

ARTHUR P. SCHALICK HIGH SCHOOL
STUDENT HANDBOOK
2025 – 2026



Home of the Cougars

Growing all learners to thrive since 1976.

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Dr. Scott Goldthorp, Assistant Superintendent

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BOARD OFFICE PHONE NUMBER

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MISSION STATEMENT

Staff at the high school will provide a program designed to meet the changing needs of our students. In order to address these needs, it is our belief that the total school staff must function in a partnership with students, parents, and the community, to create and maintain an educational foundation that will prepare students for post-high school success. To address these needs, the school community will strive for excellence with the expectation that each student demonstrates: **P.R.I.D.E.** - **P**atience, **R**espect, **I**ntegrity, **D**iligence, **E**mpathy.

NOTE

All Board of Education policies can be found on the District website, www.pittsgrove.net.

Hard copies are available upon request.

DISCLAIMER

All information contained herein is as of August 15, 2025.

Changes may occur through Administrative/Board of Education action.

TABLE OF CONTENTS

School Information (Alma Mater, Colors, Mascot)	5
Academic Honesty Policy	6-7
Affirmative Action	7
Appeal of Administrative Decision	7-9
Athletics	9-12
Athletics – Collegiate Athletic Commitments	12
Attendance	12-16
Bell Schedules – Regular and Early Release	16
Bell Schedules – Delayed Openings	16
Cafeteria and Lunch Procedures	17
Cash, Valuables and Personal Property	18
Cell Phones and Other Electronic Devices	18
Chain of Command/Chain of Communication	18-19
Change of Address or Phone Number	19
Chromebooks	20
Class Changes	20
Class Parties	21
Class Rank and Awards	21-22
Co-Curricular Eligibility	22
Communication	22
Computer Ethics	22
Conduct During Performances/Assemblies/Pep Rallies	22-23
Conduct at Sporting Events and Other School Functions	23
Cougar Time	23
Counseling Services	23-24
Curriculum	24
Dances	24-25
Decorations and Posters	25
Discipline Procedures (Overview)	25
Discipline	25-27
Discipline Matrix	27
Distribution of Material	27
Dress Code	27-28
Eighteen-Year-Old Students	29
E-Mail	29
Emergency Closings	29
FERPA Notice	30
Field Trips	30
Fighting/Assault on a Student	30
504 Officer	30
Food/Drinks	31
Fundraising/Selling	31
Grading	31-32

TABLE OF CONTENTS (cont.)

Graduation Progression	32
Hallway Behavior	32-33
Harassment, Intimidation and Bullying (HIB)	33
HIB – The 10 Steps of the HIB Investigation Process	33-35
Homeless Students	35
Honor Roll	35
Identification Cards	35-36
Illegal Behavior	36
Insurance	36
Intervention and Referral Services (I&RS)	36
Lavatories	37
Lost and Found	37
Make-Up Work	37
Media Center	37
Multilingual Learners	38
National Honor Society (NHS)	38-39
Nurse	39-41
Option II	42
Overnight Trips	42
Parent Pick-Up and Drop-Off	42
Parking Permits	43-44
Passes (E-Hallpass)	44
Physical Education Program	45-46
Progress Reports/OnCourse Connect	46
Prohibited Items (items not permitted in school)	46
Prom	46
Racial Harassment	47
Recording Devices	47
Residency Change and Attendance at Schalick	47-48
Safety Drills	48
Search and Seizure	48
Sexual Harassment	48
Smoking/Use of Tobacco/Electronic Smoking Devices	48-49
Standardized Testing & Graduation Requirements	49
Student Council	49
Student Grievance Procedure	49-50
Student Lockers	50
Student Recognition	50-51
Substitute Teachers	51
Textbooks and Other School Materials	51
Transfers	51
Visitors	51-52
Website	52

ALMA MATER

OH SCHALICK HIGH

arr. by S. Martin, A. Bazzel

lyrics by Terry J. Gaburo

From these golden halls of learning,
as we journey forth this day;
To the task now set before us,
We now pay our homage.
For leadership and guidance,
for friendship long and true:
Our alma mater Schalick High,
our thanks we give to you.

CHORUS:

Oh Schalick High, Oh Schalick High;
proud colors green and gold;
We'll always remember the part you played,
as our future, to us, unfolds.

HOURS OF OPERATION

Main Office: 7:00 a.m. to 3:30 p.m.

Students: 7:20 a.m. to 2:01 p.m.

Teachers: 7:05 a.m. to 2:11 p.m.



SCHOOL COLORS

Green and Gold

MASCOT

Cougar

ACADEMIC HONESTY POLICY

Education is intended to foster an individual's intellectual pursuits. Only through academic honesty, can these pursuits be achieved for the individual student, as well as the school community. Academic honesty requires that students produce work that is their own, and unless otherwise directed by a teacher, students should accomplish all assignments individually. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that they do not possess, or having assistance to complete a test, project or other assignment in a way other than permitted by the teacher. Using dishonest, deceptive or fraudulent means to obtain or attempt to obtain credit for academic work will not be tolerated.

It is the intention of this policy to reinforce standards of integrity and to prepare students for post-secondary settings.

The following actions are reflective of academic dishonesty and are subject to disciplinary action by the teacher, school, and/or district. Some offenses may be criminal in nature, and are therefore prosecutable under local, state, or federal laws. Academic dishonesty includes, but is not limited to the following:

- Turning in any work, or part thereof, that is not the student's own work.
- Looking at another student's test, answer sheet, or other materials.
- Talking during a test.
- Allowing another student to intentionally copy one's own work (students are responsible for the security of their own test papers).
- Putting one's name on another's paper/project.
- Giving another student help on an individualized quiz/test.
- Tampering with teachers' grade records or tests.
- Stealing or selling quizzes/exams.
- Using teachers' manuals/solutions manuals.
- Falsifying research data or citations.
- Copying, paraphrasing, or summarizing another person's/author's work without proper citation and appropriate credit.

Other Academically Dishonest Conduct: It is impossible to define every means by which a student may try to manipulate the system in an attempt to obtain higher grades, or to complete work. Any misconduct by which a student attempts to give the impression of a false student performance is prohibited. Any academically dishonest conduct will have consequences for the student(s) involved.

Responsibilities of Students, Parents, Teachers and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally, in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. The student is not to represent as their own, the work of anyone other than themselves. It is the student's responsibility to know which academic behaviors are acceptable. It is also the student's responsibility to learn how to attribute work properly by citation, footnote, and bibliography. No assignment is exempt from this policy.

The parent/guardian is expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and letter of it by reviewing it with their student(s) and encouraging the student to practice academic honesty throughout their years at Arthur P. Schalick High School.

The teacher is expected to review the policy of academic honesty with the students at the beginning of each semester and other times during the year, as they deem appropriate. The teacher is expected to direct

students to available resources that are useful in helping students to correctly copy, paraphrase, cite, and summarize another person's work. The teacher is also expected to be specific as to whether an assignment is cooperative or individual, and to enforce the policy in all instances of academic honesty.

The administrator is expected to support the spirit of academic honesty with students, parents, counselors, teachers and other staff members, in conferences and in each classroom. Disciplinary action taken with students concerning the Academic Honesty Policy will follow the process as described in the policy.

The National Honor Society (NHS) advisor(s) will be notified by Administration of any offense that reaches the administrative level, and the NHS chapter by-laws will be followed.

AFFIRMATIVE ACTION

The Pittsgrove Township Board of Education affirms its responsibility to ensure all students in public schools of the Pittsgrove Township equal educational access and opportunity, and all employees equal employment access and opportunity, without regard to race, creed, color, national or ethnical origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices, as well as employment and contract practices, and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer, in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8, will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located in the Central Office at 1076 Almond Road.

District Affirmative Action Officer:

Dr. Scott Goldthorp
235 Sheep Pen Rd
Pittsgrove, NJ 08318
856-358-3094 ext. 4617
sgoldthorp@pittsgrove.net

APSHS School Affirmative Action Team Member:

Mrs. Amanda Merollo
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APPEAL OF AN ADMINISTRATIVE DECISION

A. Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Detentions, or lesser consequences, are not considered appealable, in that they do not deprive a student of their regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent Administration, as needed.

An appeal may be considered if:

1. The specific nature of the incident and facts support an appeal.

2. Detentions, or lesser consequences, are not considered appealable.

Based on the merits of the written report filed by the complainant, the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant, if the appeal is denied.

B. Hearing of Appeals - Procedure

1. An appeal must be expressed in writing by the complainant.
2. An appeal must be filed in the Principal's office by the third (3) school day after the day of the incident and due process conference.
3. Suspensions will be served while the appeal process is in progress.
4. Clear and concise reasons must be expressed in writing as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. If the written appeal is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.
6. If the information provided in the written appeal has merit, the administrator hearing the appeal will establish the date and time in conjunction with both parties. If the appeal is deemed to be without merit, the administrator to have heard the appeal will reply in writing, noting the reason for rejecting the appeal.

The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request if additional information can be added to the statement.

An advocate's role:

1. An advocate will have no participation in the conference except to advise the complainant. They may speak to the complainant and offer advice without interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.
2. Cross-examination will not take place between parties, as all questions must be directed to the administrator hearing the appeal.

C. Disposition of an appeal

1. The administrator hearing the appeal will close the hearing when they have determined that all information appropriate to the appeal has been gathered. They will render a decision, in writing, within three school days.
2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

D. Appeals beyond the Principal's level

The procedure will remain the same as A,B,C, above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level,

with a review of facts and further investigation, if necessary. A formal appeal conference may or may not take place.

1. The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools, may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers, with the Board Secretary.
2. The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

ATHLETICS

The athletic program is an important part of life at Schalick. The student who is interested in the interscholastic program must fully realize that membership on an interscholastic team requires hours of individual effort and high standard of conduct. Our students represent Schalick High School and must exhibit courtesy, fair play and sportsmanship at all times. Spectators are expected to do the same.

Physical Examination Procedures

Student-athlete eligibility requirements for Schalick High School are as follows:

- Students must submit to the School Nurse a dated and completed Athletic Permission Form with both student and parental signatures affixed. By signing the form, both students and parents are aware of the eligibility requirements of Schalick High School.
- New Jersey school law requires a medical examination of each candidate for a school athletic squad or team (including cheerleading) to be conducted within 365 days prior to the first practice session. The student's physician, physician assistant, nurse practitioner or clinical nurse specialist shall conduct each athletic examination. Examinations shall not be at the expense of the district Board of Education and shall be completed on the form furnished by the school, which includes a sign-off for physician's completion of the cardiac arrest module. In addition, the medical examination shall include a health history questionnaire, completed and signed by the parent. This athletic participation packet also includes a steroid/drug testing consent form, as well as a concussion awareness consent form. ALL paperwork must be turned in before participation in any sport is allowed.

Note: At the time of signups, if a student does not have a family physician or nurse practitioner/clinical nurse specialist, the student must advise the School Nurse immediately, and arrangements will be made for a medical examination.

- For each subsequent sport, if the medical examination was not completed within 60 days prior to the first practice session, the parents must complete and sign a health history update of medical problems experienced since the last medical examination.
- All information must be on school-issued forms and submitted using the timelines below:

TIMELINES FOR SUBMISSION OF PHYSICAL / PERMISSION FORMS & HEALTH HISTORY UPDATES will be provided by our School Nurse and Athletics Dept. Please contact either for more information.

NOTE: ALL SUBMISSIONS ARE SUBJECT TO THE APPROVAL OF THE SCHOOL PHYSICIAN BEFORE A CANDIDATE MAY START PRACTICE.

In order to attend or participate in any athletic activity sponsored by the school, students must be present for their full instructional day. Students who are full-day must be signed into school by 8:30 a.m. to participate in an athletic practice, game, weight room or any other athletic activity on that day. Any student signing in after 8:30 a.m. without administrative approval or a doctor's note, driving test, etc., will be ineligible to participate in practice, game or any other athletic activity. Seniors with "Late Sign-In" must arrive within 15 minutes of the start of their first scheduled class in order to be eligible to participate. The only exceptions for an athlete's lateness or signing out of school are administrative-approved, pre-arranged appointments.

Students are encouraged to give serious thought before committing to participate on an interscholastic team. Students may switch sports during the pre-season practice period up to the last six (6) practice days before the start of the regular season. The students must obtain, in writing, the approval of the head coach of the sport they wish to leave, and also obtain the approval of the head coach of the sport they wish to join.

Procedures for switching teams during the last six days of the pre-season and after the start of the regular season may be found in the sign-up packet for athletes.

Students not participating in the pre-season practice period will not be permitted to join a team after the start of the regular season without the approval of the head coach and Director of Athletics.

In all of the above situations, special consideration will be given to transfer students and candidates with medical, discipline, and academic restrictions.

There is no place for the use of harmful substances such as alcohol, drugs and/or tobacco. The Athletic Department rules concerning these substances for athletes and cheerleaders are:

If found to be under the influence, in possession of, or trafficking as stated in Board of Education Policy 5131.6, the athlete will be dropped from the team.

In addition, your coaches may establish training rules beyond general school regulations to conduct the sport in which they are in charge. Your coach will give you a copy of these rules and explain their meaning to you.

Travel - Student-athletes are expected to travel with the team on the bus to and from away games. Transportation home after the away game may be by pre-arrangement made with the parents, coach and Athletic Director, which would then permit other means of transportation to be used. Permission to travel home with an alternate means of transportation (non-school) may be acceptable for educational or school-related events such as SAT, Drama performances, Extra-/Co-curricular commitments, emergencies from injury, etc. at the discretion of the Athletic Director. **Students are required to submit a Private Transportation Application (PTA) for the use of non-school means of transportation. Approval must be obtained in advance of the event.**

A STUDENT-ATHLETE WILL NOT BE PERMITTED TO PARTICIPATE IN AN INTERSCHOLASTIC SCRIMMAGE/MEET UNTIL ELIGIBILITY HAS BEEN VERIFIED AND THE STUDENT HAS PARTICIPATED IN SIX (6) DAYS OF PRACTICE.
Medical Procedures

Once an athlete is injured to the point of requiring medical attention by a hospital or physician, the athlete will not be readmitted to practice or participate in a game without a written release from the attending medical examiner.

- The written release must be presented to the School Nurse.
- The Nurse will issue a copy of the release to the Athletic Trainer.
- The Athletic Trainer will notify the coach when the athlete may be readmitted.
- Injured athletes who may not participate in physical education will follow the same procedures as above.

ANY INJURY, WHICH REQUIRES MEDICAL ATTENTION, MUST BE REPORTED TO THE SCHOOL NURSE OR ATHLETIC TRAINER WITHIN 24 HOURS, OR ANY CLAIM FOR ASSISTANCE IS FORFEITED.

Eligibility Rules

The following eligibility rules shall apply to all varsity, junior varsity and freshman teams involved in interscholastic athletic competition. All participants will comply with both Pittsgrove Township Board of Education Policy and NJSIAA Rules and Regulations.

It is recognized that participation in co-curricular activities and athletics can prove to be a valuable experience for the high school student. All participants will comply with both Pittsgrove Township Board of Education Policy and NJSIAA Rules and Regulations. Eligibility is based on age, previous credits earned, and grades earned for marking periods prior to participation. To be eligible for co-curricular activities and athletics during the fall and winter seasons, a student must have passed 30 credits for the preceding year. All 9th grade students are eligible upon entering high school. To be eligible for co-curricular activities and athletics during the spring season, a student must pass the equivalent of 30 credits in the fall (passing 6 classes), then they are eligible for the second half of the winter and spring seasons. These are general guidelines for eligibility. Any student or parent with questions should address either a School Counselor or the Athletic Director.

Age

An athlete becomes ineligible for high school athletics if they become 19 years of age prior to September 1. However, any athlete who becomes 19 years of age on or after September 1 shall be eligible for the ensuing school year.

Fall and Winter Sports Season Eligibility – Credits (Grades 9, 10, 11, 12)

To be eligible for athletic competition during the fall and winter seasons, a student must have passed 25% of the required 120 credits for graduation the previous year. Therefore, a student must have passed 30 credits (6 courses) at the conclusion of the preceding school year. All 9th grade students are eligible upon entering high school.

Spring Sports Season Eligibility – Credits (Grades 9, 10, 11, 12)

To be eligible for co-curricular activities and athletics during the spring season, a student must pass the equivalent of 30 credits in the fall (passing 6 classes), then they are eligible for the second half of the winter and spring seasons.

Senior Eligibility – Grade 12

Senior students attempting less than 20 credits may maintain eligibility for the second half of the school year provided they are passing all courses in which they are enrolled at the start of the school year. Senior students who withdraw from a course with a failing average will not be eligible in the second half of the school year. Before withdrawing from any course, seniors should consult with the Athletic Director and School Counselor to determine how eligibility will be impacted. NJSIAA Waiver – CL4 – Waivers will not be considered for a senior

who does not attain 13.75 credits (15 credits at Schalick) and who fails a subject in their first half of the school year unless that senior is passing all subjects in the subsequent marking period.

Years of Eligibility

No student shall be eligible for high school athletics after the expiration of four consecutive years following their entrance into 9th grade.

A student who is eligible at the beginning of a sports season shall be allowed to finish that season.

ATHLETICS – COLLEGIATE ATHLETIC COMMITMENTS

Please note: Effective with the 2023-2024 school year, this event will only recognize athletes of Schalick High School who will be competing at the collegiate level in a NJSIAA sport or activity that was offered at A.P. Schalick High School and of which the athlete competed/participated. Please contact the Director of Athletics with any questions.

1. The APSHS Athletic and Counseling Offices will recognize all athletes committing to play a sport at a college during our College Athletic Commitment Days. Two days per year will be planned for such commitments to Division II & III Schools – one day in late Fall/early Winter, and one day in late Spring. Having these two College Commitment Days allows for any athlete, receiving finances or not, to be recognized. Division I commitments will be arranged at the coordination of the Athletic Director, Counseling Office and the student-athlete's parents and coaches.
 2. The Athletic and Counseling Departments will confirm student-athlete college athletic commitments approximately two weeks prior to the scheduled event. They will also have their athletes notify their parents. Refreshments will be provided by the Athletics and Counseling Departments.
 3. The event will involve: Athletes, Parents, Coaches and Administration. There will be a group picture of the athletes only and the athlete's names, along with their college choice, will be noted in media publications.
 4. The event will take place in the APSHS Media Center, Gymnasium or Cafeteria, depending on the size of the group. The days organized for Division II & III schools will take place from 2:10-3:10 p.m.
- If the event occurs on a weekend, the student must meet this attendance requirement on the last scheduled school day prior to the event.

Exceptions are only made with valid documentation (e.g., medical, court, or college visit notes). No waivers will be permitted. Attendance eligibility for events like Prom may follow adjusted timelines.

Credit Completion (High School. Updated for 2025)

Students who exceed 18 unexcused absences in any course will be denied credit. The student will have the option to enroll in summer school courses at the parent/guardian/student's expense, or repeat the course the next school year.

Attendance Matters – What Parents Need to Know

At Pittsgrove Township Schools, regular attendance is essential to academic success and

student well-being. As required by Board Policy 5113, we implement a Multi-Tiered System of Supports (MTSS) to address attendance and intervene early when students begin to miss school. Pittsgrove Township Schools require students to attend at least 90% of school days to receive full academic credit. **Any student who misses 10% or more school days (18 days), is considered chronically absent.**

What Is Chronic Absenteeism?

A student is chronically absent if they miss 18 or more days in a school year for any reason (except state-defined excused days).

What happens if my child becomes chronically absent?

Chronic absenteeism will result in:

- Ineligibility for extra/co-curriculars, athletics, leadership roles
- Truancy filings with the court system
- Potential for grade retention (K-8) or loss of credit (high school)
- Potential for removal of PreSchool Program

To avoid these consequences, **it is strongly recommended that students do not exceed 17 total absences** for any reason other than a state-excused absence during the school year.

Attendance Interventions by Absence Threshold

Absences	What Happens	Purpose
1+ Days	Automated call via School Messenger	Keep families informed
4 Days	School nurse check-in	Monitor for illness/health concerns
8 Days	Letter #1 + Counselor meeting	Identify and address attendance barriers; notification of potential consequences
12 Days	Letter #2 + Administrator call + Mandatory meeting	Create an Attendance Improvement Plan (AIP)
16 Days	Letter #3	Escalate support; notification of pending consequences
<u>18+ Days</u>	<u>Letter #4: Chronically Absent</u>	<u>Student is considered chronically absent; truancy charges filed; loss extra/co-curricular privileges;</u> potential for grade retention/loss of credit

OTHER ATTENDANCE INFORMATION

Re-Admission After Extended Absence - If a student is absent for more than five (5) consecutive school days, a doctor's note is required for re-admittance to school. This applies to all students regardless of age.

Students arriving with visible medical accommodations (e.g., crutches, casts, slings, braces) must also provide a physician's note verifying school attendance is safe and appropriate.

Documentation Deadline - All documentation for excused absences must be submitted within ten (10) school days of the student's return. Exceptions to this timeline will only be reviewed at the request of an attendance appeal to the Principal/Assistant Principal.

18-Year-Old and Emancipated Students - Students who are 18 or legally emancipated may assume responsibility for their attendance and school records only **after** submitting a notarized, court-issued affidavit to school administration. Schools retain the right to contact parents/guardians regarding attendance regardless of a student's age.

Legal Withdrawal Due to Chronic Absences - Students age 16 or older may be removed from school rolls if either of the following occurs:

- 40 total unexcused absences in a school year
- 10 consecutive unexcused absences

Students removed under these provisions may submit a written petition to the principal for re-enrollment. Each case will be reviewed individually.

Attendance & Participation in Activities (High School) - To participate in any after-school or weekend activity (including sports, dances, Green & Gold, Mr. Cougar, theater, etc.), students must:

- Be present in school by 8:30 a.m.
- Remain in school until at least 1:00 p.m. on the day of the event.
- If the event occurs on a weekend, the student must meet this attendance requirement on the last scheduled school day prior to the event.

Exceptions are only made with valid documentation (e.g., medical, court, or college visit notes). No waivers will be permitted. Attendance eligibility for events like Prom may follow adjusted timelines.

Credit Completion (High School. Updated for 2025)

Students who exceed 18 unexcused absences in any course will be denied credit. The student will have the option to enroll in summer school courses at the parent/guardian/student's expense, or repeat the course the next school year.

IMPORTANT NOTICE ABOUT EXCUSED vs. UNEXCUSED ABSENCES: The distinction between excused and unexcused absences becomes relevant only when a student is identified for potential of filing truancy charges with the local court.

A student is chronically absent if they miss 18 or more days in a school year for any reason (except state-defined excused days).

Chronic absenteeism will result in:

- Ineligibility for extra/co-curriculars, athletics, leadership roles
- Truancy filings with the court system
- Potential for grade retention (K-8) or loss of credit (high school)
- Potential for removal of PreSchool Program

To avoid these consequences, it is strongly recommended that **students do not exceed 17 total absences during the school year.**

What Is an Excused Absence?

The State of New Jersey **only** recognizes the following **excused absences**, which must be documented in writing:

- [Religious holidays \(approved by NJDOE\)](#)
- Required court appearances
- College visits (Grades 11–12, up to 3 days)
- “Take Our Children to Work Day”
- Veterans Day or election board service
- Civic engagement (Grades 6–12, 1 day/year with advance notice)

The Pittsgrove Township School District may also consider the following reasons as excused absences, which may be taken into consideration **only for the purpose of determining the filing truancy charges with the local court** (NOTE: these absences still count towards chronic absenteeism and the consequences associated with being chronically absent (18+ days absent):

- Illness after reporting to school (sent home by School Nurse).
- Illness – fever. If a student was sent home by the School Nurse with a fever, the student will be issued an “Excused Absence – Nurse Excused” for the following day. Students with a temperature over 100° must be fever free for 24 hours without the use of fever-reducing medicine, before returning to school. The School Nurse will handle notification to the Attendance Secretary in such cases.
- Serious illness or medical condition as verified by a physician, in writing.
- Death in the immediate family when accompanied by appropriate documentation.
- Administrative permission obtained IN ADVANCE to attend testing for NJ State Driver’s License (limit 1), and special programs or special appearances (Administration will limit non-school-sponsored requests to a MAXIMUM of 3 DAYS PER YEAR for special programs or appearances).

What Counts as an Unexcused Absence?

The following are **not excused** and count toward chronic absenteeism, its consequences, and the filing of truancy charges with the local court:

- Vacations or family travel
- Babysitting or errands
- Cutting class or leaving without permission
- Non-school-sponsored activities in excess of 3 approved events
- Absences without documentation
- Any other absence not outlined in the “excused absence” section above.

How Parents Can Help

- Report all absences early in the day to the school’s main office.
- Submit notes (doctor, court, etc.) promptly.
- Keep contact information updated in OnCourse.
- Log into OnCourse Connect anytime to monitor your child’s attendance.
- Stay in touch with your child’s teacher, counselor, and school nurse.

- **To avoid consequences, it is strongly recommended that students do not exceed 17 total absences during the school year.**

Lateness

Students are expected to report to school/class on time. Lateness to school will be excused following the same criteria for excused absences for chronic absenteeism and truancy. All other reasons for lateness will not be excused. If arriving after the scheduled start of the school day at 7:20 a.m. and/or arriving at Homeroom after the 7:20 bell, students are to report to the Security Desk to get an “Admit Slip” before reporting to class. Students will not be admitted into class without this slip. Being late to Homeroom is the same as being LATE TO SCHOOL. Make sure you are IN Homeroom prior to the 7:20 bell. Late-sign-in students who arrive after the start time of their first class are also considered late.

Questions?

We’re here to help. If your family is facing barriers to attendance—transportation, illness, mental health, etc.—please reach out to your school counselor or administrator. We want to work with you to support your child’s success.

BELL SCHEDULES – REGULAR AND EARLY RELEASE

Student Arrival	7:10 – 7:20 AM
Homeroom (w/ Pledge of Allegiance & Quote of the Day)	7:20 – 7:22 AM
Period 1 or 2	7:22 – 8:14 AM
Period 2 or 3	8:18 – 9:10 AM
Period 3 or 4	9:14 – 10:06 AM
COUGAR TIME	10:10 – 10:39 AM
Period 5 or 6 & Lunch	10:43 – 12:04 PM Lunch A – 10:43-11:08 AM Lunch B – 11:11-11:36 AM Lunch C – 11:39-12:04 PM
Period 6 or 7	12:08 – 1:00 PM
Period 7 or 8	1:04 – 1:56 PM
Activities Bell	2:01 PM

EARLY RELEASE/HALF-DAY BELL SCHEDULE (39 minutes each)

Student Arrival	7:10 – 7:20 AM
Homeroom	7:20 – 7:22 AM
Period 1 or 2	7:22 – 8:01 AM
Period 2 or 3	8:05 – 8:44 AM

Period 3 or 4	8:48 – 9:27 AM
Period 5 or 6	9:31-10:10 AM
Period 6 or 7	10:14-10:53 AM
Period 7 or 8	10:57-11:35 AM

BELL SCHEDULES - DELAYED OPENINGS

1-Hour Delay

Student Arrival	8:10-8:20 AM
Period 1 w/ Pledge	8:20-9:07 AM (47)
Period 2	9:11-9:58 AM (47)
Period 3	10:02-10:49 AM (47)
Period 4	10:53-12:14 PM (52+25)
	Lunch A – 10:53-11:18 AM
	Lunch B – 11:21-11:46 AM
	Lunch C – 11:49-12:14 PM
Period 5	12:18-1:05 PM (47)
Period 6	1:09-1:56 (47)

2-Hour Delay

Student Arrival	9:10-9:20 AM
Period 1 w/ Pledge	9:20-9:55 AM (35)
Period 2	9:59-10:34 AM (35)
Period 3	10:38-11:13 AM (35)
Period 4	11:17-12:37 PM (52+25)
	Lunch A – 11:17-11:42 AM
	Lunch B – 11:45-12:10 PM
	Lunch C – 12:12-12:37 PM
Period 5	12:41-1:16 PM (35)
Period 6	1:20-1:56 PM (36)

CAFETERIA AND LUNCH PROCEDURES

High school has a closed lunch program. Students are NOT permitted to sign out or leave the property at any time to purchase food and/or drinks. Doing so will result in disciplinary action. **As per Government regulations prohibiting any outside vendors from delivering food during the time designated for lunch, food from outside establishments is not permitted to be delivered to the school by anyone, including relatives, for a student's lunch.**

*** Cakes, cupcakes and other celebratory food items are not permitted in school.**

Students will be permitted to eat in designated lunch areas, which include: the cafeteria and the outside picnic area (behind the cafeteria). Students are not permitted to go to their car or their friend's car. Students found in areas other than those mentioned above will face disciplinary action.

While the lunch period serves an essential function, it is recognized that it is also a social period. However, **appropriate conduct is mandatory.** Throwing objects/food in the Cafeteria will not be tolerated. Offenders will be subject to disciplinary action. (See *Disciplinary Code*)

**** Students are permitted to use their cell phones and electronic devices during their scheduled lunch period. ****

Monthly letters are sent home from the Cafeteria Manager indicating cafeteria charges. After \$15.00 of charges are accumulated, students may no longer charge until accumulated charges are paid for. Should the students still not have breakfast and/or lunch money, the students will be reported to the appropriate person in the school office for investigation to see if the child is eligible for free or reduced price lunches. In the interim period, an appropriate alternative lunch will be provided to the students. Students who owe payment in excess of \$15.00 will not be permitted to charge a second lunch or a la carte options. (BOE Policy #3542.2 & 3542.33)

2025-2026 Student Lunch Prices

APSHS \$3.70

2025-2026 Breakfast Prices

APSHS \$2.00

2025-2026 Reduced Prices

Reduced Breakfast - APSHS \$0 - No cost for reduced breakfast.

Reduced Lunch - APSHS \$0 - No cost for reduced lunch.

CASH, VALUABLES and PERSONAL PROPERTY

It is recommended that valuables or cash in excess of \$20.00 **NOT** be brought to school. Furthermore, it is strongly recommended that students bring a lock to use during their Physical Education class, so that cell phones, jewelry, money, and other personal belongings are safe. In addition, students must keep their hallway lockers locked at all times.

Lockers are the property of the BOE, and Administration reserves the right to perform random searches at any time.

The school is not responsible for lost, broken or stolen items.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones is limited as follows:

- Device may be used during a student's lunch period.
- Device may be used during Cougar Time periods.
- Device may not be used during class changing time, while traveling the hallway during instructional time, or when visiting offices, media center, lav, etc.
- Cell phones must be turned off or silenced and must be placed out of sight during the entire school day with the exception of lunch and Cougar Time.
- Students are NOT permitted to wear earbuds/headphones at times when cell phone use is not permitted. Earbuds and headphones must be kept out of sight during these times.
- Students are NOT permitted to accept calls (audio or video), except during their lunch period.
- Wearable electronic devices may not be used for communication or media consumption at times when cell phone use is not permitted.
- All needs for electronic devices in the educational process, including electronic pass access, will take place on school-issued chromebooks.

If a parent/guardian needs to contact a student during the school day, they are to report to the school office for assistance. If a student needs to make a phone call during the school day, they must use a school phone, which is made available to students with appropriate permission.

Video recording, audio recording, and taking photographs is generally not allowed on school premises. See the section of this handbook titled Recording Devices for restrictions on recording devices, which apply to cell phones.

Any unauthorized use of electronic devices or noncompliance with these guidelines will result in disciplinary consequences.

Students bringing cellular telephones or electronic devices to school do so at their own risk. APSHS will not assume any liability for any lost, stolen or damaged cellular telephones and/or any other electronic devices either in school or in their possession.

CHAIN OF COMMAND/CHAIN OF COMMUNICATION

This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.

On matters involving instruction at your child's school:

1. Classroom teacher
2. Case Manager, if your child has an IEP
3. Instructional Supervisor/School Counselor
4. Principal
5. Chief Academic Officer
6. Superintendent
7. Board of Education

On matters involving student discipline at your child's school:

1. Classroom teacher
2. Case Manager, if your child has an IEP
3. Assistant Principal (only applies to middle and high school)
4. Principal
5. Superintendent
6. Board of Education

On matters involving student social, emotional, behavioral concerns:

1. School Counselor or Case Manager, if your child has an IEP
2. Director of School Counseling
3. Principal
4. Superintendent
5. Board of Education

On matters involving IEP and Special Education services:

1. Classroom Teacher
2. Case manager
3. Child Study Team Supervisor
4. Superintendent
5. Board of Education

On matters involving facilities or buildings & grounds:

1. Buildings and Grounds Supervisor
2. Business Administrator
3. Superintendent
4. Board of Education

On matters involving School Security:

1. School Safety Specialist
2. Principal
3. Superintendent
4. Board of Education

On matters involving athletics:

1. Coach
2. Director of Athletics
3. Principal
4. Superintendent
5. Board of Education

CHANGE OF ADDRESS OR PHONE NUMBER

For the safety of your child, it is vital that the school office be notified immediately when you change your home address, email address, telephone number, emergency number, place of employment contact information and phone/cell phone number of either parent/guardian during the school year. Please contact the School Counseling Office at 856-358-2054 ext. 4110.

CHROMEBOOKS

**** Students are required to bring their school-issued Chromebook device to school each day. The device must be fully charged and in the school-issued protective carrying case. ****

Arthur P. Schalick High School has implemented a 1:1 Chromebook initiative for all of our students. This initiative provides our students with technology-rich environments in which to be engaged and successful members of a digital society and workforce. Please reference the **PTSD Blended Learning District 1:1 Technology Handbook** for Chromebook care, guidelines, expectations and policy. This handbook is posted on our school and district website.

Financial Responsibilities for Chromebook Repair

As a parent or guardian of this student, you will be required to sign a Technology Agreement in order for the student to receive a district-issued device. When signing the Agreement, parents/guardians acknowledge that they will be held accountable for:

- Rules and regulations outlined for care, maintenance and student responsibility of district-issued devices apply to all Pittsgrove Township-issued technology, including desktop computers, iPads, laptops, etc.
- Violation of the Student Code of Conduct Computer/technology offenses will be addressed through each school's Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.).
- The financial burden of repairs due to damages caused by their child for the following areas:

PART/COMPONENT	COST
District-issued device screen	\$40.00
District-issued device keyboard	\$20.00

Protective case	\$20.00
Power Cord	\$15.00
Unit replacement	\$150.00

Violation of the Student Code of Conduct

Computer/technology offenses will be addressed through the APSHS Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else's account, etc.). If a student violates any of these rules, they may receive consequences, lose Chromebook privileges, and/or pay for any damages. (Board of Education Policy 6142.10). Payment for damages will be required within 30 days and is to be made out to Pittsgrove Board of Education. Rules and regulations outlined for care, maintenance and student responsibility of Chromebooks apply to all PTSD-issued technology, including desktop computers, iPads, laptops, etc.

CLASS CHANGES

Course adjustments may be made during the drop/add period in September of the current school year. Please contact the School Counseling Office at 358-2054, extension 4110, for assistance.

CLASS PARTIES

Teachers are not permitted to host parties or allow food and drinks in their classrooms.

CLASS RANK AND AWARDS

Graduation awards will be based on class rank. All courses taken in grades 9-12 are included in calculating class rank, with exceptions as noted in course descriptions. Class rank will be calculated by multiplying credits with grades to arrive at a Quality Point Total. The quality point total will be divided by the number of credits to determine a weighted Grade Point Average (GPA) for graduation awards and class rank.

Class rank will be calculated at the end of junior year, and the final class ranking will be calculated at the end of the third marking period of the student's senior year. Class rank and GPA are reported on transcripts.

Transfer students must attend Schalick High School at least one full school year, enrolling prior to the end of marking period 2 of the Junior Year, in order to qualify for Senior Awards, including class rank awards such as Top Ten ranking honors and awards, as well as Salutatorian and Valedictorian.

Grades will be weighted based on the following:

COLLEGE PREP	HONORS	AP
A – 4	A – 5	A – 5.5
B – 3	B – 4	B – 4.5
C – 2	C – 3	C – 3.5
D – 1	D – 2	D – 2.5
F – 0	F – 0	F – 0

In calculating a student's rank, an example will illustrate:

SUBJECT	CREDITS	GRADE		WEIGHT		PTS
English (H)	5	B	=	4	=	20
Biology (CP)	5	C	=	2	=	10
Spanish I	5	A	=	4	=	20
Meteorology	5	C	=	2	=	10
Algebra I (CP)	5	B	=	3	=	15
PE / Health	5	C	=	2	=	10
US His (AP)	5	B	=	4.5	=	22.5
AP Seminar	2.5	A	+	5.5	+	13.75
(Totals)	37.5					121.25

$$121.25 \div 37.5 = 3.23 \text{ WGPA}$$

Weighted Grade Point Average and standard GPA (4.0 scale) are reported on transcripts.

Our example is based on eight courses. For the purpose of grade point average, a maximum of eight (8) weighted courses may be taken during any one year, and up to five (5) pass/fail credits can be counted for participation in the Mentor Program. Additionally, students have alternative educational opportunities, such as Senior Option. An explanation can be found on our website under **policy code # 6146. Alternative educational experiences are not factored into GPA or class rank.**

CO-CURRICULAR ELIGIBILITY

“Co-Curricular Activities” shall mean: Interscholastic athletics, club programs, drama programs, Student Council, band, cheerleading, and similar activities. It shall not include: dances, attendance at athletic events or shows, field trips, nor other activities of a similar nature. The determination of whether a specific activity is to be covered under this policy will be made by the Building Principal.

Guidelines for eligibility to participate in co-curricular activities are the same as the athletic eligibility statement found on pages 11-12.

COMMUNICATION

APSHS Parent Bulletins are sent via email at the start of the school week between 3:00-4:00 p.m. These Bulletins are delivered to your email inbox. Please ensure that your email address is up to date in our records, so you don't miss any important and informative communications.

Families, we encourage positive and productive communication between home and school. If you have a question or concern, please contact a teacher directly to resolve it. For other matters, please follow the Chain of Communication/Chain of Command outlined on pages 20-21.

If an email is received on the weekend, holiday, or school break; or if the staff member is absent, kindly expect a delay in a response until the next school day.

COMPUTER ETHICS

Computers in schools are a public domain and will be monitored for appropriate/approved usage. Students are required to follow the rules and provisions outlined in our school's Technology Acceptable Use Agreement. Students are not permitted to use school computers without accepting the terms and conditions outlined in the agreement.

According to Senate Bill No. 2057 with Committee Amendments, "The Anti-Big Brother Act," requires a school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device to provide the student with written or electronic notice that the electronic device may record or collect information on the student's activity, or the student's use of the device if it is equipped with a camera, global positioning system, or other feature capable of recording or collecting information.

CONDUCT DURING PERFORMANCES/ASSEMBLIES/PEP RALLIES

When attending a performance/assembly in a classroom, the Auditorium, the Gym, or other venue, proper decorum is required. You want to get the most out of the presentation, and, at the same time, allow all audience members to enjoy the same benefit. In addition, it is important to remember that it takes a lot of courage to get in front of an audience; therefore, respect for each performer/speaker is expected. Students who are unable to properly conduct themselves during assemblies/pep rallies will be asked to leave and may forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action.

Remember to:

- Sit in your designated area of the Auditorium/Gym.
- Once seated, do not leave the area.
- Remain quiet while groups/individuals are performing/speaking.
- Remember that applause is appropriate at specific times in the program.

CONDUCT AT SPORTING EVENTS AND OTHER SCHOOL FUNCTIONS

The Pittsgrove Township School District has established BOE Policy 1112.4 - Expectations for Conduct at Interscholastic Competitions/Events to ensure a positive and educational environment for all. We consider all athletic events to be an extension of the classroom and expect everyone in attendance to act with respect and sportsmanship.

High School athletic contests are an educational event, and we expect everyone in attendance to act in a manner as if they were in an academic classroom. Fans are encouraged to cheer in a positive manner for their teams, and show respect for their opponents and officials. Conduct which includes name-calling, profanity, booing, trash talk or extremely loud screaming and yelling at our opponents, their fans or officials is unacceptable. Students who are unable to properly conduct themselves during sporting events will be asked to leave and may forfeit the privilege of attending future programs, as well as receiving other appropriate disciplinary action. Students will not receive a refund of the cost of the ticket, if they are asked to leave due to inappropriate behavior.

Disciplinary action may include: students losing the right to participate in future school-sponsored events, including, but not limited to: future trips, athletic events, evening events, dances, prom, senior events and graduation. Disciplinary action may also include detention, suspension and/or restricted list.

COUGAR TIME

During this 30-minute period, students will engage in a **structured Study Hall** that will also provide time for intervention, high-dose tutoring, acceleration, School Counseling Dept. lessons & meetings, club meetings, I&RS monitoring, Band, and Chorus. **The entire school will share this time together.** Students will be assigned to this period by grade level and will remain with their teacher throughout all four years of high school. Students are permitted to use their cell phones during Cougar Time, while in the classroom only.

COUNSELING SERVICES

The counseling services at Schalick are designed to help each student make good educational and vocational choices, as well as aid in the development of attitudes and skills helpful in a student's life. Counselors are available throughout the school day.

If a student would like to arrange an appointment with their counselor, or the Student Assistance Coordinator (SAC), a "Request To See A Counselor" form should be completed and submitted. Conferences are made by appointment. Parents or guardians should call the Guidance Secretary at 358-2054, extension 4110 to arrange conferences with counselors or teachers.

Students must sign into the School Counseling Office upon entering the counseling suite.

CURRICULUM

The Pittsgrove Township Board of Education believes that a student must attend school regularly in order to profit from their educational experience; therefore, the stipulation for regular attendance is included in the Attendance section. Detailed curricular information can be found in the Program of Studies linked on our Guidance Office's website.

NO STUDENT MAY PARTICIPATE IN GRADUATION CEREMONIES, IF THE STUDENT HAS FAILED ANY COURSE REQUIRED OR NECESSARY FOR GRADUATION. In addition, all state and local BOE requirements and State testing requirements must be met. If a student owes time in Credit Completion due to excessive incidental absences, that student will not be issued their diploma until Credit Completion hours are fulfilled.

An out-of-state transfer student may participate, if they have not had sufficient time to meet the requirements of the State of New Jersey. Though the transfer student may participate in graduation ceremonies, the student will not receive a diploma until all state and local requirements are met.

Students who perform below statewide standards on one or more of the statewide achievement tests shall be provided with an intervention designed to address the needs of the students.

DANCES

Guests with valid photo identification are admitted to the Homecoming Dance and Prom only with **prior** administrative approval, when accompanied by a Schalick student, and if the guest meets the requirements as outlined in the dance information packets. Any student bringing a guest is responsible for the conduct of the guest. The dance sponsors will indicate the dress code.

The Discipline Code will be in effect during dances. Dances will be considered an extension of the school day.

Regulations for School Dances

- Once admitted to a dance, if a student leaves, they will not be readmitted.
- Students will not be admitted 30 minutes or more after the start time of the dance without prior approval.
- Students will not be permitted to leave early without the permission of their parent/guardian and will not be permitted to leave more than 15 minutes before the scheduled conclusion of the dance, unless prior approval was given before the day of the event.
- Guests must be enrolled in grade 9 or higher.
- All guests must be under 21 years of age by the date of the dance (except for students currently enrolled in Schalick High School).
- Guests must be enrolled in a regular, daytime high school program and receive a favorable recommendation from the high school currently/last attended, or be a Schalick alumnus.
- Students driving to the dance **must** stay until the conclusion of the dance and leave school property/event site at that time.
- Students attending a dance must arrive at school on time and are required to be in school on the same day for the minimum number of hours required (see “Attendance Information”).
- Students on the *Restricted List* **may not** attend dances.
- Hard-soled shoes and high heels are not permitted on the Gym floor.
- Dance Protocol Rules are in effect – inappropriate dancing will not be tolerated.

DECORATIONS AND POSTERS

Decorations or posters to be displayed in the halls must receive administrative approval prior to being hung. Items receiving approval will be marked as approved by an administrator or the Assistant Principal’s secretary. Please note that not all decorations and/or posters will meet the criteria for being approved. Posters are to be legible, contain no spelling errors, be pertinent to the school, and contain no inappropriate material.

Lockers are property of the Pittsgrove Twp. Board of Education. Decorating the exterior of lockers will be limited to school-related events, student birthdays, or other decorum approved by the Building Principal/Asst. Principal. All non-approved decorations will be removed and discarded by Administration.

DISCIPLINE PROCEDURES (OVERVIEW)

The Administration strives to maintain a safe and orderly learning environment. The Student Handbook outlines procedures and explanations, for students’ and parents’ reference, in the operations of A.P. Schalick High School. Based on situational needs that arise, some practices may need to be changed throughout the year, in order to maintain a safe and orderly environment.

As established in district practices, the Administration has the responsibility to implement Board Policies related to Code of Conduct, Attendance, Drugs and Alcohol, Weapons, and Harassment-Intimidation-Bullying (HIB), in addition to daily school procedures.

Discipline Procedures provides description of levels of the possible consequences for discipline infractions. It is noted that “multiple documented offenses” in a level will result in a level change, and therefore, more stringent consequences. Administration reserves the right to move infractions up the levels if it is deemed necessary to assign a consequence appropriate to the nature of the offense.

The Discipline Matrix is included at the end of the handbook. Administration uses the matrix to determine discipline consequence(s) for the first offense of a specific infraction through each subsequent offense. **All discipline is subject to administrative discretion, and infractions are cumulative in nature of consequences issued.**

DISCIPLINE

The following are guidelines; however, the **Administration reserves the right to bypass steps**, depending on the seriousness and/or sufficient frequency of the incident as to disrupt the safe, orderly operation of school. Infractions shall be dealt with in a cumulative fashion.

Be aware that substitute teachers, instructional aides, School Counselors, the Athletic Director and security personnel have the same responsibility for control as regular teaching faculty members and administrators, and the same level of cooperation is expected toward them; therefore, discipline referrals made by substitute teachers, instructional aides, School Counselors, the Athletic Director and security personnel and the like, carry the same disciplinary consequences as listed in the Student Code of Conduct/Discipline Matrix.

When a student is sent from a class/activity, they are to report directly to the Main Office. Any student who purposely hinders staff from addressing such a situation will face disciplinary action.

Possible Disciplinary Actions

Cougar Time Detention is a period of time in which students are separated from the mainstream of the student body.

Lunch Detention is a period of time in which students are separated from the mainstream of the student body. Students will eat lunch in the ISS room and will not be in the halls during the change of classes. Students are provided their lunch of their choosing.

Office Detention is a period of time in which students are assigned to stay after school and are separated from the mainstream of the student body. Students must arrange for their own transportation when assigned an after-school detention. Not attending due to lack of transportation is considered “Cutting Detention” and will receive disciplinary action.

Restricted List

A student who is suspended (in-school or out-of-school) will be placed on the *Restricted List*. If the student receives an out-of-school suspension, the restriction begins the day the referral is processed by the Administration. If the student receives an out-of-school suspension, placement on the Restricted List begins the first day the student returns to school, following the out-of-school suspension.

While on restriction, the student is not allowed to attend or participate in any school function/activity. Saturday events/games/practices, as well as events held during holiday breaks and summer vacation, will be counted as a restricted day. *Attending an event while on the Restricted List will result in further disciplinary action.*

Suspension

There are two forms of suspension used at A.P. Schalick High School; In-School Suspension (ISS) and Out-of-School Suspension (OSS).

In-School Suspension is when the student spends the school day in school but is assigned to the In-School Suspension room for their entire academic day. Teachers will send work to the ISS room and students will receive full academic credit for all of the work they complete. Students will eat lunch in the ISS room and will not be in the halls during the change of classes. Students enrolled in the Vo-Tech program will not attend the Vo-Tech on days they have been assigned to the ISS room. Students not following ISS and/or other school rules while in ISS are subject to additional disciplinary actions. Students arriving late or leaving school early while in ISS will owe additional time and will be rescheduled for an entire day in ISS.

During the period of **Out-of-School Suspension**, a student is not permitted to be in school, on school property, or attend any school function/activity at home or away.

- 1st Suspension ~ Conference with Assistant Principal
- 2nd Suspension ~ Conference with Assistant Principal
- 3rd Suspension ~ Conference with Principal
- **Any senior suspended four or more times in their senior year may be subject to review for possible loss of privileges, including graduation exercises, as per BOE Policy 5127.**
- A student suspended from Schalick High School or externally suspended from the Salem County Vocational-Technical School cannot attend either program while on suspension.

Certain infractions of the discipline code may warrant more severe disciplinary action, up to and including long-term suspension, placement in an alternative school setting, and/or expulsion from school.

All illegal behaviors will be referred to the New Jersey State Police, in addition to being addressed by the school.

Academic Instruction Due to Suspension

Starting on the 5th consecutive day of a suspension and every consecutive day thereafter, two hours of instructional tutoring by a certified instructor is required.

In addition, upon reaching the 11th cumulative day of suspension during one school year, classified students are required to have two hours of instructional tutoring on the 11th day and any suspension day thereafter.

A school administrator or their designee will arrange the academic instruction time required, due to a suspension(s), with the student and parent. This instruction is in addition to the regular school day.

DISCIPLINE MATRIX

Arthur P. Schalick High School Disciplinary Code

All discipline is subject to administrative discretion, and infractions are cumulative in nature of consequences issued.

2025-2026 Discipline Matrix is [LINKED HERE](#).

DISTRIBUTION OF MATERIAL

All aspects of school-sponsored publications, including posters, web pages, newspaper and/or yearbook, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Publications for display throughout the school must have the approval of administration before being displayed.

DRESS CODE

Dress Code enforcement begins at home. Parents/guardians have the primary responsibility of making sure their children understand and adhere to the Pittsgrove Township School District Dress Code, and arrive at school appropriately dressed and groomed.

The dress code described below cannot fully predict all circumstances. For that reason, the principal or designee reserves the right to determine whether a student's attire is appropriate for the educational environment.

For the purposes of the PTSD Dress Code, **attire** is defined as articles or aspects of personal appearance including, but not limited to: clothing, footwear, headwear, jewelry or accessories, wearable technology, book bags, body art, tattoos, or sunglasses.

Students must wear clothing and shoes.

Clothing:

- Students must wear clothing and shoes.
- When standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to below the buttocks/mid-thigh. At no time may any part of the student's buttocks be exposed.
- Clothing may not be see-through.
- Clothing must cover all undergarments and underwear.

Headwear:

- Hats and other head coverings are not permitted unless part of a "special" day event or for religious, medical, or cultural reasons. This includes hats, sweatshirt hoods - "hoodies,"
- No wearing of sunglasses unless for medical or safety purposes approved in advance by Administration or the School Nurse.

Footwear:

- **MS/HS** - Bare feet, slippers or other shoes that pose a safety hazard are unacceptable.
- **ELEMENTARY** - Bare feet, slippers, flip-flops, or other shoes that pose a safety hazard are unacceptable.

Other Items:

- Attire and/or grooming depicting or advocating violence, weapons, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography, foul language, hate speech, or clothing that could be considered dangerous or that could be used as a weapon are prohibited.
- Attire that depicts biased symbols or hate messages or could be perceived to harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation and which, in the judgment of the Administration, has a substantial risk of creating a material disruption to the learning environment and/or school operation,

shall be prohibited.

Students in violation of the dress code will be given **ONE** opportunity to change their attire, call a family member to bring a change of clothes, or borrow clothes from a friend. In the event that they cannot change their attire, they will be required to sit in ISS for the remainder of the day, and the parent/guardian contacted. Subsequent dress code violations will be noted in the student's discipline file. See *Discipline Code* for disciplinary action due to dress code violations.

**** Awards Ceremonies and Special Events ****

Students are expected to dress appropriately for award or recognition ceremonies. Appropriate attire for these ceremonies is typically more formal than regular school clothing. Business casual attire, such as collared shirt, shirt and tie, dress pants, skirt and top, or dress, is acceptable. If the student is not dressed appropriately, then they may not be allowed to proceed to the front to be honored.

The building Administration reserves the right to make the final decision as to the appropriate nature of the clothing/item or message displayed on the student.

EIGHTEEN-YEAR-OLD STUDENTS

A student (18 years old) or emancipated adult, must present a court-issued affidavit, notarized, to possess the full rights of an adult and may authorize those school matters previously handled by their parents or guardians. Accordingly, this student shall assume full responsibility for their attendance, scholastic performance, and compliance with school rules and regulations. Please note that the law still allows a school, at their discretion, to contact parents, regardless of the student's age.

Students (18) years of age or older must follow the same rules and regulations that all other students follow. This includes: notes, report cards, signing out, etc.

- Although eighteen-year-old (18) students may submit their own requests for early dismissal, permission will only be granted for reasons approved by the Administration.
- Students must have an administrator's, as well as parent/guardian permission to sign out of school, participate in field trips, etc. (signing out without an Administrator's AND parent's permission can result in disciplinary action for "cutting class and leaving school grounds.")
- Students are not permitted to call themselves out absent.

E-MAIL

All faculty members are accessible by e-mail. E-mail addresses are the person's first initial and last name@pittsgrove.net (all lower case letters, no spaces). An example follows for Mr. Benjamin Cruzan, Assistant Principal: bcruzan@pittsgrove.net

All students are provided a district-issued e-mail address. Students are expected to check their e-mail regularly, as the school and teachers will often send important information and reminders to students via their school-issued e-mail address. Student e-mail addresses are the student's graduation year, first name, last name ##firstnamelastname@ptsdstudent.net (all lower case letters, no spaces).

Example: 16johnsmith@ptsdstudent.net

EMERGENCY CLOSINGS

In the event that school has to be closed due to inclement weather/emergency conditions, a message will be sent via our districtwide messaging system (School Messenger).

School closing decisions are made no later than 6 a.m., at which time a message will be sent.

If closing the district is questionable, we may signal for a one- or two-hour delay of starting school and the message will be sent via School Messenger. This **DOES NOT** necessarily mean the district will open; rather, it gives us time to assess if conditions will change sufficiently, and to make a determination at that time. Should the decision be made to close the school, a message will be sent via School Messenger. A one- or two-hour delay means that all transportation for all students and all starting times of all Pittsgrove Township Schools will be delayed one or two hour(s), respectively. In the event that schools dismiss early due to weather/emergency conditions, we shall send notice via our District's Broadcast Communications System. Depending upon the circumstances, you may also receive a district-issued phone call when an emergency situation arises.

FERPA NOTICE

In accordance with the No Child Left Behind Act of 2001 (NCLB)/ESSA, parents and eligible students have the right to inspect educational records under the Family Educational Rights and Privacy Act (FERPA). These rights include:

- Inspect and review records.
- Request amendments to records.
- Rights to consent to disclosures.
- Rights to file a complaint.

For more information, please contact the office of the Superintendent.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's Student Code of Conduct, applicable Board of Education policy, and such other rules as may be deemed appropriate by the field trip supervisor(s).

FIGHTING/ASSAULT ON A STUDENT

Mediation and counseling are available to students to resolve interpersonal conflicts before they reach the confrontational stage. The maximum suspension penalty is possible, if mediation and/or counseling are refused prior to an altercation.

Fighting is when both parties are involved. Fighting is mutual engagement in a physical confrontation in which the offenders understand that the confrontation may result in bodily injury to either party. This incident type does not include a verbal confrontation or a minor confrontation, such as a shoving match. Each participant is an offender. "Defending oneself" will not excuse the student(s) from disciplinary action.

Assault on a student or adult is classified in accordance with N.J.S.C. 2C:12-1. Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12-1, upon a teacher, administrator, board member or other employee of the Board of Education, acting in their performance of their duties and in a situation where their authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this state, shall be immediately suspended from school, consistent with procedural due process, pending expulsion proceedings before the local Board of Education, in accordance with BOE policy 5114.

NJSP may be notified when a student is involved in an assault or fight. This could result in a complaint being filed.

504 OFFICER

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving federal financial assistance. The 504 Officer works with parents to devise a 504 Plan and fields concerns from parents once a 504 Plan has been developed. The Arthur P. Schalick building-level 504 Officer is each student's school counselor. The district-level 504 Officer is Dr. Scott Goldthorp, Assistant Superintendent (ext. 4013).

FOOD / DRINKS

No food or drinks are permitted in the hallways or classrooms after 7:22 a.m. (end of breakfast). At no time are food or drinks permitted in the classrooms, other than homeroom. Vending machines in the hallway are available for use only after 2:01 p.m.

With the exception of breakfast, when students are permitted to eat in designated areas of the school other than the Cafeteria, food/drink/snacks are not to be taken from the Cafeteria.

Students will be asked to throw out food or beverage they possess in the hallway or as they exit the Cafeteria from lunch.

The ***only exception*** to the above food/drink restriction is the consumption of **water from water bottles** throughout the day.

FUNDRAISING and SELLING

Only items of an approved school-related fundraiser may be sold at school. Selling items for personal profit is not allowed. Student organizations, clubs or classes, athletics teams, outside organizations and/or parent groups may occasionally be permitted to conduct fundraising activities. An application for permission and approval must be submitted to the building Principal and approved by the Board of Education before the activities may commence. All funds raised or collected by or for the school-approved student groups will be receipted, deposited and accounted for in accordance with law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program.

GRADING

Grade Reporting

Parents are encouraged to monitor students' grades on OnCourse Connect. Progress reports and report cards are accessible via OnCourse Connect. If assistance is needed accessing OnCourse Connect, please visit the "For

Parents" tab – "OnCourse Connect" on our webpage, or contact the School Counseling Office for assistance. Parents will be provided with a username and temporary password.

Grading Scale

Effective for the 2024 - 2025 school year, the Pittsgrove Twp. School District will utilize a traditional 10-point grading scale for all students in grades 5 through 12.

A: 90 - 100: A
B: 80 - 89: B
C: 70 - 79: C
D: 60 - 69: D
F: 59 and below

Grading Categories

Grades will be comprised of the following categories and their respective weights:

1. **Practice (30%):** The practice category monitors daily progress toward learning targets, offers frequent opportunities to apply skills in and out of class, and informs assessment readiness. It involves regular performance of activities to enhance proficiency and provides feedback to support students in achieving grade-level learning goals, with reassessment opportunities at the teacher's discretion.
2. **Assessment (30%):** The assessment category provides evidence of learning to guide educational decisions and measures student proficiency against grade-level standards, with reassessment opportunities available as needed.
3. **Evaluation (40%):** The evaluation category focuses on assessing students' mastery of knowledge and skills at specific points in the course. It combines the outcomes of assessments and practice to determine students' overall proficiency and understanding of grade-level standards.

A minimum of three (3) entries are to be recorded in each category per marking period.

Final grades are determined by the numerical average of all four (4) marking periods.

GRADUATION PROGRESSION

The minimum graduation credit requirement is 120 credits. Effective September 2021 for the graduating class of 2022 and beyond, the minimum graduation credit requirement is 120. All courses receive credit upon the formula of one credit per number of meeting periods in a week. Students who fail an academic course(s) may attend an approved summer school for credit recovery. Students can retake two (2) failed courses in summer school.

Progression will be based on the following:

00 - 30 credits to be a Freshman

35 - 65 credits to be a Sophomore

70 - 100 credits to be a Junior

105 - 120+ credits to be a Senior (*Note: For full senior status, the student must be in their 4th year of attendance*)

120+ credits to graduate as of 2021

HALLWAY BEHAVIOR

During the change of classes, APSHS operates with a one-way hallway around the main loop of the school. In the wings, students will stay to the right.

Students are permitted to talk and visit their lockers while changing classes. **Students are NOT PERMITTED TO USE CELL PHONES OR ELECTRONIC DEVICES.** Additionally, the expectations as outlined under “CELL PHONES/OTHER ELECTRONIC DEVICES” applies. Students are not permitted to shout, push, run, or in general, do anything which will cause overall disturbance or possible injury. Students who use time between classes to go to their locker (note: bathrooms are locked and secured during the change of classes for safety) are still responsible to be in their classroom before the late bell rings. Students who feel they may need more time **MUST** report to their assigned class and ask for a pass, so as not to be reported as entering class late and possibly receiving disciplinary action. Failure to report to class prior to the bell will result in an unexcused late to class.

While classes are in sessions, students are to only report to the destination indicated on their hall pass. Wandering the halls or being found in areas of the building not noted on the pass will result in disciplinary action. Examples include but are not limited to: a student with a pass to the Lavatory is not permitted to go to the Nurse, their locker, the Cafeteria, or to wander the halls.

HARASSMENT INTIMIDATION AND BULLYING (HIB)

Pittsgrove Township School District 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 substantial interference with the orderly operation of the school.

The Pittsgrove Township School Board of Education and Administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at www.pittsgrove.net. To report an incident of Harassment, Intimidation and Bullying, please download a HIB reporting form from the district website, and submit it to the Main Office or Counseling Office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Ms. Breanna Suppi, HIB Specialist
A.P. Schalick High School
718 Centerton Road
Pittsgrove, NJ 08318

Mrs. Gerri Turner, District Anti-Bullying Coordinator
A.P. Schalick High School
718 Centerton Road
Pittsgrove, NJ 08318

HIB – THE 10 STEPS OF THE HIB INVESTIGATION PROCESS

Schools are required to take specific steps when an alleged HIB is reported. For information on the Pittsgrove Township School Board's HIB policy 5131.1, please visit the district website at www.pittsgrove.net under the HIB policy.

The steps a school district and a school must take when addressing a suspected incident of HIB are provided below. These steps can be found in *N.J.S.A. 18A:37-15* of the ABR:

Step 1: The Verbal Report – All reports of HIB acts must be reported to the Principal the *same day* the incident occurs, when a school staff member, a contractor, or a volunteer:

- Personally witnesses an act of HIB; or
- Receives reliable information indicating that a HIB act occurred.

Parents, students and others also may make verbal reports.

Step 2: Parent Notification – As soon as possible following any verbal report of HIB to the Principal, the Principal must inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the Principal may discuss the availability of counseling and other intervention services.

Step 3: The Investigation – After receiving the verbal/written report, the Principal, or his or her designee, in consultation with the Anti-Bullying Specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the Principal or the Principal's designee must start an investigation of the act. The school Anti-Bullying Specialist conducts the investigation, in coordination with the Principal. If the decision is NOT to initiate an investigation, the parent may appeal to the BOE.

Length of Investigation – The investigation should be completed as soon as possible but must be completed no later than *10 school days* from the date of the *written report* (see *Step 4: The Written Report* below). During the investigation:

- The Principal might appoint other school staff to help with the investigation; and
The administrator might administer discipline or take other steps under the Board of Education's anti-bullying policy or code of student conduct, if the facts show there is enough information to do so.

Step 4: The Written Report – Within *two school days* of the verbal report, the school employee, contractor or volunteer must also report the act of HIB to the Principal in writing. All allegations of HIB must be reported in writing and submitted to the principal within two school days from when a school employee or contracted service provider witnesses or receives reliable information that a student has been subject to HIB. A written statement from the alleged victim or other evidence may be attached to the back of this HIB 338 Form (e.g., screenshot, text thread, etc.).

Step 5: The Investigation Report – Within *two school days* of the completion of the investigation, the results of the investigation must be reported to the Chief School Administrator (CSA)/Superintendent.

Amending the Investigation Report (Depends on the Facts): If there is information related to the investigation that is received after the 10-school day deadline, the ABS may amend the original results of the report to include the information. There is no deadline for making an amendment to the report. The district would make a decision on the way to respond to the additional information, depending on the facts.

Step 6: CSA Actions – Based on the investigation report, the CSA may choose to take any one of the following additional actions:

- Impose discipline;
- Provide intervention services;
- Create training programs to reduce HIB, improve school climate and make the school safer and more accepting of all students;
- Order counseling; or
- Take any other actions necessary to address the incident or reduce HIB in the schools.

Step 7: The CSA's Report to the Board of Education – The CSA must report the results of the investigation and any actions taken to the Board of Education by its next meeting following the completion of the investigation.

Step 8: Information to Parents – Within *five school days* after the results of the investigation are reported to the Board of Education, the school district must provide the parents with information about the investigation that is limited to the following:

- The type of investigation that was conducted;
- Whether or not the district found evidence of HIB, as defined in the ABR; and
- Whether or not discipline was imposed or services were provided to address the HIB.

Limited Information and Student Privacy Laws: Due to student records and privacy laws and regulations, parents are only entitled to review their child's educational records; a parent is not entitled to view the records of other students. This means that parents are not permitted to receive the entire HIB investigation report, if it in any way would identify a student other than their own. If parents believe they are entitled to more information than has been provided by the school district, the parents may request a hearing before the Board of Education. The process for the board hearing and other options available to parents are explained in the following section (Based on 20 U.S.C. §1232g, the *Family Education Rights and Privacy Act*, and N.J.A.C. 6A:32-7, Student Records).

Step 9: Optional Hearing or Appeal – Parents may request a hearing, no later than 60 calendar days after parent or guardian receives written notice of the outcome of the investigation. Parents have the right, but are not required, to request a hearing with the Board of Education, if they are unsatisfied with the investigation findings or any other actions taken by the school or school district. If the parent requests this hearing, it must be held within 10 days of the parent's request.

Step 10: Board of Education Decision – At the Board of Education's *next meeting* following its receipt of the CSA's report (Step 7), the board must produce a decision, in writing. The decision must either uphold, reject or change the CSA's decision.

HOMELESS STUDENTS/McKINNEY-VENTO SERVICES

The district provides full and equal opportunity to students in McKinney-Vento housing distress situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in their school of origin for the duration of their housing distress or until the end of any academic year in which they move to permanent housing. For additional information concerning the rights of students and parents of students in

housing distress situations or assistance in accessing transportation and other support services, contact the District Homeless Liaison, Mrs. Michelle Deaver (mdeaver@pittsgrove.net).

HONOR ROLL

Students who meet the following requirements will be on the Arthur P. Schalick High School Honor Roll:

- **Superintendent’s List** ~ All A’s
- **Principal’s List** ~ Any combination of A’s and B’s

IDENTIFICATION CARDS

Each Arthur P. Schalick High School student is issued a photo identification card. Each student should carry this card whenever he or she is on the school property. Also, it should be available upon request to support staff, teachers, administrators, or security monitors.

New ID cards must be purchased for \$5.00 if the original is lost. ID cards are also used for discount admission at all home games/events and must be in the student’s possession at all times.

ILLEGAL BEHAVIOR

Illegal behaviors may be referred to the New Jersey State Police, and a complaint may be filed. This includes, but is not limited to, the following: Vandalism, Violence, Alcohol, Drug Abuse, Threats, Assault, Theft, Harassment/Intimidation/Bullying.

Violations of the district’s weapons policy, as required by law, shall be reported to law enforcement.

INSURANCE

Our Board of Education provides **SECONDARY** insurance coverage for all of our students. Please contact the school nurse for information related to insurance for injuries sustained on campus or during school-related events.

INTERVENTION & REFERRAL SERVICE (I&RS)

An I&RS team is one of the many resources used to intervene with student problems or concerns, prior to Child Study Team (CST) evaluation. Areas addressed are: academic, behavioral, or health related.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment.

The term “intervention” is used when teachers and other school personnel study and creatively problem solve

educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified “at risk” for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

I&RS PHASES

1. Request for assistance.
2. Information collection.
3. Parent/guardian notification and participation.
4. Problem solve.
5. Develop I&RS Action Plan.
6. Support, monitor and continue the process.
7. Problem resolved, student is dismissed from I&RS, or referral to CST.

For more information, see the Director of School Counseling in the Counseling Office, or go to www.state.nj.us/njded/students/irs/

LAVATORIES

Leaving class to go to the lavatory represents an **EMERGENCY** situation, rather than a regular occurrence for high school students, and a pass is required. **No student is to use the restroom without an appropriate pass.**

Students are to use the bathroom closest to their classroom. Students are not to wander the halls.

The Nurse’s restrooms are for patient use only with the Nurse’s permission.

**** Notice: School lavatories are equipped with sensors that can detect and notify school personnel of illegal behaviors and/or violations of our school code of conduct. Do not attempt to engage in behaviors that violate our code of conduct such as the use of illegal substances, vaping, smoking, etc. ****

LOST AND FOUND

In the event you should lose something in the way of personal possessions, please check in the Lost and Found located in the Cafeteria. Should you find something around the building belonging to someone else, please take it to the Cafeteria. Items will be held until the end of each marking period.

MAKE-UP WORK

Students need to complete missed assignments upon their return to school. **Each student is allowed one day for each absence to make up work.** Absence from school due to suspension will follow the same policy. It is the student’s responsibility to obtain and complete all work missed.

MEDIA CENTER

The Arthur P. Schalick Media Center provides our students with many resources. The print collection of over 10,000 volumes includes contemporary and classical fiction, non-fiction and reference materials. Students may check out up to three books at a time. Desktop and laptop computers are available for students to access the

Internet, and a wide variety of software programs to create products and complete their assignments. Through the Media Center Web Page (<http://schalick.pittsgrove.net>), students can access the online card catalog, databases with remote access, reference e-books, homework helpers, SAT prep, work cited guides, and much, much more.

The Media Center is open daily during the school day. Students visiting the Media Center during the school day may come with a class, or as individuals if they have a pass from their classroom teacher. Students visiting the Media Center as individuals must sign in and out at the circulation desk. For a schedule of after-school hours, visit the Media Center web page. Students utilizing school technology must have a signed Acceptable Use of Technology policy on file at the school and abide by the guidelines of this policy to maintain computer privileges.

The Media Center is maintained as a productive workspace for all who utilize it. Students who visit the Media Center are expected not to be disruptive to the learning environment. Good digital citizenship is expected of all students, and intellectual honesty will be upheld. As in the rest of the building, food and drink are not allowed in the Media Center. **** Cell phone use is prohibited in the media center, at all times, including Cougar time and lunch periods. ****

MULTILINGUAL LEARNERS (ML) ***(Formerly English Language Learners - ELL)***

The Pittsgrove Township School District provides programs for ML students. A student or parent with questions about these programs should contact the Building Principal or the ML Coordinator, Mrs. Erika Kirschner-Stabile (ekirschner@pittsgrove.net).

NATIONAL HONOR SOCIETY - The APSHS Chapter

website: <https://sites.google.com/pittsgrove.net/apshs-nhs/home?authuser=0>

The Arthur P. Schalick High School Chapter of the National Honor Society

The National Honor Society is an organization based on four areas of student recognition: scholarship, leadership, service, and character. There are several stages in the selection process.

Stage 1--In order to be considered for membership, students must:

1. Be a junior or senior;
2. Have been in attendance at APSHS for the semester prior to selection;
3. Have a cumulative academic average of 91.00% or above OR a weighted GPA of 3.600 or above.

Stage 2--Students meeting the above requirements will be notified. Those who would like to be considered for membership must complete the information packet given to them, including essay and required commitment to service recommendation, by the specified deadline. Selection is NOT automatic.

IT IS IMPORTANT TO NOTE:

Although all students who meet academic requirements will be notified, they may not meet other requirements: poor discipline record, less than 95% attendance, etc. All requirements are detailed below.

Stage 3-- Candidates will then be evaluated by the Faculty Council in the areas of leadership, service, and character. All candidates will then be notified of their selection or non-selection. Evaluation will be based on the following characteristics of leadership, service, and character:

A student who exhibits **LEADERSHIP** qualities:

- **Will maintain a maximum of 10 unexcused absences for Junior candidates and 15 unexcused absences for Senior candidates.**
- Leads by positive example. See Character qualities below.
- Inspires positive behavior in others and exercises positive influence on peers by upholding school ideals.
- Demonstrates initiative in promoting school activities.
- Successfully holds offices or positions of responsibility.
- Conducts business effectively and efficiently.
- Demonstrates reliability and dependability.
- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Demonstrates academic initiative.
- Is a leader in the classroom, at work and in other school or community activities.
- Is thoroughly dependable in any responsibility accepted.

A student who **SERVES**:

- Demonstrates a commitment to service.
- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Participates (with commitment) in some activity outside of school, for example: Scouts, volunteer services for the elderly or disadvantaged, church groups, and will provide required letters of support from authorities in these outside organizations.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work without complaint.
- Mentors persons in the community or students at other schools.
- Shows courtesy by assisting visitors, teachers, administrators, and students.

A student of **CHARACTER**:

- Cooperates by complying with all school regulations.
- Will not have been suspended in the two school years prior to selection.
- Will not have more than three discipline referrals.
- Continually demonstrates the highest standards of respect, responsibility, trustworthiness, fairness, caring and citizenship.
- Upholds principles of morality and ethics.
- Demonstrates the highest standards of honesty and reliability.
- Observes and complies with instructions and rules, is punctual and faithful, both inside and outside the classroom.
- Self-discipline, as shown by perseverance and application to studies.
- Takes criticism willingly and accepts recommendations graciously.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.

Students in violation of the Academic Honesty Policy will be denied membership in National Honor Society. Students who are already members of NHS will be removed from the organization.

NURSE

APSHS is equipped with an extensive School Health Office. The Nurse's Office is for emergency use only. A registered nurse is on duty throughout the school day. Should you need the services of the Nurse, you must have an **official** pass from a teacher **BEFORE** going to her office. **Prescriptions and over-the-counter medications must be held by the Nurse and are not to be in the student's possession at any time. Students may only self carry asthma inhalers, Epi-Pen and diabetic medications as allowed by state regulations.** For more complete information on prescriptions and other medications, please refer to the "Medications" section below. All medical notes excusing a student from school or from participation in Physical Education must be written and submitted within 10 school days of the absence. **ANY INJURY THAT REQUIRES MEDICAL ATTENTION MUST BE REPORTED TO THE SCHOOL NURSE WITHIN 24 HOURS OR ANY CLAIM TO ASSISTANCE IS FORFEITED if the injury occurred during school hours or after school while participating in sports.**

Health Screenings:

The following is an explanation of the health-related experiences in which your son/daughter will be involved:

Height and Weight	~	Grades 9 - 12
Vision	~	Grade 10
Hearing	~	Grade 11
Blood Pressure	~	Grades 9 - 12

In addition to the above screenings, all high school students will be checked for scoliosis as required by state law. This is done biannually in grades 9 and 11. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is an attempt to recognize scoliosis in its earliest stages.

A student may be exempt from this examination if requested in writing by the parent/guardian.

The School Nurse will do the screening. The screening is conducted while students, both male and female, wear a gym t-shirt. The nurse uses a scoliometer to conduct the screening to measure the angle of a back and forward bend test. The parent/guardian is invited to be present, if they so desire. However, to do so, the Nurse must be notified in writing so the parent/guardian can be advised of the time and date. The parent/guardian will be notified of any concerns.

Physical Examinations

A physical exam is required for all students who are transferred into APSHS. Physical exams are STATE MANDATED REQUIREMENTS.

- Students are not required to have a physical examination when transferring from another school in NJ, ***provided that the transferring school provides*** the entrance exam with their medical file.
- All students from out of state, out of country or first time entering school (for example homeschooling students) are required to have a physical within 30 days, unless the student has had a physical within 365 days.
- If the student has already had a physical within 365 days, parents must provide proof of this physical on the proper form. It is strongly recommended that all students in grades 9 or 10 have a physical examination done by their family physician.

- If there are any questions relating to physical exam requirements, please contact Nurse Bokma at ext. 4118.

Medication Policies

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. All medications must be brought to school by parent/guardian, with the exception of medication for life-threatening illness such as asthma, anaphylaxis and diabetes as allowed by law. The following rules must be followed:

1. Medication will be dispensed to your child by the School Nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance, and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Participation in after-school activities or attending field trips will be denied if the student needs medication and orders are not on file with the School Nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the medication (check to make sure it has not expired), the dosage, and the time to be given. Single pills out of the original container will NOT be administered.
6. The medication must be given to the School Nurse by a parent/guardian and will be stored in the Nurse's Office.
7. Acetaminophen (Tylenol), ibuprofen (Advil/Motrin), Aleve, Midol and Excedrin may be given without a doctor's order but MUST have parental consent. Students must supply their own acetaminophen (Tylenol), ibuprofen (Advil/Motrin), Aleve, Midol and Excedrin.
8. Cough drops may be carried by and self-administered by the student during the school day, with written parent permission. The signed parent consent must be turned in to the School Nurse.
9. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed **every school year.**
10. The state of NJ requires that a trained delegate be available for any student who may need an Epi-pen or Glucagon when the School Nurse is not available. Please have your doctor complete those forms **every school year.**
11. Students who have doctor's orders to carry/self-administer their inhalers/Epi-pens should have one in the Nurse's Office and carry one at all times. The Nurse MUST be informed that the student has an inhaler.

Illness, Injury and Communicable Diseases

Our teachers and Nurse will keep a close watch on our students. If illness occurs, we will attempt to notify the parent/guardian. If a student has been hospitalized or is absent from school for any illness lasting five consecutive days or more, a note from the family physician is required before the student may return to school.

Students with a temperature over 100° must be fever free for 24 hours, without the use of fever reducing medicine, before returning to school. (See Absences - School Nurse Excused)

If a student has been injured and must return to school with crutches, a cast, brace, sling, neck brace, sutures, etc.; a note from a physician is required.

ANY INJURY THAT REQUIRES MEDICAL ATTENTION MUST BE REPORTED TO THE SCHOOL NURSE WITHIN 24 HOURS OR ANY CLAIM TO ASSISTANCE IS FORFEITED, if the injury occurred during school hours or after school while participating in sports.

If a student must be excused from participating in physical education activities due to illness or injury, a physician's note is required. In such case, they will also be exempt from participating in other physical activities such as athletics.

Any student suspected of having a "nuisance" disease; namely, impetigo, ringworm, pediculosis, scabies, or any questionable rash will be excluded from school and may only return with a physician's note.

If the parent/guardian feels that there is a health problem of which the school should be aware, they should not hesitate to call us. The school will call if there are any problems of which we feel the parent/guardian should be made aware.

Students must sign in upon arrival to the Nurse's Office and sign out upon departure.

Home instruction procedures will be initiated after receiving a doctor's note requesting that a tutor be provided, the date tutoring should begin, and the approximate length of time for tutoring.

OPTION II

Arthur P. Schalick High School (APSHS) aims to investigate any alternative programs to meet the needs of our students and expand curricular offerings to ensure students are college and career ready. Option II was created to provide a degree of flexibility for students who want to challenge themselves with educational experiences that fall outside the regular program offered in a school or to pursue higher levels of coursework than they would otherwise be able to take. For a comprehensive outline of the APSHS Option II Program, [please visit the manual via this link](#).

OVERNIGHT TRIPS

- Students will not purchase, possess, distribute, use or be under the influence of alcoholic beverages.
- Students will not purchase, possess, distribute, use or be under the influence of a controlled, dangerous substance or tobacco products.
- Students will not have visitors of opposite sex in their rooms.
- Students will not engage in violations of the school's Student Code of Conduct and trip contracts. Behaviors resulting in suspension may be subject to serious disciplinary action, inclusive of potential restrictions of any and all school-related events and extra activities.

If a student on an overnight trip is found to be in violation of any of the above, or other serious infraction(s) as so determined by Administration, in addition to regular suspension, the student will be prohibited from participation on the next scheduled trip of the same event and from any overnight trips for one calendar year (including the Senior Trip, if these fall within the calendar year of restriction). Additionally, if a violation of the discipline code occurs while on the Senior Trip, a student may be subject to exclusion from graduation as per BOE policy 5127.

PARENT PICK-UP and DROP-OFF

STUDENT DROP-OFF/ARRIVAL PROCEDURES – When dropping off a student(s) for the start of the school day, parents/guardians will **use our Auditorium driveway and drive behind the school**. Any students being dropped off after 7:20 a.m. may use the Main Entrance driveway.

Student drivers will use our Main Entrance driveway to access the Student Parking Lot.

STUDENT PICK-UP PROCEDURES – The Main Entrance Driveway and Student Parking Lot are to be used when picking up students at the end of the school day. Please feel free to park in any available student parking space while waiting for your student to exit the building.

Student drop-off or pick-up is not permitted in the front of the school (bus loop) between the hours of 7:00 a.m. - 7:20 a.m., or 1:45 p.m. - 2:10 p.m. From 7:20 a.m. -1:45 p.m., the front bus loop area may be used for parents to pick up or drop off students. Please do not park in designated Fire Lanes.

PARKING PERMITS

Students who have reached **junior and/or senior status** may request permission to park a private vehicle on school property during regular school hours, provided they have received proper authorization from the Assistant Principal through submission of the required documentation as outlined below. Permits are issued through the Assistant Principal's office through a random lottery process. Students unauthorized to drive or park in unauthorized areas will be subject to disciplinary action, and their car may be towed at the expense of the owner. (See *Disciplinary Code*)

Underclassmen and/or seniors without an authorized parking permit are NOT permitted to park on school property (school property includes: any of the parking areas surrounding the High School, the parking lots by the athletic fields, the Middle School parking lots, the CST parking lot, located between the High School and the Middle School, and or the Maintenance and Transportation buildings parking areas).

The completed parking application, along with the following, must be presented to the appropriate administrator to be considered:

- A. Evidence of a valid New Jersey Driver's License.
- B. Parent/Guardian must sign the parking permit application.
- C. Proof of liability insurance.
- D. Proof of vehicle registration.

All vehicles must be properly registered and tagged, as per the Division of Motor Vehicles/Licensing. A student found in possession of another student's assigned parking permit will lose all parking privileges for the balance of the school year.

Students who receive permission to drive to school must park in the student parking area. Students are not to park at any district facility, nor in the teachers' parking lot. Students who park in any of the restricted areas, as well as students who do not display the proper parking permit, **may be towed** at the owner's expense.

Students must leave their cars immediately after parking and are not to return until time to leave the school grounds. The students who drive to school must obey all of the previously noted rules, as well as observe safe driving procedures.

Careless/reckless driving or making excessive noise on school property may result in disciplinary action. There will be a \$15.00 fee for a new parking permit after revocation.

In order to provide for the safety of our students, faculty members, and parents/visitors who use the student parking lot, it is imperative that a uniform procedure for entering and exiting the parking area be followed. Students are reminded that no cars are to exit from the student lot once the dismissal buses begin leaving the school. Exiting may resume once all of the buses have left. Exiting the parking lot while dismissal buses are exiting, or unsafe driving will result in the immediate loss of parking privileges for the entire school year.

Students who are granted permission to drive to school may have this privilege revoked if they leave either the school building or the school grounds without permission. Student parking privileges may also be revoked when a student parks in an area other than the Student Parking Lot.

Vehicles on school property may be searched during regular school hours when reasonable suspicion of weapons, drugs/alcohol, and other dangerous contraband is established.

In addition, since parking is a privilege, **a student who has been issued a parking permit gives permission for the New Jersey State Police to conduct a motor vehicle check** for a private vehicle parked on school property. The Administration reserves the right to revoke parking privileges, if a student's driving record is considered dangerous.

Vo-Tech – Bus transportation is provided for all students attending the Salem County Vocational-Technical Schools. Only students reaching senior status may request permission from SCVTS to drive to the Vo-Tech. Their parent/guardian must also approve. **No student is to drive or be transported to SCVTS without prior administrative approval. Students with permission to drive to SCVTS may not transport other students, unless prior written permission is received from Administration. Violating this rule will result in the suspension of all parties involved and removal of driving privileges.** In addition, students driving to SCVTS may not leave the high school before the scheduled departure time for the bus to SCVTS.

Parking Violations on School Property include but are not limited to:

- o No parking permit visible.
- o Parking without permission. (Not properly registering vehicle in Main Office.)
- o Parking while on restricted/revoked list.
- o Sharing a parking permit with a student in any grade.

PASSES (E-Hallpass)

Students are to remain in their classrooms at all times unless they have a pass. Leaving class **should not be** a regular occurrence for high school students. Students who regularly ask to leave class may be denied privileges. Any time a student leaves their assigned class, they must have an appropriate pass and may be asked to display this pass to verify they are in the appropriate area. **No student is to be in the halls without an appropriate pass.**

Students are to use the bathroom and water fountain closest to their classroom. Students are to take the most direct route to their destination and are not to wander the halls. To go to the Main Office, Counseling Office, Nurse's Office, Media Center, restroom, locker, water fountain, or another classroom, a pass is required, and students must go directly to their destination and return promptly, without making unnecessary stops or chatting in the hallways. When arriving or leaving the designated locations, students are required to sign in and out.

Students are to ONLY report to the destination indicated on their hall pass. Wandering the halls or being found in areas of the building not noted on the pass will result in disciplinary action. Examples include, but are not limited to: a student with a pass to the Lavatory is not permitted to go to the Nurse, their locker, the Cafeteria or to wander the halls.

E-Hallpass - E-Hallpass is an online platform that allows APSHS staff to issue hallway passes to students while also monitoring the activity in the school's hallways. Students are able to access e-hallpass through their school-issued device using any web browser. Students may request a pass to leave the classroom or an appointment with a staff member (counselor, administrator, etc.). Staff are able to automatically approve the passes with limited impact on the instruction of the classroom. Student devices will be left in the classroom with their teacher for all round-trip passes such as restrooms, water fountain etc. E-hallpass allows staff to monitor hallway traffic, set limits for the number of students at specific locations, and limit the number of hallway passes created at a given time. A timer tracks how long a student is out of the classroom, and this can be monitored by our administrative and security teams. Staff can receive alerts for students who have not checked in to their final destination or have exceeded the time limit of a pass, improving school safety and security, while minimizing the disruption to learning in our classrooms. Students will be limited to four (4) non-emergent E-hallpasses per day.

PHYSICAL EDUCATION PROGRAM

Suitable attire will be required for all physical education classes. Uniform requirements include: solid dark green, black, or gray athletic/gym short; solid gold, white, green, or gray t-shirt OR a school/district-related t-shirt of any color (i.e. tie-dye soccer shirt, black dance academy shirt, etc.), gym socks, properly tied sneakers (knot on the outside) and appropriate unexposed undergarments (stockings, yoga pants, leggings and/or pantyhose may not be worn or substituted for any part of the uniform). Other warm-up/sweatsuits, jackets, sweaters may be put on over the uniform. To receive credit, the required uniform colors must be entirely visible until after the warm-up exercises are completed.

In keeping with the school's dress code policy, bare midriffs and see-through clothing are not acceptable. Also, cut-offs, boxers, makeshift shorts and pajama bottoms will not be permitted. In the interest of promoting school spirit, your physical education uniform may display Pittsgrove Township Schools-related logos only.

Your gym clothing is to be a complete change from your school clothing. When your instructor observes that you are not prepared by being in the required uniform, your classwork grade will be lowered, and you will miss the opportunity to participate in the planned activity. Upon completion of physical education class, it is

expected that you will re-dress in your school clothes. The uniform should be taken home regularly and laundered. It is expected to be clean, as well as complete.

Physical Education uniform requirements are distributed and reviewed at the start of each semester.

ALL VALUABLES SHOULD BE LOCKED IN THE STUDENT'S GYM LOCKER!

To prevent damage to the Gym floor, no pens/markers, gum, food or drink are allowed in the Gym.

Physical Education Program Medical Excuse

Students on a short-term medical excuse (four days or less) will remain in their physical education class and must dress in the proper uniform unless otherwise indicated by the School Nurse. Students may, upon their

request, complete a daily written assignment sheet or other subject-related duty to receive participation credit. Students may not participate in any extra/co-curricular activities while on a short or long-term medical.

Students on a long-term medical excuse (five or more days) will be assigned to the Media Center for the duration of the medical excuse. Students must work on academic assignments and are not to “visit” with other students in the Media Center. Students are to remain in their assigned work area and are not to roam around the Media Center. Students will be required to complete a written assignment packet for each week on medical excuse to receive participation credit.

Physical Education Jewelry Policy

The first and foremost concern of our Physical Education Department is student safety. Striving to promote the well-being of those involved in our program, we attempt to eliminate any potential safety hazards. One such hazard is the wearing of jewelry during class time. In an effort to reduce the likelihood of injury, and to protect valuable personal property, no jewelry is to be worn in physical education class. Jewelry includes, but is not limited to: watches, rings, all piercings (e. g., ear, nose, eyebrow, lip, cheek), ankle bracelets, necklaces and any other visible items. Refusal to remove jewelry for physical education class will result in the student being prohibited from participation and will be treated as a safety violation, thus lowering the student’s grade. In the interest of personal and public safety, jewelry must be removed.

In an effort to protect all people involved in the Physical Education Program at Arthur P. Schalick High School, we request that all students conduct themselves in a safe and sportsmanlike manner. No horseplay or dangerous action of any kind will be tolerated in the Locker Room, Gymnasium, Weight Room or other physical education area. Any behavior deemed to be potentially dangerous or detrimental to the well-being of self or others will result in removal from the activity and the lowering of one’s grade. Willfully attempting/succeeding in pulling down another student’s gym shorts is a form of sexual harassment and will result in suspension. This guideline for safety and sportsmanship is commonly referred to as the “S” rule.

PROGRESS REPORTS/ONCOURSE CONNECT

Parents and students have access to grades and progress updates for their courses via the OnCourse Connect - <https://www.oncourseconnect.com/login>. Should you need assistance with your account, please contact the School Counseling Office (ext. 4110 or dvicari@pittsgrove.net).

PROHIBITED ITEMS (ITEMS NOT PERMITTED IN SCHOOL)

INCLUDING, *BUT NOT LIMITED TO*, POSSESSION OF THE FOLLOWING:

Blankets, “snuggies” and similar items	Pillows, stuffed animals
Balloons	Flower and/or gift deliveries
Fast food and/or restaurant deliveries	Noise makers
Matches/Lighters	Illegal substances*
Cigarettes/“Snuff”/“Dip”/or other tobacco product	Alcohol*
Laser pointers	Electronic cigarettes/vapes*
Paraphernalia*	
Weapons (including pocket or pen knives)*	

Disciplinary actions will follow the Pittsgrove Township Board Policies

*See Substance Abuse Policy & Weapons Policy for disciplinary action.

PROM

PROM RULES

The prom is a school activity; therefore, the same behavior/policies that are observed in school are required, regardless of the age of the guest. Information relating to Prom will be provided in advance, and students attending Prom will be required to review said information and comply with all rules and regulations.

PROM FINANCES

The Prom is a Junior Class function held for both the Junior and Senior Class. This places a financial responsibility on the Junior Class. Therefore, rules and regulations regarding financial structure lends itself to the elimination of refunds once a commitment has been made by a Prom attendee. The Junior Class in turn, must make timely reservations which must guarantee the number of couples and specified funds.

PROM will be held on May 22, 2026.

RACIAL HARASSMENT

Racial harassment will not be tolerated in the school district. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when 1.) the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; 2.) the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or 3.) the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include, but are not limited to: graffiti containing racially offensive language; name calling, jokes or rumors; threatening or intimidating conduct directed at another because of the other's race or color; notes or cartoons; racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color; written or graphic material containing racial comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes; a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color; and/or other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Racial harassment may result from verbal or physical conduct or written or graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment, may also result in discipline.

RECORDING DEVICES

Video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member is strictly prohibited. In addition to protecting the privacy rights of students and school staff members, such recordings can be disruptive to the educational program. Students who are confirmed to have been using a recording device without advance permission of a faculty or staff member for a specific reason will be disciplined accordingly. Please refer to BOE Policy #5139.

RESIDENCY CHANGE AND ATTENDANCE AT SCHALICK

Parents/guardians must take the responsibility of reporting any change of address immediately to the School Counseling Office. Students under age 18 must be domiciled with a parent or a court-appointed guardian residing in the Pittsgrove School District. A student whose parents move from the school district will need to enroll in their new district of residency.

Students 18 or older who move from the school district will be expected to attend school in their district of residency. Any student believed to no longer reside in the Pittsgrove Township School District will be required to provide proof of residency, as per Board Policy 5111. *A waiver may be granted for seniors if the student and parent/guardian make a request in writing to the school Principal.*

SAFETY DRILLS

As per state regulations, safety drills are to be held twice a month to prepare students and staff for an actual emergency. Either a fire alarm or an announcement by the Administration will signal the unannounced drill. At this signal, the students and staff will follow the procedures for a fire drill, evacuation, lockdown, or other security drill. It is imperative that students follow teacher directives quickly and quietly. Proper protocol and procedures will be taught to all students at the beginning of the school year. Students not following proper protocol may receive disciplinary action. As required, notification will be sent to parents/guardians via email at the conclusion of each monthly safety drill.

SEARCH AND SEIZURE

District officials may search a student, their personal property (includes, but is not limited to, a student's backpack, purse, gym bag, or vehicle on school property) and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will only be conducted when there is reasonable suspicion based on specific and articulated facts to believe that the student personally poses, or is in possession of some item that poses, an immediate risk or serious harm to the student, school officials and/or others at the school. "Reasonable suspicion" shall mean suspicion based on statements of concern by staff or students, and/or a physical condition or behavior that indicates possible substance abuse or possession. District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Students have no expectation of privacy regarding these areas. A student refusing to cooperate in searches or impeding a search will be subject to disciplinary action and possible law enforcement involvement in the incident.

Items found which are evidence of a violation of law, policy, regulation or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature made by a student to a student, or by a staff member. Such behavior will not be tolerated. Disciplinary action will be taken for individuals engaged in such actions. Any slapping, hitting, pinching, touching or exposing of another's private areas is considered sexual harassment.

SMOKING/USE OF TOBACCO/ELECTRONIC SMOKING DEVICES

Law and Board of Education Policy does 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 **in any form** is prohibited. Disciplinary action will be taken in accordance with BOE policy 5131.6.

In 2012, New Jersey Governor Chris Christie amended A4227/4228 to include the use of "electronic smoking devices" in public places and workplaces (amended the 2005 NJ Smoke Free Air Act).

**DO NOT BRING TOBACCO/ ELECTRONIC SMOKING DEVICES INTO THE BUILDING.
IT WILL BE CONFISCATED, AND DISCIPLINARY ACTION WILL BE TAKEN.**

**** Notice: School lavatories are equipped with sensors that can detect and notify school personnel of illegal behaviors and/or violations of our school code of conduct. Do not attempt to engage in behaviors that violate our code of conduct, such as the use of illegal substances, vaping, smoking, etc. ****

STANDARDIZED TESTING & GRADUATION REQUIREMENTS

State testing is subject to change by the NJDOE.

Graduation assessment requirements are available for districts on the [Graduation Assessment Requirements webpage](#).

NJSLA-ELA & Math (Alg I, Alg II, Geometry) will be administered to all students in **grades 9**.

NJSLS-Science will be administered to all students in **grade 11**.

NJGPA will be administered to all students in **grade 11**.

PSAT will be administered to all students in **grades 9-11**.

Accuplacer will be administered to all students in **grade 12**.

NWEA will be administered to students in select courses, grades 9-10.

STUDENT COUNCIL

The Student Council is the student government of the school. The main objectives of this organization are to provide an open forum for student expression, develop a procedure to ensure fair treatment for individual students, promote better student/faculty understanding, and assist in school management of student affairs. Questions regarding Student Council are to be directed to Mrs. Jessica Shelton, Student Council Advisor (jshelton@pittsgrove.net).

STUDENT GRIEVANCE PROCEDURE

The Board of Education believes that all students have the right to seek redress of individual grievances through established channels. A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair. Should an individual student seek redress, the procedure is as follows:

- An individual student with a grievance, which arises at their association with the school, shall indicate in writing, the action that caused the grievance, the reason the student believes it is a grievance, and the relief sought.
- Within 10 days of the date of the alleged grievance, the student shall submit the written form to the office of the Assistant Principal.
- Within 7 school days, the Assistant Principal shall render a written decision to the student. The Assistant Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Assistant Principal deems it necessary. Should the individual student not agree with the decision of the Assistant Principal, within 5 school days of receipt of the Assistant Principal's decision, all paperwork to date must be submitted to the Principal along with the reason for dissatisfaction of the Assistant Principal's decision.
- The Principal, within 7 school days, shall render a written decision.
- The Principal may hold a hearing, if they deems necessary, to determine all facts. Should the student not be satisfied with the decision of the Principal, the student may appeal it to the Superintendent of Schools within 5 school days of receipt of the Principal's decision--forwarding all paperwork thus far accumulated, in addition to the reasons for the dissatisfaction of the Principal's decision.
- The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Secretary of the Board of Education.
- The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.
- Final authority rests with the Board of Education.

Students who wish to offer suggestions or express collective concerns that pertain directly to the school and its related activities, are encouraged to do so through the Student Council. Should the Student Council adjudge the matter as worthy of support, it shall pursue an appropriate and acceptable course of action in cooperation with, and under the direction of, the regularly-appointed faculty sponsor or advisor. Should the Student Council deny its support to the cause or proposition or concern, the aggrieved may appeal by seeking a meeting directly with the Principal. Subsequent appeals may be made to the Superintendent and the Board of Education in the manner prescribed for handling individual student grievances. Student Grievance Forms may be obtained in the Main Office.

STUDENT LOCKERS

FOR SECURITY REASONS, NEVER GIVE OUT YOUR COMBINATION OR LEAVE THE COMBINATION SET. No additional locks are to be placed on the lockers. It is expected that students will keep the lockers neat and orderly at all times. Lockers and their contents may be inspected periodically or when school administrators have reasonable cause (see *Search and Seizure*). You are responsible for the condition of the locker you have been assigned and the contents within. *No student is to change lockers without administrative approval.* The office will only assist students with locker issues for the locker they are assigned. We will not open or provide combinations for lockers if the locker is not assigned to you. Inappropriate behavior, jamming lockers and such

may result in disciplinary action. Lockers are for storing belongings, not collecting empty drink bottles, hanging out with friends, so as to block hall traffic, or other inappropriate behaviors.

Lockers are property of the Pittsgrove Twp. Board of Education. Decorating the exterior of lockers will be limited to school-related events, student birthdays, or other decorum approved by the Building Principal/Asst. Principal. All non-approved decorations will be removed and discarded by Administration.

STUDENT RECOGNITION

Perfect Attendance – No excused/unexcused absences or lates. Attendance is recorded daily in Homeroom.

- o Students earning Perfect Attendance from the first day of school up to and including May 31st of the current school year will earn Perfect Attendance.

Honor Roll – Achieving all A's (Superintendent's List) or A's and B's (Principal's List) for final Marking Period course grades.

- o Added to Honor Roll roster posted in the Academic Hall of Fame.

Students of the Month – Each month, two students per grade level are selected by the faculty. These students demonstrate P.R.I.D.E.- Patience, Respect, Integrity, Diligence, & Empathy and serve as positive role models for their peers.

Cougar of the Month – Grade 12

Cougar PRIDE of the Month – Grades 9-11

- o Announcement made monthly. Name and photograph posted to school displays and social media. Certificate issued to the student.

SUBSTITUTE TEACHERS

Substitute teachers are to be treated as members of the Arthur P. Schalick High School faculty. Any student causing a problem for the substitute teacher will be referred to the Administration for appropriate disciplinary action. (See *Discipline Code*.)

TEXTBOOKS AND OTHER SCHOOL MATERIALS

Textbooks and other school materials are assigned to students on a **lending basis**. It is expected that the materials are to be returned upon the completion of the course and in the same condition as when issued. Students owing materials or a fine for lost materials, will be placed on the Restricted List and prohibited from participating in any school events/activities as per the restriction guidelines. Your books represent a large investment of taxpayers' money. Please take care of them. They are your responsibility. Keep them covered. Lost, stolen, damaged or mutilated books will be charged to the student to whom they are issued. The following is a guide to fines that could be incurred:

- *Lost/Damaged* (to the extent that text is no longer usable) - 10% depreciation per year
- *Cover/Binder Damage* - \$5.00
- *Water Damage* - \$10.00
- *Missing Pages* - \$.50 per page
- *Torn Pages* - \$.25 per page
- *Ink/Marker Marks on pages* - \$.25 per page

TRANSFERS

If a student is moving out of the district or to another school, please notify the School Counseling Office (ext. 4110) so transfer cards may be prepared. A minimum of 24 hours notice is necessary to process the associated paperwork.

VISITORS

School Safety Specialists (armed security personnel) are present in all of our school buildings. The safety of our students and staff is our top priority. Visitors and item drop-off procedures are as follows:

1. **Appointments** - If you need to speak with a teacher, counselor, or administrator, please be sure to make an appointment in advance. Visitors are not permitted during the school day unless an appointment has been set up and approved by the Administration.
2. **Visitor Entry, Identification and Sign-In** - When entering any of the buildings in the district, you will need to provide a valid driver's license. All visitors **must** sign in with Security upon being granted entry to the building.
3. **Drop Box** - In the event that you need to drop something off, a drop box will be located outside the Main Entrance of each building. Please use the door buzzer to make the School Security Specialist (SSS) aware that you are placing an item in the box. The SSS will be sure that the item is delivered.

Our primary focus is teaching and learning, and we ask that visitors not interrupt classroom instruction. We do not permit non-enrolled students to visit during the school day.

WEBSITE

Valuable information about the Pittsgrove Township School District and our school can be found on the district website: www.pittsgrove.net. Click on the "schools" tab at the top of the page, click on our school, and explore what is happening. Links to contact staff members can be found, as well as calendar events, schedules, and news updates.