDBOOK**

**2025 -2026**

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**Mission Statement**

The mission of the Paulsboro Public School District is to work with students, parents, educators, and the community to develop excellence in education while preparing each student to be viable and productive citizens in society. Our goal is to develop the unique potential of the whole student by creating a challenging and diverse learning climate that prepares students for the 21st Century and is rich in tradition and pride.

**Paulsboro Board of Education**

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- Mr. Douglas McGarry, Business Administrator/Board Secretary
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- Mr. Anthony Petruz, Supervisor of Curriculum
- Mr. Matthew J. Browne, Paulsboro High School Principal
- Mr. James Pandolfo, Paulsboro High School Vice Principal
- Mr. John Giovannitti, Paulsboro Junior High School Vice Principal
- Mr. Paul Morina, Athletic Director
- Mrs. Monica Moore-Cook, Loudenslager Elementary School Principal
- Mrs. Tina Morris, Billingsport Early Childhood Center Principal
- Mrs. Stacey Dimeo, Director of Special Services
- Mrs. Monica Mann, Director of Student Personnel Services

Mr. Brett Waller, Director of School Safety and Security  
Mr. Carl Cristella, Supervisor of Technology  
Mr. Derek Gieschen, Director of Facilities

## **SCHOOL HISTORY**

Students were first able to attend high school in Paulsboro at the Buck Street School, when in 1905, the Board of Education approved a four-year high school course of study, with the full curriculum being approved in 1907. The first four-year high school class graduated in the Spring of 1909. This class was composed of two young ladies, who were granted the distinct honor of selecting the school colors; Red and White.

The original curriculum included fewer than 35 courses, while the current curriculum features more than 80 course offerings that range from special programs for students with disabilities through advanced placement courses.

The high school population grew in part because of the enrollment of students from neighboring sending districts. This increased enrollment caused the Board of Education to appoint a committee to research and select a site for a new high school to serve the community of Paulsboro. The original section of the new building opened in 1917, featured 17 classrooms and cost \$60,000.00.

## **HISTORY OF THE PEGASUS**

Pegasus has long been associated with Paulsboro High School. Many people wonder about the meaning of its symbol and its association with our school.

Pegasus is the name of a mythological Greek horse. It sprang from the blood of the slain Medusa, a snake-haired woman so ugly that a man would turn instantly to stone if he looked at her. The goddess Athena caught and tamed the horse with the silver wings and later presented him to the Muses who presided over the arts. Besides being a symbol of the arts, especially writing, Pegasus was known to participate in many ancient battles, giving his rider a tremendous advantage. Eventually, Pegasus became the favorite of Zeus, the King of the gods, and carried the thunder and lightning bolts to him in battle.

Because of the association with writing and communication, Pegasus has become the symbol of the Reader's Digest. The name has also been selected for one of the United States' communication satellites. The association of the "Flying Red Horse" with the Mobil Oil Company led to its adoption as the symbol of the Paulsboro High School. Unlike the symbol of most other schools, Pegasus signifies achievement in the arts as well as supremacy in battle.

## **ALMA MATER**

By A Mighty River Deepened  
With Each Rising Tide  
PHS Our Alma Mater  
Stands A Lasting Guide  
Steadfast Loyal Sons and Daughters  
Ready At They Call  
Mind and Heart We Pledge That Never  
Will Our Banner Fall

## **ACADEMICS**

### **SEMESTER TIMELINES**

Each academic year is divided into four marking periods of instruction and consist of approximately 45 instructional days. Below are the academic timelines for each marking period.

<b><u>Marking Period Timelines</u></b>	
1st Marking Period	September 4, 2025 - November 5, 2025
2nd Marking Period	November 10, 2025 – January 30, 2026
3rd Marking Period	February 2, 2026 –April 1, 2023
4th Marking Period	April 7, 2026 – June 12, 2026

### **GENESIS PARENT PORTAL AND STUDENT PROGRESS**

Parents may access their child’s grades through the Genesis Parent Portal. Each parent of record will be provided with a username and password via e-mail in order to gain access to the system. Parents may contact **Mr. James Pandolfo** via email at [jpandolf@paulsboro.k12.nj.us](mailto:jpandolf@paulsboro.k12.nj.us) for additional assistance and/or to have their password reset.

### **PARTICIPATION AND ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES, ATHLETICS & EVENTS**

Participation in extracurricular activities, events, and athletics is a privilege. Students will be expected to **Main Passing Grades** and remain in **Good Student Standing** throughout the school year. Students who are academically ineligible or who attain 25 Points based on the Code of Conduct will be deemed ineligible for all extracurricular activities including athletics, school based trips, and clubs. All decisions are at the discretion of the school administration.

### **GRADUATION AND CREDIT ACCUMULATION ([SEE BOE POLICY #5460](#))**

A graduating student must have earned a minimum of no fewer than **one hundred twenty credits** in courses designated to meet all of the New Jersey Student Learning Standards (NJSLS) including but not limited to the following credits:

<b><u>9th</u></b>	<b><u>10th</u></b>	<b><u>11th</u></b>	<b><u>12th</u></b>
English I	English II	English III	English IV
Algebra I	Algebra II	Geometry	4th Year of Math
Science	Science	Science	
World History	U.S. History I	U.S. History II	

PE/Health	PE/Health	PE/Health	PE/Health
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**ADDITIONAL GRADUATION COURSE REQUIREMENTS**

- Visual and Performing Arts - 5 Credits
- World Language - 5 Credits
- Financial, Economic, Business, and Entrepreneurial Literacy - 2.5 Credits
- 21st Century Life and Careers or Career-Technical Education - 5 Credits
- Elective Classes - Minimum of 15 Credits

**REPORT CARDS AND NUMERICAL GRADING**

Report Cards are distributed electronically via the Genesis Portal every nine (9) weeks. Students will receive the following grades for all appropriate classes.

<u>Grading Scale</u>					
<b>A</b>	Excellent	90 - 100	<b>D</b>	Passing	65 - 69
<b>B</b>	Good	80 - 89	<b>F</b>	Failing	64 - Below
<b>C</b>	Fair	70 - 79			

Incomplete work must be made up according to the attendance policy. **The amount of time for this work is equal to the amount of time missed.**

When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision based upon the known facts and circumstances. See Policy 5460, High School Graduation Requirements, for the administrative review procedure and application for early graduation. N.J.S.A. 18A:35-4.9.

**HONOR ROLL AND ACADEMIC EXCELLENCE**

Students will earn Honor Roll status upon achieving a minimum unweighted grade of 80 in each of their assigned classes during any one marking period. Students will earn the status of Principal’s Honor Roll by achieving a minimum unweighted grade of 90 in each of their assigned classes during any one marking period.

**NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

The National Honor Society & National Junior Honor Society are honorary organizations to which students are elected on the basis of four qualifications: Character, Scholarship, Leadership, and Service. The function of both the NHS & NJHS is to provide service to the school community. Students are eligible to apply for membership in the NHS in the 10th, 11th or 12th grade and the NJHS in 7th, 8th, or 9th, and will be accepted based on their discipline, attendance, and academic performance.

### **RENAISSANCE CARD PROGRAM (Flyer)**

The mission of Renaissance is to promote and achieve academic excellence in effect, to create a "renaissance" in education. Renaissance is a partnership between business and education, bringing ideas and people together to find ways for students to experience the true joy of learning and to recognize educators as dedicated and valued professionals. The purpose of the Renaissance program is to recognize and reward those students who are achieving excellence.

### **NJSIAA ATHLETIC ELIGIBILITY/ACADEMIC ELIGIBILITY**

1. To be eligible for athletic competition during the first semester (September 4 to January 30), a pupil must have passed 30 credits of the 120 credits required by the State of New Jersey for graduation during the immediately preceding academic year.
2. To be eligible for athletic competition during the second semester (February 2 to June 30), a pupil must have passed 15 credits of the 120 credits required by New Jersey for graduation at the close of the preceding semester (February 1). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
3. An athlete becomes ineligible for high school athletics if he/she attains the age of 19 prior to September. However, any student attaining the age of 19 after September 1 shall be eligible for the ensuing school year.
4. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following their entrance to the ninth grade

## **BELL SCHEDULES**

<b><u>Full Day Bell Schedule</u></b>	
Homeroom/1st	7:57 AM - 8:47 AM
2nd Period	8:50 AM - 9:37 AM
3rd Period	9:40 AM - 10:27 AM
4th Period	10:30 AM - 11:17 AM
4th Period - A	10:30 AM - 10:52 AM
4th Period - B	10:55 AM - 11:17 AM
5th Period	11:20 AM - 12:07 PM
5th Period - A	11:20 AM - 11:42 AM
5th Period - B	11:45 AM - 12:07 PM
6th Period	12:10 PM - 12:57 PM
6th Period - A	12:10 PM - 12:32 PM
6th Period - B	12:35 PM - 12:57 PM
7th Period	1:00 PM - 1:47 PM
8th Period	1:50 PM - 2:37 PM

<b><u>Early Dismissal Schedule</u></b>	
Homeroom/1st	7:57 AM - 8:29 AM
2nd Period	8:32 AM - 9:03 AM
3rd Period	9:06 AM - 9:37 AM
4th Period	9:40 AM - 10:12 PM
4th Period - A	9:40 AM - 9:55 AM
4th Period - B	9:57 AM - 10:12 AM
5th Period	10:15 AM - 10:47 AM
5th Period - A	10:15 AM - 10:30 AM
5th Period - B	10:32 AM - 10:47 AM
6th Period	10:50 AM - 11:22 AM
6th Period - A	10:50 AM - 11:05 AM
6th Period - B	11:07 AM - 11:22 AM
7th Period	11:25 AM - 11:56 AM
8th Period	11:59 AM - 12:30 PM

<b><u>Late Arrival Schedule (1-Hour)</u></b>	
Homeroom/1st	8:57 AM - 9:40 AM
2nd Period	9:43 AM - 10:22 AM
3rd Period	10:25 AM - 11:04 AM
4th Period	11:07 AM - 11:46 AM

<b><u>Late Arrival Schedule (2-Hour)</u></b>	
Homeroom/1st	9:57 AM - 10:32 AM
2nd Period	10:35 AM - 11:07 AM
3rd Period	11:10 AM - 11:42 AM
4th Period	11:45 AM - 12:17 PM

4th Period - A	11:07 AM - 11:25 AM
4th Period - B	11:28 AM - 11:46 AM
5th Period	11:50 AM - 12:29 PM
5th Period - A	11:50 AM - 12:08 PM
5th Period - B	12:11 PM - 12:29 PM
6th Period	12:33 PM - 1:12 PM
6th Period - A	12:33 PM - 12:51 PM
6th Period - B	12:54 PM - 1:12 PM
7th Period	1:16 PM - 1:55 PM
8th Period	1:58 PM - 2:37 PM

4th Period - A	11:45 AM - 12:00 PM
4th Period - B	12:02 PM - 12:17 PM
5th Period	12:20 PM - 12:52 PM
5th Period - A	12:20 PM - 12:35 PM
5th Period - B	12:37 PM - 12:52 PM
6th Period	12:55 PM - 1:27 PM
6th Period - A	12:55 PM - 1:10 PM
6th Period - B	1:12 PM - 1:27 PM
7th Period	1:30 PM - 2:02 PM
8th Period	2:05 PM - 2:37 PM

## **SCHOOL POLICIES**

### **CLOSING/DELAYED OPENINGS & EMERGENCY ANNOUNCEMENTS**

Should an emergency arise, or serious weather conditions make roadways impassable, school will be closed, or a delayed opening may be necessary. Notice of such closing or delayed opening will be made via telephone through School Messenger (the automated phone system), posted on the Paulsboro Public School Website ([www.paulsboro.k12.nj.us](http://www.paulsboro.k12.nj.us)) and social media pages, and broadcast over radio/television stations starting at 6:00 AM. ***To ensure that you receive these messages and others, please be sure the Main Office is kept up to date with current phone numbers and contact information.***

### **CAFETERIA AND LUNCH PROCEDURES**

As part of the district’s allergy management plan, students are prohibited from eating in the Paulsboro High School Library, Auditorium and/or eating in class. Students are not permitted to leave the school building during their assigned lunch and all food must be consumed in the cafeteria.

All Paulsboro Junior/Senior High School students are eligible for free lunch through the district’s affiliation with the universal lunch program. Students who elect to bring their lunch from home are not permitted to share their lunch with other students. Students who forget their bagged lunch may have that item dropped off by a parent/guardian in the main vestibule area. Parents will not be permitted to drop off fast food items from local eateries (McDonald’s, Chick-Fil-A, Wawa) and students are not permitted to have food delivered to the school directly (Pizza Delivery, Grub Hub, Uber Eats, DoorDash, etc).

### **PARKING PRIVILEGES**

Paulsboro Junior/Senior High School issues parking spaces according to established protocols. Students wishing to apply for a parking space must meet all eligibility requirements: free of all obligations (fines & discipline) and clear of points (disciplinary & tardy). In addition, students must submit proof of insurance, a valid driver’s license, and vehicle registration.

1. All Senior & Juniors of appropriate age are required to apply and register in the Vice Principal’s office in order to receive a parking placard.
2. Each car must have a parking placard properly displayed while parked on school property.
3. Students must park in his/her designated spot. Under no circumstances are students permitted to park in the faculty or visitor parking areas.
4. Students are not to occupy automobiles or congregate in the parking lot.

5. All cars must be locked to ensure their safety against any theft or property loss while on school grounds. The driver bears full responsibility for any such theft or loss.
6. Student drivers are responsible for the conduct of passengers and the contents of the car. Alcohol, drugs, etc., within the car are considered personal possessions by law; as such, administrative action will be taken where appropriate.
7. Parking decals are not transferable. Any student who gives their parking sticker to another student will lose their privileges for the remainder of the school year.
8. All authorized vehicles must carry liability and property damage insurance. The insurance identification card must be submitted at the time of registration.
9. ***Students with excessive absences and tardies could lose their parking privileges.***

Note - Violations of these aforementioned requirements will result in forfeiture of the privilege of parking on school grounds. Please keep in mind that driving is a privilege, not a right. **Unregistered vehicles or vehicles parked in an unauthorized area will be towed at the owner's expense and run the risk of loss of privileges.**

## **SAFETY AND SECURITY**

### **DRILLS AND EMERGENCY EVACUATIONS**

The Paulsboro Public School District will complete at least one fire drill and at least one school security drill each month in compliance with NJ State Law 18A:41-1.

### **VISITOR/STUDENT PICK-UP POLICY**

1. All Visitors are required to enter through the Main Entrance (A1) on Delaware Street.
2. All Visitors shall be required to show identification to verify their identity and state their purpose for the visit.
3. All Visitors shall sign in with the Security Officer and be issued a visitors badge, which must be worn for the duration of their visit.
4. Visitors who are picking up a student or dropping off an item will be required to remain in the vestibule.
5. Visitors who need to enter the school **MUST BE ESCORTED TO AND FROM** their desired location within the building, preferably by the staff member they are here to meet with or a hall monitor. In the event that a hall monitor is not available the security office will escort the visitor.
6. All visitors will be escorted back to the secure vestibule to sign out at the conclusion of their meeting by the staff member they were visiting with or by a security staff member.

### **PARENT ITEM DROP-OFF**

In order to minimize disruptions to the academic environment and promote students' personal responsibility, it is respectfully requested that parents attempt to avoid dropping off food items during the school day. Instructional time will not be interrupted for routine issues or to ask a student to come pick up forgotten food items. In addition, the main office does not have a secure place to leave such items. For emergencies, Paulsboro Junior/Senior High School has implemented the following with regard to items dropped off at school by parents:

- Student lunches that are delivered after the start of the school day will be able to be claimed by the student at the start of his/her lunch period.
- At no time will fast food, pizza, beverages, and/or any other items from restaurants or outside vendors be accepted, even if dropped off by a parent/guardian.

Thank you for your support, assistance, and understanding, as Paulsboro Junior/Senior High School seeks to maintain a productive and distraction-free classroom environment. If a child forgets his/her lunch, the cafeteria will provide the student with lunch free of charge as part of the universal lunch program. ***No student will be refused a meal if one is needed.***

## **HEALTH SERVICES**

### **STUDENT HEALTH SERVICES (SEE BOE POLICY 5310)**

There is a certified school nurse available during the school day to address the health care needs of students. In the event a student is ill or injured during the school day, the school nurse will evaluate the student to determine whether he/she is able to return to class, needs to go home, or requires immediate medical attention. Medical treatment will be administered according to standing orders from the school physician. A certified athletic trainer is available after school for medical care or emergencies. Athletic injuries that occur on campus after school hours are to be reported to the athletic trainer for immediate attention and insurance documentation.

### **MEDICATION IN SCHOOL (SEE BOE POLICY 5530)**

Medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Self-administration of medication by a student for asthma or other potentially life-threatening illness or a life-threatening allergic reaction is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

**Note** - New Jersey State law prohibits the administration of any medication, including Tylenol, Advil, or any other "over-the-counter" medication without a doctor's order and without written consent from a parent/guardian. Any medication taken by a student on his/her own in school and not meeting the above specifications shall be subject to disciplinary action by the Administration.

### **ATHLETIC PHYSICAL EXAMINATIONS**

A preparticipation physical evaluation (PPE) must be submitted prior to participation in school sponsored interscholastic and intramural sports. According to N.J.A.C. 6A:16-2.2(h)1ii(4), an incomplete form shall be returned to the student's medical home for completion unless the missing information is available from health screenings completed by the school nurse or physician within the prior 365 days. Note - A medical home is described as a health care providers' practice site chosen by the student's parent/guardian for the provision of health care. If the student does not have a "medical home," the district may provide the examination in the Health Office by the School Medical Officer. In addition, according to N.J.A.C. 6A:16-2.2(h)1iv and N.J.A.C. 6A:16-2.3(a)3iv, each district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the PPE or the reasons for the school physician's disapproval of the student's participation. Further, in accordance with N.J.A.C. 6A:16-2.3(a)3iii, the school physician may conduct student physical examinations in the physician's office or another comparably equipped facility for students who do not have a medical home or whose parent has identified the school physician as the medical home for the purpose of the sports physical examination.

The school district utilizes FamilyID for all sports physical registration paperwork. You can access the link to Family ID on the Paulsboro Junior/Senior High School [Athletics Website](#). If you have any questions or concerns, you are encouraged to contact PJHS/PHS School Nurse Mrs. Mary Porter via email at [mporter@paulsboro.k12.nj.us](mailto:mporter@paulsboro.k12.nj.us) or Athletic Trainer Samantha Quinnette at [squinnette@paulsboro.k12.nj.us](mailto:squinnette@paulsboro.k12.nj.us).

## **STUDENT ACTIVITIES**

The Paulsboro Board of Education recognizes the value of athletic competition as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

### **INTERSCHOLASTIC ATHLETICS**

The interscholastic athletic program is an integral part of Paulsboro Junior/Senior High School's total educational experience. Interscholastic athletics provide wholesome competition against other schools for the athletically talented student in a variety of sports and stimulate school spirit and pride among the student body and school district citizenry. Paulsboro Junior/Senior High School competes in interscholastic athletic contests in accordance with the rules and regulations set forth in the Constitution and By-Laws of the New Jersey State Interscholastic Athletic Association (NJSIAA). Paulsboro Junior/Senior High School offers a comprehensive and diversified athletic program.

<b><u>BOYS</u></b>	<b><u>GIRLS</u></b>
Football - Varsity, JV	Cheerleading - Varsity, JV
Cross Country - Varsity, JV, Middle School	Cross Country - Varsity, JV, Middle School
Soccer - Varsity, JV	Soccer - Varsity, JV
Basketball - Varsity, JV, Middle School	Field Hockey - Varsity, JV, Middle School
Wrestling - Varsity, JV	Basketball - Varsity, JV, Middle School
Baseball - Varsity, JV	Wrestling - Varsity
Track & Field - Varsity, JV, Middle School	Track & Field - Varsity, Middle School
	Softball - Varsity, JV

### **ATHLETIC LETTERS**

In recognition of performance in sports, deserving athletes are awarded letters. A student must participate in at least 50% of the Varsity games in order to be awarded a Varsity Letter.

### **SCHOLAR ATHLETE**

Awarded to senior athletes (1 Male and 1 Female) with the high cumulative GPA.

## **CARE OF SCHOOL PROPERTY**

Students are always to maintain respect for school property. Damage or destruction of school property is covered under the Discipline Code.

### **OBLIGATIONS**

Students are responsible for all obligations. Obligations may include, but are not limited to, the following: new student physical, lost/missing/damaged textbook, debt to the cafeteria, lost/missing/damaged library book, musical instruments and/or school-issued computers. Students wishing to participate in extracurricular events and/or activities must resolve any and all outstanding fines. Obligations continue to follow a student through

high school and may ultimately ban the student from graduation until all outstanding obligations are met. Students transferring from the school district must rectify outstanding obligations in order to ensure the timely transfer of school records.

### **CELL PHONE POLICY**

Students are required to silence their phones/devices and put them away during instructional time. Students may only use their phones if they obtain express permission from the teacher for an educational benefit. Students who violate this policy will be held accountable pursuant to the code of conduct.

### **STUDENT LOCKERS**

At the beginning of each school year, students are assigned lockers and combinations. Lockers are property of Paulsboro Junior/Senior High School and reasonable suspicion warrants them to be searched without notice. Lockers may also be searched in the interest of school safety, sanitation, enforcement of school regulations, and by law enforcement officials on presentation of a proper warrant. When items are stored in a student's locker, the student takes ownership of said items. Restitution of lost or stolen property is not the responsibility of the school. Therefore, valuable items are not to be brought and/or stored in school and the sharing of lockers is prohibited.

### **PHYSICAL EDUCATION LOCKERS**

Students are permitted to use the lockers in the locker rooms during their physical education class, students utilizing said lockers are encouraged to bring a lock to school to secure their physical education locker during class. Lockers are not permitted to be used and/or secured for a time period exceeding the students' PE class.

### **STUDENT DRESS CODE (SEE BOE POLICY 5511)**

The Student Dress Code is designed to support equitable educational access and should not increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, socioeconomic status, or cultural observance.

All students should take pride in their appearance and must dress properly in accordance with the following:

1. Sleeveless tops shall not be permitted. All tops are required to have some type of sleeve that fully covers the student's shoulder, as well as his/her upper part of the arm. A sleeveless sports jersey may be worn, as long as it is worn with a shirt and/or t-shirt, with sleeves under it.
2. Tops, such as bare midriffs, crop tops, halter tops, tank tops, transparent tops that may include but not be limited to mesh, chiffon, or other clothing that is revealing, and/or tops that expose a student's cleavage, shall not be permitted. Clothing, such as flannel pants and pajamas, that is designed primarily for use as sleepwear, loungewear, and/or undergarments, shall not be permitted.
3. Clothing that displays words and/or symbols, that is either suggestive, obscene, depicts inappropriate symbolism, or which may be disruptive of normal proceedings, shall not be permitted. Such displays shall include, but not be limited to the following: alcohol, bigotry, drugs and/or substance abuse, gang membership, profanity, satanic or similar type of ornaments, sex, slander, violence, weapons, etc.
4. All pants, jeans, skirts, skorts, and shorts of the appropriate size, length and fit (not skin tight) for the students and worn properly at the waist (shorts minimum size inseam 5") no spandex, slitted, mesh, baggy cargo type, bell bottom pants will be permitted. No holes, tears or cuts in bottoms, no mini skirts. Cargo pants are defined as loosely cut pants designed for tough outdoor activities distinguished by one or more cargo pockets.

5. All pants, jeans, skirts, skorts, and shorts must be worn properly at the waist. No students shall be permitted to wear sagging pants that cause exposure of the student's undergarments.
6. All skirts, skorts, and shorts must be of proper length (i.e., equal to a student's fingertips when his/her arms are placed by his/her sides).
7. Tights or leggings may be worn only when accompanied with an appropriate top/shirt, which must be long enough so that it extends beyond a student's fingertips when his/her arms are placed by his/her sides.
8. Head coverings shall not be permitted unless worn for religious and/or medical purposes. Such head coverings that are not permitted include: bandanas, caps, combs, curlers, doo-rags, hats, headbands, hoods, picks, sweatbands, etc. Students may wear such head coverings upon arriving at and departing from school; however, such head coverings are not to be worn or carried throughout the school day.
9. Acceptable shoes must be worn at all times. Flip-flops and/or slippers shall not be permitted. A student's choice in shoes should not interfere with safety standards (i.e., science labs, woodshops, etc.).
10. Outerwear, such as coats, hats, gloves, scarves, hoodies, etc., shall not be permitted to be worn during the school day. Students may wear such outerwear upon arriving to and departing from school.
11. Students shall not be permitted to wear any of the following during the school day: sunglasses (unless medically approved by a physician); metal/rope chains, spikes, or related items; and long or excessive chains or straps of any kind.
12. Armbands and/or buttons may be worn, unless the manner of expression materially and substantially interferes with the orderly operations of the school.
13. For Grades Pre-K through 6 – students may wear such clothing worn while actively participating in physical education class, such as sweatsuits, etc., during that school day that the student participates in physical education class.
14. For Grades 7 through 12 – physical education attire, such as sweatsuits, etc., may not be worn during the school day. Students are only permitted to wear such clothing during physical education class. Students shall be responsible for bringing another change of clothes that adheres to the dress code as set forth above to wear before and after physical education class.
15. Students attending school functions shall not be permitted to participate in the same unless they adhere to the dress code policy as outlined above.
16. Students attending an award or recognition ceremony are expected to dress appropriately. Male students are expected to wear dress shirts, ties, and pants. Female students are expected to wear a shirt with pants, or dress. Students who do not dress appropriately will not be permitted to participate in said award or recognition ceremony. School administrators reserve the right to make the final decision as to the appropriate nature of the clothing/item or message displayed.

#### **PHYSICAL EDUCATION - DRESS CODE**

All students are required to change their school attire and participate in physical education activities during PE class. Upon the end of the class all students must change out of their PE clothes and continue with the rest of the school day. This is a practice to not only ensure the safety of students during PE class, but also is a practice

in good hygiene. Required Attire: T-shirt or crewneck sweatshirt, shorts or sweatpants in the colors of red, white or gray. Sneakers or tennis shoes.

## **MISCELLANEOUS**

### **EMPLOYMENT PAPERS**

Any student under eighteen years of age must secure working papers if he/she is going to work during the summer, after school, or withdraw for employment. As of June 2023, the New Jersey Department of Labor made this a completely digital process. Students, parents/guardians, should contact the Guidance Department with any questions about obtaining employment or the new online process.

### **ATTENDANCE (SEE BOE POLICY 5200)**

Paulsboro Junior/Senior High School's Attendance Policy allows for no more than (10) unexcused absences per year. Pursuant to N.J.S.A. 18A:38-28 through 31, truancy is defined as (10) unexcused absences, and chronically absent is defined as being absent ten percent or more of the school year (18+ days).

Students who accumulate ten (10) unexcused absences during the course of the school year will have to attend a credit completion program.

Once a student reaches eighteen (18) absences (excused or unexcused), they will be placed on no-credit status and will have to repeat the entire year.

### **LATE ARRIVAL/EARLY DISMISSAL (BOE POLICY 5230)**

The Board of Education requires that pupils attend the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day.

The Principal may excuse, for cause, the late arrival and early dismissal of a pupil on the prior written request of the pupil's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No pupil under the age of eighteen will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of each pupil's parent(s) or legal guardian(s). If one parent has been assigned custody of the pupil by court order or separation agreement and wishes to limit the non-custodial parent's access to the pupil, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a pupil may be released into the care of either parent.

A pupil who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

### **LATE TO SCHOOL (LTS)**

Students who are not in their first bell class (homeroom) by 7:57 AM will be considered late to school (LTS).

Each lateness will be logged in the student database system, and a warning letter will be generated following an individual student's third logged lateness. Students who accumulate more than five (5) Late to School (LTS) infractions will be issued appropriate disciplinary action in accordance with the student Code of Conduct.

### **LATE TO CLASS (LTC)**

Students have three minutes in between each class period to travel to their next classroom. Students are expected to arrive at each class prepared and on-time. Students who remain in the hallway following the bell indicating the start of class will be marked late to class in the student database system. Students who accumulate more than three Late to Class (LTC) will be issued disciplinary action in accordance with the student Code of Conduct.

### **EXCUSED ABSENCES**

The following are the five allowable reasons for a state-excused absence:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12)
- Take Our Children to Work Day or other rule issued by the Commissioner
- Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33)
- The closure of a busing district that prevents a student from having transportation to the receiving school.

**Note** - Paulsboro Public Schools will take into consideration absences related to a documented chronic illness, court-ordered appearances, death in the immediate family, medical quarantine, and days relating to sickness/well-being as documented by a licensed medical practitioner.

### **ABSENTEEISM - EXTRA CURRICULAR ACTIVITIES**

Students in grades 7-12 are required to attend each class everyday that school is in session. **In order to be eligible to participate in extracurricular activities or school events, a student must be present for the full school day or have a documented AM/PM absence (i.e. physician note or court documents).** Students who are absent from school are not permitted to be on school property for any reason.

### **ATTENDANCE LETTERS**

- When a student reaches **four (4) unexcused absences**, a meeting with the student will be scheduled, and a warning notice will be sent home detailing our attendance policy, and a phone call will be made to the parent/guardian to inquire about the absences.
- At **seven (7) unexcused absences**, a meeting with the parent/guardian will be required to develop a credit recovery plan and a truancy warning letter will be sent home informing parents/guardians that additional absences will result in a court referral.
- Upon reaching **ten (10) unexcused absences**, a truancy warning letter will be sent home informing the parent that additional absences will result in the loss of credit and a court referral for truancy charges. In addition, the truancy officer will make contact with the parent regarding the pending truancy referral.
- At **fifteen (15) absences**, a letter will be sent warning the parent/guardian that eighteen absences will result in loss of credit and alternate placement, and a mandatory court referral for truancy charges will be made pursuant to NJSA 18A:38-25.

- Once a student reaches **eighteen (18) absences**, will receive his/her earned grade but will NOT receive credit unless the student attends a Credit Completion Program.
- Any student 16 years of age or above who misses over **ten (10) days**, consecutive or not, and does not appear on home instruction and/or is not medically verified as incapacitated, will be notified and dropped from school.

### **CHRONIC ILLNESS**

Parents should submit a doctor's note to the health office indicating the nature of the chronic illness and how it may affect a student's school attendance. The doctor's note should be filed with the school at the beginning of the school year or at such a time when a chronic illness is identified. After the doctor's note has been submitted to the school, parents must verify each absence pursuant to the following guidelines in order to have the absence recorded as excused: (1) after a chronic illness note from a physician is on file, a parent may write up to ten single-day absence notes. (2) After ten single-day absences have been documented by a parent's note, all subsequent absences must be verified by a physician's note. (3) All multi-day absence events must be documented by a physician's note. (4) Any parent or physician's note that relates to a chronic illness must be specific in nature, i.e. the note must state the chronic condition as the reason for the absence. (5) Should the status of the chronic illness change, the parent must notify the health office. (6) The chronic illness diagnosis must be renewed annually, at the beginning of the school year, by the physician. The chronic illness may be verified by the school nurse and/or school doctor.

All notes must be submitted on the day the student returns to school from an absence. Only original doctor's notes will be accepted. Photocopies are not permitted. Chronic illness notes submitted three school days following an absence will not be retroactively excused. In questionable circumstances, the school reserves the right to request an updated doctor's note for the chronic condition or confirmation that the diagnosing doctor is still treating the student for the chronic condition.

### **VACATION**

*Please be advised that a vacation taken while school is in session will be considered an unexcused absence.*

### **DROPPED FROM THE SCHOOL ROLLS**

A pupil above the compulsory school age of sixteen (16) who is absent more than ten (10) non-consecutive days and/or who establishes a pattern of inconsistent attendance, and who does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) days, and attend regularly thereafter. Failure to do so will result in being dropped from the roll, and the presentation of a written petition to the school principal for re-admittance will be required.

### **LOSS OF COURSE CREDIT FOR ABSENCES**

Any high school student who exceeds 18 absences forfeits the opportunity to gain course credits for all classes attempted.

### **CREDIT RECOVERY**

Students may attend Credit Recovery in effort to earn credit for unexcused absences. Credit Recovery is completed during after-school hours as part of either the 1 Hour After-School Detentions Sessions or 3 Hour Extended School Day Sessions. A student **MUST** make up 4 Hours in order to recover one absence. The number of days in which a student is able to schedule Credit Recovery (CR) is limited. Therefore, administration strongly encourages students to schedule and attend CR upon reaching eight (7) unexcused school days to prevent truancy charges being filed upon reaching ten (15) unexcused days.

### **EIGHTEEN YEAR-OLD STUDENTS**

At no time will 18-year-old students be permitted to sign out of school without officially declaring the age of majority and demonstrating his/her emancipation from his/her parent(s)/guardian(s). Please note that once a student declares the age of majority, i.e. 18, and effectively demonstrates his/her emancipation, the school

will sever all educational ties with the student's parent(s)/guardian(s), and will deal directly with the student regarding all educational matters. Students may declare majority status by expressing in writing their wish to exercise their rights to the high school principal. It will then be up to the student to demonstrate his/her emancipation to the administration by providing evidence of his/her financial and living independence from his/her parent(s)/guardian(s). Upon receipt of the student's declaration of the age of majority, the administrative staff will contact the student's parent(s)/guardian(s) to advise them of the declaration, as well as the age of majority and emancipation. Any parent wishing to object to such a declaration may do so in writing to the Paulsboro Junior/Senior High School Principal.

### **PERFECT ATTENDANCE**

Perfect attendance means a child is present every day school is in session during the school year. The child must be present for each class; therefore, a child cannot have any tardies or early dismissals to have perfect attendance. A certificate of perfect attendance will be presented at the end of the school year. With the exception of religious holidays, excused absences void perfect attendance. Note - Any pupil absent from school because of a religious holiday that is listed/approved by the NJ Department of Education will not be deprived of any award because of such absence.

### **CODE OF CONDUCT**

#### **AFTER SCHOOL DETENTION (ASD)**

ASD is provided by the school as an intermediate step prior to more serious measures and serves to warn students that continued misbehavior will result in consequences that are more serious. Assignments to ASD are made by administrators. ASD begins at 2:45 P.M. and concludes at 3:45 P.M. Tardiness is not permitted; thus, failure to report on time is treated as a "no show," and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report to or cooperate while in ASD will be referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ASD or more serious consequences.

#### **EXTENDED SCHOOL DAY (ESD)**

Extended School Day (ESD) is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. Students who are assigned ESD will attend school and follow their regular assigned schedule from 7:57 AM - 2:37 PM. After the regular school day is over, these students will then report to the designated ESD classroom (as determined by administration). ESD is an additional three hours of school; it begins at 2:45 PM and concludes at 5:45 PM. Students are responsible for providing their own transportation home. Tardiness is not permitted, thus, failure to report on time is treated as a "no show", and the student may be assigned additional days or suspended (repeat offenses). A student who fails to report or cooperate while in ESD will be referred to an administrator and disciplined with appropriate consequences that may include additional extra dates in ESD or possible suspension from school. Extended School Day sessions will be held on Tuesday & Thursday. ***While assigned to an ESD, students are not allowed to practice or participate in any extra curricular activities***

#### **SUPPLEMENTAL LEARNING LAB (SLL)**

Students who commit serious infractions or who are repeat offenders may be assigned to the Supplemental Learning Lab (SLL), which is an alternative classroom placement that runs concurrently with the regular school-day schedule. Students assigned to the Supplemental Learning Lab will remain within their assigned classroom throughout the school day, and are expected to complete work provided by their teachers. A student who fails to report or cooperate while in SLL will be referred to the school administration and disciplined with appropriate consequences that may include additional suspension from school.

#### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or attendance at

school-sponsored activities. Such suspensions are made by the administration in accordance with the policies of the Paulsboro Public School District. All suspensions may be appealed to the Principal and are subject to Due Process Procedure.

When a student is suspended outside of school, a parent conference will be scheduled upon reentry. Upon return, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed assessments; however, making up class participation will not be possible, and grades will not be recorded. All assignments and assessments are to be given full credit if completed within the time allotted.

If a student is suspended from school for any reason, he or she is not permitted to participate in any school activities including, but not limited to, athletic events, practices, clubs, concerts, field trips, etc., nor is the student to be on school property on the date(s) of suspension. This also includes any weekend or holiday that may fall within the days of suspension. If the student is found on school property without administrative permission, he/she is subject to additional disciplinary action and possible trespassing charges. If school is closed due to inclement weather or another emergency on a day of suspension, the day is excluded from the count, and the suspension will continue on the day school resumes.

### **HALLWAY RESTRICTION**

Students who continually violate the Code of Conduct will be placed on a hallway restriction. Pass restriction lasts for a period of thirty (30) school days, during which time students may not leave the classroom without a staff escort.

### **ALTERNATIVE EVENING PROGRAM (AEP)**

The Alternative Evening High School program is designed to meet the needs of students who are unable to navigate within the traditional school setting and who face academic, behavioral and/or attendance challenges that limit his/her success. The decision to place students into AEP is made in cooperation with the Child Study Team (if necessary), Guidance and Administration and/or recommendation by a parent or guardian. ***The goal for any student placed in the AEP Program is to eventually return to the regular school day program.***

Students attending the AEP Program report to school from 3:30 PM - 7:30 PM. ***Please note that our AEP course offerings are limited.***

Students are placed into the AEP for reasons including, but not limited to;

1. Four (4) Tier II offenses and/or Two (2) Tier III Offenses
2. Out of School Suspensions (OSS) totaling more than eight (8) school days and/or suspension from school on three different occasions (regardless of tier)
3. Excessive absences/truancies
4. Failures in two (2) or more classes
5. A discipline point total of fifty (50) points or more for a period lasting more than 45 school days. This includes points accrued from lateness to school.
6. Individual circumstances in which the student would benefit from the alternative setting. This placement will be at the discretion of the Paulsboro High School Principal.

***School Administration has the final discretion on any placement into the AEP Program.***

### **DISCIPLINE INFRACTION/CONSEQUENCES MATRIX**

The discipline code is intended as a guideline for interpreting the possible disciplinary action to be taken by faculty and/or administration for various disciplinary offenses. This discipline code is not all-inclusive and may be altered, modified, or applied in response to student conduct or events at any time deemed by the administration.

The discipline code can be applied progressively or at the discretion of the administration and may result in placement in the district's alternative program. It must be emphasized that actions taken by teachers and/or administrators are intended to remediate problems and provide a safe and secure environment for learning.

Teachers are urged to contact parents about student disciplinary issues in the classroom in conjunction with teacher warnings, teacher detentions, and administrative referrals.

### [PJHS/PHS Code of Conduct & Discipline Matrix](#)

#### **DUE PROCESS/APPEAL PROCEDURE**

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible.

#### **DUE PROCESS TIMELINE**

- Appeal to Principal: Within forty-eight (48) hours of the Assistant Principal's decision.
- Appeal to Superintendent: Within five (5) days of the Principal's decision
- Appeal to Board of Education: Within five (5) days of the Superintendent's decision.
- Note – Response time is equal to appeal time.

#### **SUBSTANCE ABUSE (See [BOE Policy 5530](#))**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

#### **SMOKING/USE OF TOBACCO AND/OR ELECTRONIC SMOKING DEVICES (See [BOE Policy 5533](#))**

Laws and/or Board of Education Policy do not allow smoking on school property. This also includes while a student is participating in a school-sponsored event/field trip. The use of tobacco and tobacco products (of any form) is prohibited. On January 11, 2010, New Jersey Governor Corzine signed into law A4227/4228, which bans the use of "electronic smoking devices" in public places and workplaces. (Amended the 2006 NJ Smoke-free Air Act). A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with the law.

#### **HARASSMENT, INTIMIDATION, AND BULLYING (See [BOE Policy 5512](#))**

Paulsboro Public Schools strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect, and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school-sponsored events, on a school bus or when such actions create a substantial disruption in or interference with the orderly operation of the school.

To report an incident of Harassment, Intimidation, and Bullying, or if you have questions or concerns regarding a HIB case or the district policy, please contact **Mrs. Stacey DiMeo** ([sdimeo@paulsboro.k12.nj.us](mailto:sdimeo@paulsboro.k12.nj.us))

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory [handicap] disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function [or], on a school bus, or off school grounds as provided for in section 16 of P.L.2010,

CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; [or]
- b. has the effect of insulting or demeaning any student or group of students [in such away as to cause substantial disruption in, or substantial interference with, the orderly operation of the school]; or
- c. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **PLAGIARISM (See BOE Policy 5701)**

Pupils are expected to be honest in all of their academic work. It is the intent of the administration and staff to preserve the integrity of all curricular and co-curricular programs. The basis for all integrity is honesty, honor, and truthfulness. Every student is expected to observe the highest standards of integrity in meeting the course requirements of his/her educational program. Violations of academic honesty such as cheating or plagiarism will result in a grade of zero for the work in question and counselor and parent notification. In addition, a disciplinary referral will be submitted to the student's assistant principal. When patterns of academic dishonesty emerge, administration reserves the right to apply disciplinary action pursuant to the code of conduct.

#### **Academic dishonesty includes, but is not limited to:**

1. Obtaining help from or giving help to another student during an assessment.
2. Submitting or knowingly participating in the submission of a report, paper, essay, homework assignment, or any other product that is not an honest representation of the individual's effort.
3. Using books, notes, or any other unauthorized sources of information during an assessment.
4. Obtaining, receiving, or giving, without authorization, information concerning an assessment that is to be administered, including but not limited to social media, group chats, e-mail or any form of electronic communication.
5. Altering any answers on any assessment or assignment after it has been submitted for grading.
6. Reproducing and distributing copies of assignments, quizzes, or assessments.
7. Unauthorized use of Internet translators.
8. Willfully withholding information (lying).
9. Deliberate erasure or damage to computer software/hardware.
10. Computer tampering, usage, and/or printing unauthorized materials and documents.

Infractions that compromise the educational process will result in further disciplinary action, which may include withholding of credit, detention, suspension, restriction from school activities, disqualification from awards eligibility, and/or scholarship eligibility and exclusion from honorary societies.

**NOTE:** Students who are members of the National Honor Societies who violate the Plagiarism/Academic Integrity Policy will be granted a hearing before the Faculty Council, at which point a decision will be made regarding whether or not their membership will be revoked.