



Pinelands
Regional School District
Student & Family Handbook
2020/2021

**PINELANDS REGIONAL SCHOOL DISTRICT
LITTLE EGG HARBOR, NJ
(609) 296-3106**

www.pinelandsregional.org

Pineland Regional School District Board Of Education

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District

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High School Administration

Troy Henderson, Principal

Matthew Maleski, Assistant Principal

Chuck Morgan, Assistant Principal

Amy Nass, Assistant Principal

Junior High School Administration

Eric Pschorr, Principal

Dr. Kimberly Clark, Assistant Principal

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2020-2021 School Calendar



PINELANDS REGIONAL SCHOOL DISTRICT 2020-2021



S	M	T	W	T	F	S
SEPTEMBER (19 Instructional Days)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
OCTOBER (21 Instructional Days)						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
NOVEMBER (14 Instructional Days)						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
DECEMBER (17 Instructional Days)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
JANUARY (19 Instructional Days)						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER
2-3 Staff Development
7 Labor Day-Schools Closed
8 First Day of School Early Dismissal Students Only
8-9 Early Dismissal- Students Only

OCTOBER
12 Staff PD Schools Closed for Students

NOVEMBER
2-6 NREA Convention/ Closed
25 Early Dismissal-All
26-27 Thanksgiving Recess

DECEMBER
2-3 Early Dismissal- Students Only
4 Early Dismissal Students Only
23 Early Dismissal - All
24-31 Winter Recess

JANUARY
1 New Year's Day Schools Closed
4 Schools Reopen
18 Martin Luther King Day-Schools Closed
27 Delayed Opening for Students Staff Development

FEBRUARY
15 President's Day-Schools Closed

MARCH
25 Early Dismissal Students Only
26 Early Dismissal Students Only

APRIL
2-9 Spring Recess Schools Closed
*7, 8, 9 will be used as make up days if needed
12 Schools Reopen
23 Staff PD Closed for Students

MAY
31 Memorial Day Schools Closed

JUNE
17-18 Early Dismissal-All
21- Last Day of School

This calendar is subject to emergency changes and other adjustments and is approved by the Board of Education and/or Superintendent. April 7, 8 & 9 will be used as make-up days if inclement weather occurs. These will be early dismissal days for students and staff. If necessary, any additional days will be made up at the end of the school year.

No plans should be made that cannot be adjusted.

	Holidays/Vacation Days
	Early Dismissal
	Delayed Opening - Staff PD
	Staff Development - Students Off
	First/Last Day of School
180 =	Total Number of Student Days
184 =	Total Number of Teacher Days

Approved:
Revised/Approved:

S	M	T	W	T	F	S
FEBRUARY (19 Instructional Days)						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						
MARCH (23 Instructional Days)						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
APRIL (15 Instructional Days)						
				1	2	3
4	5	6	7*	8*	9*	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY (20 Instructional Days)						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
JUNE (13 Instructional Days)						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Bell Schedules

2020-2021 High School Bell Schedule

Homeroom / Period 1	7:25 - 8:15 (50 min)
Period 2	8:19 - 9:06 (47 min)
Period 3	9:10 - 9:57 (47 min)
Period 4 Lunch	10:01 - 10:48 (47 min)
Period 5 Lunch	10:52 - 11:39 (47 min)
Period 6 Lunch	11:43 - 12:30 (47 min)
Period 7 Lunch	12:34 - 1:21 (47 min)
Period 8	1:25 - 2:12 (47 min)

Staff reporting times: 7:05 - 2:20

2020-2021 Early Dismissal Bell Schedule (High School)

Homeroom / Period 1	7:25 - 7:57 (32 min)
Period 2	8:00 - 8:31 (31 min)
Period 3	8:34 - 9:05 (31 min)
Period 4 Lunch	9:08 - 9:39 (31 min)
Period 5 Lunch	9:42 - 10:13 (31 min)
Period 6 Lunch	10:16 - 10:47 (31 min)
Period 7 Lunch	10:50 - 11:21 (31 min)
Period 8	11:24 - 11:55 (31 min)

2020-2021 Delayed Opening Bell Schedule (High School)

(2 hour delay, No breakfast provided)

Homeroom / Period 1	9:25 - 10:00 (35 min)
Period 2	10:03 - 10:36 (33 min)
Period 3	10:39 - 11:12 (33 min)
Period 4 Lunch	11:15 - 11:48 (33 min)
Period 5 Lunch	11:51 - 12:24 (33 min)
Period 6 Lunch	12:27 - 1:00 (33 min)
Period 7 Lunch	1:03 - 1:36 (33 min)
Period 8	1:39 - 2:12 (33 min)

Junior High School Bell Schedule



Regular Bell Schedule

Period	Time
Period 1/HR	7:15am - 8:12am
Period 2	8:16am - 9:03am
Period 3	9:07am - 9:54am
Period 4 (Lunch)	9:58am - 10:28am
Period 5	10:32am - 10:45am
Period 6 (Lunch)	10:49am - 11:19am
Period 7	11:23am - 12:10pm
Period 8	12:14pm - 1:01pm
Period 9/Dismissal	1:05pm - 1:55pm

JHS Delayed Opening Bell Schedule

Period	Time
Period 1/HR	9:15am - 9:54am
Period 2	9:58am - 10:29am
Period 3	10:33am - 11:04am
Period 4 (Lunch)	11:08am - 11:33am
Period 5	11:37am - 11:39am
Period 6 (Lunch)	11:43am - 12:08pm
Period 7	12:12pm - 12:43pm
Period 8	12:47pm - 1:18pm
Period 9/Dismissal	1:22pm - 1:55pm



JHS Early Dismissal Bell Schedule

(No lunches offered - breakfast available)

Period	Time
Period 1/HR	7:15am - 7:56am
Period 2	8:00am - 8:33am
Period 3	8:37am - 9:10am
Period 4/5 or Period 5/6	9:14am - 9:47am
Period 7	9:51am - 10:24am
Period 8	10:28am - 11:01am
Period 9/Dismissal	11:05am - 11:41am

District Contacts

(609) 296-3106

Superintendent

Dr. Melissa McCooley (Ext. 3281)

mmccooley@prsdnj.org

Assistant Superintendent

Gina Frasca (Ext. 2221)

gfrasca@prsdnj.org

Business Administrator

Nicholas Brown(Ext. 3451)

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Director of Athletics/Supervisor of Health & Physical Education

Will Sundermann (Ext. 2211)

wsundermann@prsdnj.org

Director of Information Technology

James Bond, Director of Information Technology (Ext. 4102)

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Director of Special Services

Erin Lichtenwalner (Ext. 4423)

elichtenwalner@prsdnj.org

Supervisor of Special Education

Marissa Elwood (296-1719 ext. 2051)

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Director of Student Services

Karen M. Kenny (Ext. 2207)

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Supervisor of English and Social Studies

Gina Frasca (Ext. 2221)

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Supervisor of Math and Science

John Berenato (Ext. 4144)

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Supervisor of Graphic Arts and World Languages

Amy Nass (Ext. 2145)

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Supervisor of Health & Physical Education

Will Sundermann (Ext. 2211)

wsundermann@prsdnj.org

Supervisor of Industrial Arts, Fine and Performing Arts

Matthew Maleski (Ext. 2261)

mgmaleski@prsdnj.org

Supervisor of Family and Consumer Science, Business

Chuck Morgan (Ext. 2434)

cmorgan@prsdnj.org

Supervisor of School Based Youth Services

Karen Kenney (Ext. 2240)

kkenney@prsdnj.org

Designations

Affirmative Action Officer

Anti-Bullying Coordinator

504 Officer

Homeless Liaison

Title IX Coordinator

Karen M. Kenny, Director of Student Services (Ext. 2207)

kkenny@prsdnj.org

CEPA (Conscientious Employee Protection Act)

Dr. Melissa McCooley (Ext. 3281) mmcooley@prsdnj.org

Right to Know

John Bellone, Facilities Mgr. (Ext. 4106)

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Chuck Morgan (Ext. 2434)

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School Safety Specialist

Matthew Maleski, (Ext. 2261)

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Senior High School Contacts

(609) 296-3106

Principal – Troy Henderson

(Ext. 2201)

thenderson@prsdnj.org

Secretary – Mikki Pasterak

(Ext. 2201)

mpasterak@prsdnj.org

Secretary - Nancy Bourguignon

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nbourguignon@prsdnj.org

Asst. Principal – Chuck Morgan

(Ext. 2434)

cmorgan@prsdnj.org

Asst. Principal - Amy Nass

(Ext. 2145)

anass@prsdnj.org

Secretary – Denise Bartholomew

(Ext. 2144)

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Asst. Principal - Matthew Maleski

(Ext. 2261)

mgmaleski@prsdnj.org

Secretary - Cheryl Gravatt

(Ext. 2288)

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Junior High School Contacts

(609) 296-3106

Principal – Eric Pschorr

(Ext. 4401)

fpschorr@prsdnj.org

Secretary – Carol Majoros

(Ext. 4402)

cmajoros@prsdnj.org

Secretary – Darlene Driscoll

(Ext. 4403)

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Asst. Principal – Dr. Kimberly Clark

(Ext. 4465)

kclark@prsdnj.org

Asst. Principal Secretary – Dawn Farrell

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General Information

MISSION STATEMENT

Pinelands Regional School District



2019-2023

Mission/Vision Statement

Create a positive culture and space to encourage life-long, personalized learning opportunities for students, staff, families, and community members.

Belief Statements

- 🐾 We believe that children learn best when they are engaged in authentic learning activities that have clear and challenging expectations.
- 🐾 We believe children learn best when families, the community, and the school staff work together and are dedicated to providing a student-centered education.
- 🐾 We believe that children learn best when their physical and emotional needs are met in a safe and challenging learning environment.
- 🐾 We believe that a student-centered learning environment prepares a child to live a successful, productive, and meaningful life.
- 🐾 We believe that a student-centered learning environment promotes continuous learning, global awareness, and character development.
- 🐾 We believe the role of the community is to facilitate and provide opportunities and supports for students' pursuit of curricular and co-curricular endeavors.
- 🐾 We believe the role of the students' families and community is to support the school and students in learning.

STUDENT RIGHTS

Students' rights are guaranteed by the United States Constitution, New Jersey Constitution, state and federal statutes, state and federal court decisions and Commissioner of Education rulings. The New Jersey Constitution guarantees students the right to a "Thorough and efficient free public education."

The United States Constitution guarantees students the right of free expression* (speech, assembly, petition, press, etc.). The Constitution also guarantees equal protection under the law and procedural due process rights. The equal protection clause protects students from being denied access into the vocational program of their choice. The due process clause guarantees that student rights cannot be denied without basic informal procedural rights. Students are guaranteed equal access into all programs and activities.

*Note: Schools have the right to limit these rights of free expression only when such limitations are necessary to prevent a material and substantial disruption to maintaining the discipline necessary for the operation of a school.

POLICY OF NONDISCRIMINATION

We are an Equal Opportunity Employer and Educator who fully and actively supports equal access for all people regardless of race, color, religion, gender, age, national origin, veteran status, disability, genetic information or testing, family and medical leave, sexual orientation and gender identity or expression. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or practice in the investigation of any complaint, or otherwise oppose discrimination.

STUDENT EXPECTATIONS

In order to receive full credit and benefit from any class, students must arrive each day on time, be fully prepared, and participate in the activities designated for the class by the instructor. Any deviation from this routine or disruption of it will be dealt with by the teacher and administration as a breach of school discipline. Any disruption of the school or interference with the normal educational process violates the rights of others to a "Free and Public Education." These disruptions will not be tolerated. Such behavior may be cause for suspension, dismissal, and/or referral to the local police.

PARENT RESPONSIBILITIES

At Pinelands Regional School District we encourage all parents/guardians to review the entire handbook to better understand the school's role in establishing the best educational program for their children. Parents and or guardians can assist the school in this goal by: insisting on daily attendance and prompt arrival to school and arranging non-school related appointments for their children after school hours; conferring with teachers when it seems necessary or desirable to do so (appointments are made through the Guidance Office by calling 609-296-3106); and/or attending Back-to-School Night. On these evenings, parents will meet the teachers to discuss the overall education program for the upcoming year.

We also encourage parents to support the school's programs by joining the Pinelands Regional Parent Teacher Student Organization (PTSO), an organization that affords all parents and students the opportunity to become active in their school. For more information contact visit our website at prsdptso.org

PARENT/TEACHER COMMUNICATIONS

Parents/Guardians are reminded that communication with our staff is a valuable aid in tracking the progress of their children. When necessary, please contact the main office of the high school (ext. 2201) or junior high school (ext. 4403) and our clerical/secretarial personnel will leave a note in the teacher's mailbox. If you are not contacted within twenty-four hours please contact the department supervisor via the High School Main Office (2200) or Junior High School Main Office (4403). If you have continued concerns please direct your call to the High School Principal (ext. 2300) or Junior High School Principal (ext. 4402), or via district email as indicated on the school website. We firmly believe that open lines of communication will help aid in the successful resolution of any problem or concern that arises throughout the school year.

AFFIRMATIVE ACTION

The Board of Education affirms its responsibility to insure all students of the Pinelands Regional School District equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, handicap, and social or economic status. Additionally, a learning and working environment will be maintained that is free from sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. Such harassment may include, but is not limited to: verbal harassment/abuse; repeated remarks with sexually demeaning implications; unwelcome touching; suggested or demanded sexual activity with implicit or explicit threats regarding grades, job, etc. In order to achieve this goal, the Board directs the Superintendent or his/her designee to assume the responsibility of coordinating all implementing activities as Affirmative. School Affirmative Action Officer is Mrs. Karen Kenny 609-296-3106 X2207, kkenny@prsdnj.org

1140-AFFIRMATIVE ACTION

[Affirmative Action](#)

SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Pinelands Regional School District is responsible to prevent discrimination in policy, programs, and practice regarding personnel and students. The Pinelands Regional School District is responsible to identify, evaluate, and afford success to appropriate educational services for students who are determined eligible for Section 504 services. Parents/Guardians who disagree with the school's determination may request a hearing with an impartial hearing officer. Parents/Guardians of children who are believed to have a disability that requires modifications or accommodations to his/her educational program should contact the building principal or submit a written request to Ms. Karen Kenny the District 504 Coordinator, 609-296-3106 X2207 or kkenny@prsdnj.org.

TITLE IX

[TITLE IX](#) (see link)

2622- STUDENT ASSESSMENTS

[Student Assessments](#)

Section: 18A:75A-6: PLACEMENT AND ATTENDANCE

[Placement and Attendance](#)

IDENTIFICATION CARDS

All students are required to have an identification card with them during the school day, as well as during any school activities. These cards should not be discarded until new ones are issued. Cards will be issued each year to all students during the month of September. Loss of a card should immediately be reported to the media center staff. Arrangements will be made for the replacement of the lost card at a cost of \$2.00 to the student. Students must present ID cards upon request of any staff member.

5517- PUPIL IDENTIFICATION CARDS

[Pupil Identification Cards](#)

TRANSIT PASS

Students not in class or a supervised learning area during a scheduled period are required to have a transit pass or special privilege pass in their possession.

VISITORS

Student visitors are not permitted in Pinelands Regional School District during the school day. Adult visitors are welcome, but must register in the designated area, and present a valid driver's license which will be scanned by "Raptorware" per Board of Education policy.

MEDIA CENTER

Students may visit the media center with a transit pass during their classes. Students wishing to use the media center during a class must have a pass from a subject area teacher. As befitting a learning center, proper decorum and behavior should be exhibited by students at all times.

BOOK AND EQUIPMENT RESPONSIBILITIES

Books and equipment distributed to students for their use are the property of Pinelands Regional School District. Students assume responsibilities for these items and are expected to pay for any damage or loss. It is expected that students will have book covers on all books distributed to them. Students with outstanding obligations will be placed in loss-of-privilege status.

7520- LOAN OF SCHOOL EQUIPMENT

[Loan of School Equipment](#)

DRIVING PARKING POLICY

Seniors and Juniors ***in Good Standing*** will be eligible to obtain a Pinelands Regional High School parking permit as per [District Policy 5514](#). The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle on school grounds has the potential to present a safety hazard for the student operator and to others. The Pinelands Regional High School Administration has the right to deny and/or revoke the parking privileges of any student who is parking or operating his/her motor vehicle in any manner considered detrimental to the safety of others or if a student has violated the school district's rules and regulations. Each student driver will be held responsible for following all [NJ motor vehicle laws including provisions of a graduated license](#).

LOCKERS

School lockers are the property of Pinelands Regional School District. State law (as per N.J. Statute: [18A:36-19.2](#)) permits school officials to inspect a locker at any time. Students are granted use of the lockers and are expected to care for the internal and external appearance. Students losing their combination may obtain it from their guidance counselor. The locker combination is changed every year to assure safety and privacy. Students should not share their combination with anyone. Any student who has problems with his/her assigned hallway locker must report the problem to the main office. All items inappropriate for school or otherwise

not part of the educational process, have no business being in student lockers and the school bears no liability for them.

Physical education locker room locker use:

Each student is required to have a personal lock for use only during the gym period. All articles must be removed from the locker at the end of the period. While changing, the students should keep the lock in front of them on the hasp of the large locker. **Do not place the lock on the bench or floor.** To secure the lock: close the lock; turn the dial several times; and, then pull down to be certain the lock is locked. Any student who has problems with a locker in the locker room must report the problem to their physical education teacher.

5770-PUPIL RIGHT OF PRIVACY

[Pupil Right of Privacy](#)

LOST AND FOUND

Students can report to the cafeteria in the Junior High School or High School for lost and found items. Locker rooms may also have a lost and found available to students.

ELEVATOR USAGE

The use of the elevator is restricted to handicapped/injured students with a pass. If the student has difficulty making it to class, a 5-minute late pass can be obtained from the Nurse's Office.

FIRE DRILL PROCEDURES

During the course of a fire drill, or in the event of a real fire, students are to follow the directions of staff members and evacuate the building in a quiet and orderly manner. Appropriate evacuation routes are posted in each classroom or student activity area, and are to be strictly adhered to. Routes and evacuation procedures will be reviewed by each classroom teacher.

LOCK-DOWN PROCEDURES

During a lockdown, all students must follow the direction of staff. Students must remain quiet and not utilize cell phones or any other electronic devices.

GENERAL SAFETY

It is expected that students at all times conform to accepted levels of personal and public safety. At no time may any students run or push in the hallways, rock back on chairs, throw objects, etc., or engage in similar actions, which may injure persons or property. This is a violation of school rules and regulations.

HOMEROOM AND MORNING ANNOUNCEMENTS

Homeroom is an integral part of each student's day. During this time period students will receive important information regarding school activities, special schedules for assemblies, school-wide

testing, etc. In addition, attendance in homeroom establishes the student's daily presence in school for the official state attendance register. It is imperative that each student arrives in homeroom promptly on a daily basis. All students are to be in their seats when the homeroom bell rings. During the flag salute, students must show respect.

BICYCLES

Students who ride bicycles to school are to park and lock them in the bike racks located in front of the building. Students are not to ride bicycles while buses are arriving or departing. They are not to be ridden during the school day. Additionally, state law requires all students 16 years of age or younger to wear helmets. Those who do not obey the law will not be permitted to bring a bicycle. The school cannot be responsible for any lost or damaged bicycles or accessories.

SMOKING POLICY

All students are advised that the "no smoking" rule applies to all school property, from the time students arrive at school each morning until the time students leave school each afternoon. Smoking is also not permitted on the school buses, including times when students may be on school field trips. The use or possession of tobacco, electronic cigarettes, or vaping devices on school property is not permitted. Any student found in violation of the smoking policy may be subject to mandatory chemical screening. Further, the school retains the right to file a complaint with the police in regard to students or others smoking on school grounds in accordance with [N.J.A.C. 8:6](#) and [N.J.S.A. 26:3D-58](#), which prohibits their use, to the same degree as other materials that one can smoke, at indoor public places and workplaces, and in any building, or on the grounds, of an elementary or secondary school. Fines for these complaints amount to \$250 for the first offense and a court appearance. Violators are also subject to penalties as outlined in the Code of Conduct.

5533- SMOKING

[Smoking Policy](#)

7434- SMOKING ON SCHOOL GROUNDS

[Smoking on School Grounds Policy](#)

RANDOM DRUG TESTING FOR STUDENT ALCOHOL OR OTHER DRUG USE

The New Jersey State Legislature found there are many school districts within the State with a growing problem of drug abuse among their students. Federal and State Courts have held it may be appropriate for school districts to combat this problem through the random drug testing of students participating in extracurricular activities, including interscholastic athletics and students who possess school parking permits. The New Jersey Legislature passed legislation that is consistent with the New Jersey and United States Constitution for the random testing of school district student in grades nine through twelve who participate in the school district's interscholastic athletic program, participate in the school district's extracurricular program, and receive a school district authorized parking permit to park a personal vehicle on school district property. The purpose of this random drug testing program is to have a positive effect on

attaining the important objectives of deterring drug use and providing a means for the early detection of students with drug problems so that referral for evaluation or referral for treatment, pursuant to NJAC 6A; 16-4.4(b) 10 and NJAC 6A; 16-1.3 and 4.1; or other appropriate assistance may be offered. Parents and students in grades nine through twelve who participate in the school district's interscholastic athletic program, extracurricular program or receive a school district authorized parking permit to park a personal vehicle on school district property (eligible students) will be required to sign a Consent Form consenting to the provision of the Program for twelve months.

5536- RANDOM DRUG TESTING FOR STUDENT ALCOHOL OR OTHER DRUG USE

[Random Drug Testing Policy](#)

5530- SUBSTANCE ABUSE

[Substance Abuse Policy](#)

2435- NJSIAA RANDOM TESTING FOR INTERSCHOLASTIC ATHLETES

[NJSIAA Random Testing For Interscholastic Athletes](#)

5771- USE OF DRUG DETECTION CANINES

[Use Of Drug Detection Canines](#)

PINELANDS REGIONAL SCHOOL DISTRICT DRESS CODE POLICY

Proper attire and grooming which does not endanger the health, safety, or instructional attentiveness of the student body, is the norm. Students are expected to dress modestly and appropriately and in a manner which does not create classroom disorder or distraction.

SPECIFIC GUIDELINES

General Rules

1. The following decoration and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:
 - a. Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
 - b. Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
 - c. Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly anti-social group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.
2. Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the stature of the students and must not expose undergarments or be otherwise deemed immodest.

3. Permitted garments must be clean, in good repair, and shall have no worn through, slashes or rips above the mid-thigh.
4. Permitted clothing shall be worn as designed/manufactured to include the following:
 - a. Suspender straps must be attached as designed and worn on shoulder.
 - b. Shirts/blouses must be appropriately buttoned.
 - c. Zippers on pants and shirts must be zipped.
 - d. Belts must be fastened.
5. School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration.

Outerwear

1. Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school buildings after arrival unless authorized by the school's administration.

Head Coverings/Sunglasses

1. Wool scarves, curlers, bandanas, do-rags, or other similar head coverings or adornments shall not be worn to class or within school buildings.
2. Caps, hats, hoods or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
3. Sunglasses, unless prescribed by a physician, shall not be worn to class or within school buildings.

Tops/Shirt/Blouses

1. The cut of sleeveless garments must not expose undergarments or be otherwise immodest. Strapless garments, tank tops, halter tops, and tops with spaghetti straps are prohibited. Shoulder straps of permitted garments must fully cover shoulders.
2. Bare midriffs, low-cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.
3. All tops must be of a length, fit, cut, and material that are suitable to the stature of the students and must not expose undergarments or be otherwise deemed immodest.

Pants/Shorts

1. Undergarments should not be visible. Pants and shorts shall be worn at the waist, and shall not extend below the heel of the shoe in length.
2. Tights and leggings must be worn with appropriate coverage (such as a long shirt, dress, or sweater).
3. Spandex, bike shorts, bathing/swimming wear and sleepwear are not permitted.
4. Shorts and skirts must be of modest length defined as a minimum of fingertip of the wearer with the arm fully extended or mid-thigh length of the wearer, whichever is longer.

Footwear

1. Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation. House slippers and shower shoes are examples of unacceptable footwear.

Accessories

1. Jewelry and other accessories shall not convey prohibited messages as defined above.
2. Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodations

1. Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy as approved by the school principal. Safety is the primary concern. Accommodations will be made provided they have no impact on the health and safety of the student or students.

5511- DRESS AND GROOMING

[Dress Code Policy](#)

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3 and that:

1. Is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, orientation, gender identity and expression, or a physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her person or damage to his/her property; or

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Act, of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behaviour (e.g., bullying).

District Anti-Bullying Coordinator - Ms. Karen Kenny, 609-296-3106 X2207, kkenny@prsdnj.org

5512- HARASSMENT, INTIMIDATION, AND BULLYING

[Harassment, Intimidation and Bullying](#)

CYBER-BULLYING

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil’s ability to educate its pupils in a safe environment. The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The building principal or designee may report allegations of cyber-bullying to law enforcement authorities. Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspensions or expulsion. This policy may be found in its entirety on the district website:

www.prsdnj.org

5512.02- CYBER-BULLYING

[Cyber-Bullying](#)

SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties...

[Sexual Harassment Policy 5751](#)

TITLE IX

GRIEVANCE PROCEDURES

DISABILITY DISCRIMINATION GRIEVANCE FOR STUDENTS, PARENTS/GUARDIANS AND EMPLOYEES

The Pinelands Regional School District does not discriminate on the basis of disability in its academic programs or activities, or with regard to employment. In the event that the District determines that discrimination has occurred, it will take steps to prevent its recurrence and will

correct its effects on the grieving and others, if appropriate. Students or employees who believe that they have suffered disability discrimination may utilize this Pinelands Regional disability discrimination grievance procedure. Individuals alleging disability discrimination against students, Pinelands employees, or third parties, must contact Dr. Melissa McCooley, Superintendent or Mr. Nick Brown, Board of Education Secretary, within 180 days after the act of alleged discrimination in order to initiate their grievance.

Within ten (10) days after contacting and meeting with one of the designated individuals above, the complainant may formally initiate his/her grievance with a complaint submitted in writing. The complainant must indicate both the specifics of the alleged discrimination and his/her basis for believing that it was motivated by disability discrimination.

Within ten (10) business days after the grievant has submitted a written grievance, a designated Pinelands official will initiate an adequate, reliable, and impartial investigation of the complaint.

During the course of the investigation, the complainant will be given the opportunity to present witnesses and other evidence.

The Pinelands investigator will complete his/her investigation within ninety (90) days after submission of the written complaint. The final decision will include findings of fact and, if discrimination is found, (1) a determination of action to be taken to resolve the effects of the discrimination; and (2) appropriate action to be taken with regard to the discriminating official or individual. The complainant and all other parties will be advised of the outcome of the grievance to the fullest extent allowed by state and Federal law.

The final decision may be appealed within twenty (20) days of its issuance. The appeal must be made in writing to the Board of Education President or his/her designee.

The President or his/her designee will issue the final appeal decision within thirty (30) days after receiving the appeal. The complainant and all other parties will be advised of the outcome of the appeal to the fullest extent allowed by state and Federal law.

No time frame in this procedure may be extended except with the expressed and written permission of the grievant and under no circumstances will any specific time frame be extended more than thirty (30) days. It is absolutely prohibited for any Pinelands employee, official, or student to retaliate against or hinder the testimony of any individual because he/she has filed a complaint under this procedure or who has otherwise assisted in the investigation of a grievance. Such retaliation may result in a variety of penalties, including termination or expulsion.

5710 PUPIL GRIEVANCE POLICY

[Pupil Grievance](#)

9130 PUBLIC COMPLAINTS AND GRIEVANCE POLICY

[Public Complaints And Grievance](#)

HEALTH SERVICES

Visiting the Health Service Office:

1. **First aid** treatment will only be given for those injuries that have occurred during school hours on school premises.
2. Students returning to school after being absent with a **communicable disease** must have a note signed by their family physician. The student must report with the note to the nurse in order to receive clearance for attending classes.
3. Any student who has been absent because of illness for more than five (5) consecutive days must present a doctor's excuse to the nurse in order to be readmitted to school.
4. Except in cases of emergency, no student will be admitted to the Nurse's office without a transit pass signed by his/her teacher.

TAKING MEDICATION

Diagnosis and treatment of illness and the prescribing of drugs and medications are not the responsibility of the school. All medications that are taken in school are to be given to the school nurse preferable at the beginning of the school day. Students will be excused from their classes in order to take prescribed medicine at the proper time.

No medication will be given without:

1. A "Consent for Medication Administration Form" which must be completed and signed by the prescribing physician and the parent/guardian and filled with the school nurse. The form is available from the school nurse or downloadable from the PRSD website.
2. Permission, in writing from the parents to give medications to the child.
3. For the administration of over-the-counter medication (ie - Tylenol, Advil, Motrin, Aleve, or their generic equivalents) a student must have a current signed emergency card on file in the nurse's office.
4. The school physician will be advised as to any drugs being taken by a student attending school particularly those which might cause a change in behavior.

EXAMINATION FOR UNUSUAL BEHAVIOR

Any student referred to the Health Services office whose health and welfare is questionable due to abnormal/unusual behavior will be examined as per New Jersey Statute 18A:40-4.1.

This statute states: Whenever it shall appear to any teaching staff member, school nurse, or other educational personnel of any public school in this state that a pupil may be under the influence of a controlled dangerous substance, such teaching staff member, school nurse or medical inspector, as the case may be and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and arrange for an

immediate examination of the pupil by a doctor. A written report of said examination shall be furnished within 24 hours by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or administrative principal the pupil shall not resume attendance at school until he/she submits to the principal a written report certifying that he is physically and mentally able to return.

ACCIDENTS AND INJURIES

Only first-aid will be provided for accidents and injuries; any further treatment is the responsibility of the student's parents. Accidents should be reported to the nurse immediately. An accident report will be completed by the supervising staff member. The injured students parents and Principal will be notified of all accidents and injuries, when the situation warrants. Injured students will be transported home by the parents. In the event the parent/guardians cannot be reached, the person listed on the emergency record will be contacted.

STUDENT RECORDS

In accord only with guardian or parental consent; in connection with an emergency; or when an exception is granted to certified personnel if, in their judgment, such knowledge is necessary to protect the health or safety of the pupil. When a student reaches the age of 18, or if a student is younger but is an emancipated minor, rights with respect to student records must be accorded to that student.

8330- STUDENT RECORDS

[Student Records](#)

5308- STUDENT HEALTH RECORD

[Student Health Records](#)

STUDENTS AND STATE LAW

18A:37-2. Causes for Suspension or Expulsion of Pupils

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him/her, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person, having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- d. Physical assault upon another pupil, teacher, or district employee;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;

- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupil, or from his presence, by means of force or fear;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages, tobacco, controlled dangerous substances, or related paraphernalia on school premises, or being under the influence of intoxicating liquor or controlled dangerous substance while on school premises.

5610- SUSPENSION

[Suspension](#)

5612- ASSAULTS ON DISTRICT BOARD MEMBERS OR EMPLOYEES

[Assaults On District Board Members Or Employees](#)

5519- DATING VIOLENCE AT SCHOOL

[Dating Violence at School](#)

5520- DISORDER AND DEMONSTRATION

[Disorder and Demonstration](#)

5620- EXPULSION

[Expulsion](#)

5611- REMOVAL OF STUDENTS FROM THE GENERAL EDUCATION PROGRAM FOR WEAPONS/FIREARMS OFFENSES

[Removal Of Students From The General Education Program For Weapons/Firearms Offenses](#)

5613- REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES

[Removal Of Students For Assaults With Weapons Offenses](#)

18A: 37-1. Submission of Students to Authority

Students in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others over them

[Submission of Students to Authority](#)

18a: 25-2. Authority Over Students

A teacher or other person in authority over such students shall hold every student accountable for disorderly conduct in school during recess and on the playground of the school and on the way to and from school

[Authority over students](#)

18a: 6-1. Corporal Punishment of Students

No person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a student attending such

school or institution, but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
3. For the purpose of self-defense; and
4. For the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment

3217- USE OF CORPORAL PUNISHMENT

[Statute on corporal punishment](#)

[Use Of Corporal Punishment](#)

18a: 37-3.1 Liability to Parents of Students for Damage to Property

The parent or guardian of any student who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or any court of competent jurisdiction, together with costs of suit.

9260- PARENTAL LIABILITY FOR VANDALISM

[Parental Liability for Vandalism](#)

ACADEMIC HONOR CODE

Introduction

As an academic institution of merit and integrity, Pinelands Regional School District affirms its commitment to the honesty and excellence of all academic work conducted by our students. Academic dishonesty is a serious violation and is subject to consequences.

Types Of Academic Dishonesty

Academic dishonesty may be manifested in a number of irregularities including, but not limited to, plagiarism and dishonest conduct in the completion of coursework. Examples of dishonest conduct include, but are not limited to:

- Cheating
- Attempted Cheating
- Plagiarism
- Forgery

Each faculty member is charged with upholding the Pinelands Honor Code. English Language Arts teachers will be sure that their students have read over the policy and signed the Honor Code Pledge at the beginning of each school year. It is the responsibility of the teacher to define criteria governing course requirements/assignments in his/her course. Whenever collaboration between two or more students is authorized, the results and presentation of the collaborative effort are understood to be the achievement of each individual student.

Cheating

- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in schoolwork over other students.

Attempted Cheating

- Unauthorized use of calculators, cell phones, or any electronic device;
- The use of unauthorized talking, signs, notes, or gestures during a graded assessment;
- Copying from another student or allowing the copying of an assignment;
- Passing assessment information from one class period to members of another class period with the same teacher;
- Submission of pre-written writing assignments at times where such assignments are supposed to be written in class; or
- Sabotaging the projects or experiments of other students.

Plagiarism

Plagiarism is the most common form of academic dishonesty. According to the Webster's New World College Dictionary, plagiarism is defined as the act of taking the ideas, writings, etc. from another and passing them off as one's own. The purpose of the educational system is to prepare students for college and careers. Consequently, students who plagiarize and cheat on assignments will be ill-prepared for the challenges that lie ahead of them. The penalties for

plagiarism are severe and upon graduation, it is possible that a first offense may carry a collegial/professional penalty of suspension, expulsion and/or termination.

With the advent of the Internet, plagiarism has become increasingly problematic. All sources must be properly acknowledged and cited in the preparation of student assignments. Plagiarism from any published or unpublished source is a violation of academic procedure.

The following are examples of plagiarism:

- Neglecting to cite verbatim text;
- Neglecting to place verbatim text in quotation marks;
- Summarizing without citing the original source; and
- Paraphrasing without citing the original source.

Paraphrasing

Paraphrasing without giving credit to the original author is plagiarism and typically the most common type of plagiarism. Refer to the following link for an example from Purdue OWL for an illustration about how to paraphrase correctly:

<https://owl.english.purdue.edu/owl/resource/619/1/>

At times students may be careless in, or ignorant of, the proper procedures for the acknowledgment of sources. Knowing *when* to cite sources is as important as knowing *how* to cite them. It is not always possible for a faculty member to distinguish a student's conscious attempt at plagiarism from a clumsily documented, but well-intended paper.

Therefore, Pinelands Regional School District requires every student to understand the rationale for, and application of, bibliographic methods and documentation. Each student has the responsibility to learn the fundamentals of citation and what constitutes plagiarism; *unintentionally plagiarized work may carry the same penalty as an intentionally plagiarized work.*

To assure an accurate understanding of plagiarism, each English Language Arts teacher will review appropriate style guidelines for citations at the beginning of each school year.

Forgery

- Forging the signature of an Administrator, Faculty or Staff member;
- Forging the signature of a parent or guardian; or
- Forging signatures on passes, parent letters, permission slips, false residence, and false medical document.

HONOR CODE PLEDGE

I pledge to uphold all ethical standards of the Pinelands Regional School District Honor Code. I promise to maintain a high level of respect and integrity as a student representing Pinelands Regional. I understand and will uphold the Honor Code in letter and spirit to help our school advance authentic learning. I will not lie, cheat, plagiarize or be complicit with those who do. I will encourage fellow students who commit honor offenses to acknowledge such offenses to a teacher, administrator and/or the Honor Council. I make this pledge in the spirit of honor and trust.

HONOR CODE COUNCIL

The Honor Code Council has the responsibility to: oversee the implementation of the Honor Code; educate the students, staff and community regarding academic honesty; review data related to infractions to make policy and procedural recommendations; and, adjudicate Honor Code appeals.

HONOR CODE PENALTIES

Junior High:

First Offense:

- A discussion about academic dishonesty with the student;
- Contact parent and document correspondence;
- Have the student repeat the assignment;
- Reduce the student's grade on the assignment;
 - Maximum grade 80% on revised assignment
- Explicit instruction on the implications of plagiarism;
- Document Honor Code violation in the student's discipline file;
- Students can lose eligibility for Student of the Month and academic honors for the year
- The teacher will notify the Supervisor and Principal; and
- Possible disciplinary action

Second Offense:

- A discussion about the second offense of academic dishonesty with the student;
- Contact parent and document correspondence;
- Have the student repeat the assignment;
- Reduce the student's grade on the assignment;
 - Maximum grade 65% on revised assignment
- Document Honor Code violation in the student's discipline file;
- Students will lose eligibility for Student of the Month and/or academic honors
- The teacher will notify Supervisor and Principal;
- Administration will contact the parent; and
- Disciplinary action taken

Third Offense:

- A discussion about the third offense of academic dishonesty with the student;
- Contact parent and document correspondence;
- Fails the assignment with a 50% and is not eligible for revision;
 - If this is a third offense for the same class, the student will fail the marking period
- Document Honor Code violation in the student's discipline file;
- The teacher will notify the Supervisor and Principal;
- Administration will contact the parent;
- Disciplinary action taken; and
- Student will be removed from National Honor Society memberships

Subsequent offenses

Consequences are cumulative and additional disciplinary actions will be taken at the discretion of the Principal.

High School

First Offense:

- A discussion about academic dishonesty with the student;
- Contact parent and document correspondence;
- Have the student repeat the assignment;
- Reducing the student's grade on the assignment;
 - Maximum grade 75% on revised assignment
- Document honor code violation in the student's discipline file and the Honor Code Council;
- Students can lose eligibility for student of the month and academic honors for the year;
- The teacher will notify the Supervisor and Principal; and,
- Disciplinary action taken

Second Offense:

- A discussion about the second offense of academic dishonesty with the student;
- Contact parent and document correspondence;
- Document honor code violation in the student's discipline file and the honor code council;
- Have the student repeat the assignment;
- Reducing the student's grade on the assignment;
 - Maximum grade 50% on revised assignment
- The teacher will notify the Supervisor and Principal;
- Administration will contact the parent;
- Students will lose eligibility for student of the month and/or academic honors;
- Letter in file; and,
- Disciplinary action taken

Third Offense:

- A discussion about the third offense of academic dishonesty with the student;
- Contact parent and document correspondence;
- Student will fail the assignment with a grade of zero 0%
 - If this is a third offense for the same class, the student will fail the marking period
- Document Honor Code Violation in the student's discipline file and the honor code council;
- The teacher will notify the Supervisor and Principal;
- Administration will contact the parent;
- Removal from National Honor Society memberships;
- Letter in file;
- Student will lose privilege of attending the graduation ceremony; and
- Disciplinary action taken

Subsequent offenses

Consequences are cumulative and additional disciplinary actions will be taken at the discretion of the Principal.

RECORD KEEPING

All records dealing with the honor code violations and any subsequent appeal will be kept in the student's discipline file and a hard copy will be placed in the student's guidance folder.

Appeals:

The process of appealing a penalty administered with any honor code violation is as follows:

1. Student in question and/or parent or guardian will obtain an Appeal Form from the Supervisor's office.
2. Student in question and/or parent or guardian must turn-in form and written statement(s) to the Supervisor within ten days of the infraction.
3. The Honor Code Officer will obtain information about the alleged infraction from the Supervisor and discipline file as well as the appeal form and/or statement(s) from the student for review by the Honor Council.
4. The Honor Council will adjudicate the appeal and the penalty administered will either stand or be overturned, based on the council's determination.
5. All documents involved with an appeal will be kept in the student's guidance folder.
6. If the Honor Council overturns the penalty, all paperwork involving the alleged violation, including the council's report, will remain in the student's guidance folder.

5701- ACADEMIC HONOR CODE

[Academic Honor Code](#)

GUIDANCE AND STUDENT SERVICES

Our Mission

The Pinelands Regional Student Services Department offers a variety of counseling services to students and their families. The department takes pride in the genuineness of our staff and the knowledge that all students will be treated empathetically with unconditional positive regard. Our staff is not only certified, but the majority possess state and/or national counseling licenses or the requirements for such licenses. Personal, career and educational counseling as well as substance abuse awareness, intervention and educational programs are an integral part of the district wide student service curriculum.

Services included:

1. Academic Information
2. Change of Address
3. College and Career Planning
4. Health Services
5. New Student Registration

6. Scholarships
7. School Choice Information
8. Student Withdraw
9. Substance Abuse Information
10. Vocational School
11. Working Papers

Students in each building are assigned to a counselor who will be that student's professional helper while the student is at Pinelands. Additionally, the alphabetic counselor will act as a liaison between the home and the school. Any parental inquiries or concerns should be directed to this counselor. No question will go unanswered or concern considered insignificant. For those students who may have more pressing personal issues, major problems or concerns or substance abuse problems, each building is staffed by a substance awareness coordinator/student assistance counselor licensed not only educationally but also nationally with expertise in these areas.

Age of Majority

Students reaching the age of 18 are considered to be adults under the law. With this privilege comes new responsibilities. Adult students as well as all other students are bound by the Pinelands student body rules and regulations and are subject to the directions of the Pinelands staff.

Student Services Appointment Procedures

Students receive regular appointments based on self-referral, counselor request, teacher, parent, and administrative referrals, group counseling, school, college, Armed Forces, and job representatives. Students are generally seen on an appointment basis, unless an emergency or crisis occurs. Teachers must be shown a guidance pass before the student is excused from class. All appointment requests will be scheduled as soon as possible. College, business, and Armed Forces representatives visit the school on a regular basis. Any student wishing to attend these sessions must sign up ahead of time for a pass.

Change of Phone Number/Address

Parents/Guardians and students are advised to immediately report any changes to their address or phone number to the guidance office.

Schedule Changes

Prior counseling during the course selection process will ensure proper class placement. Schedule changes must be made during the summer. **NO SCHEDULE CHANGES WILL BE MADE AFTER SCHOOL BEGINS.**

Homebound Instruction

Parents/Guardians are requested to contact their child's guidance counselor in order to secure home instruction. A parental note requesting home instruction, along with a doctor's certificate indicating that the student will be unable to attend school for at least 10 consecutive days, is necessary. The note should include a diagnosis and anticipated dates of absenteeism.

[REQUEST FOR HOMEBOUND INSTRUCTION FORM](#)

Withdrawal From School

PARENT APPROVAL REQUIRED: Notification that a student (16 years or older) is withdrawing from school or that a student (any age) is transferring must be made by the parent/guardian in the guidance office. Parent/Guardian approval for all withdrawal/transfers is required.

Parents/Guardians may withdraw students by completing and signing this form in the guidance office. A letter from parent/guardian requesting withdrawal/transfer will be accepted only under emergency circumstances with proper verification.

Working Papers

**Please note, anyone under the age of 18 who is employed or planning to become employed must obtain a working permit.*

- The working papers form can be obtained in the High School Student Services Office.
- The student must complete Section A of the form entitled "Personal Information". The section must be filled out completely.
- The Employer must complete Section B of the form entitled "Employment Information". Please insure that the employer completes the "Hours of Work" section. Included in this section, at the very bottom, is a line for Parent/Guardian signature. Please insure the parent or guardian signs on this line.
- The Student's physician must complete Section C entitled "Physician's Certification". If the student has had a physical by the School Physician for sports, etc., the School Nurse will complete this section. If not, it must be completed by your personal physician.
- Return with the papers to the Student Services Office to have the remaining sections completed and your papers officially stamped. Students will then be given the white copy of the form to take back to the employer.

Please contact the Student Services Office at 296-3106, Extensions 2207 or 2217, if you have questions or require further information. General information regarding working papers or New Jersey State Labor Laws can be accessed at www.nj.gov/labor.

PINELANDS REGIONAL SAT HIGH SCHOOL TESTING INFORMATION

Register for the SAT online at www.collegeboard.org.

Pinelands School Code	=	311507
Test Center Code	=	31-826

SAT testing at Pinelands is offered in the Junior High School building.

PSAT

The PSAT is not a district assessment governed by IEP provisions, and will be administered without accommodations. For those juniors who may score high enough to enter the National Merit Scholarship competition, parents may apply to the College Board to seek approval for accommodations, but this application is not necessary for classified students to participate. The district does not utilize PSAT scores for program or placement decisions, and there are no negative consequences to participating in this enrichment opportunity.

ASVAB (Armed Services Vocational Aptitude Battery)

Please speak with your guidance counselor for more information

GRADUATION POLICY

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

5460- HIGH SCHOOL GRADUATION

[Graduation Policy](#)

GRADING POLICY

Grading System

Report cards are issued four (4) times each year to all students. A Progress Report may be mailed midway through each marking period to the parent/guardian of those students who demonstrate significant academic weakness or improvement. The report card shall record student progress using letter grades:

A+ 97 - 100	C+ 77 - 79
A 90 - 96	C 70 - 76
B+ 87 - 89	D 65 - 69
B 80 - 86	F 64 or lower

A semester/yearly final grade of “D” or better is required for passing. Final grades in all full-year courses will be computed by following formula:

1st Marking Period	25%
2nd Marking Period	25%
3rd Marking Period	25%
4th Marking Period	25%

Final Grades in all semester courses (½ year) will be computed based on the following formula:

1st Marking Period	50%
2nd Marking Period	50%

Semester/yearly final grades are determined by averaging marking period according to the following:

A+ = 4.5 points	4.25 - 4.50 = A+
A = 4 points	3.75 - 4.24 = A
B+ = 3.5 points	3.28 - 3.74 = B+
B = 3 points	2.75 - 3.24 = B
C+ = 2.5 points	2.25 - 2.74 = C+
C = 2 points	1.50 - 2.24 = C
D = 1 points	0.50 - 1.49 = D
F = 0 points	0.00 - 0.49 = F

All Honors and AP Courses (weighted coursework) will receive an additional ten points to be added in the final numeric average.

In addition to the letter grade, report card comment codes are provided to further communicate student progress/difficulty during the report period. Students in full year courses receive four (4) grades during the year. Students must receive a minimum of two passing grades with one (1) passing grade occurring during the second semester.

2624- GRADING SYSTEM

[Grading System](#)

1. The Board of Education recognizes the need for student assessment to measure growth in learning and apprise students and parents of individual progress.
2. The Pinelands Regional School District is committed to a thorough and efficient instructional program that incorporates student needs, interests, and abilities into a curriculum that strives to provide each student with foundational skills and total educational development.
3. The foundation of the individualized program is the development of learning targets with terminal goals that reflect life-long learning through motivational experiences supported by social-emotional learning.
4. The basic appraisal instruments shall be a Report Cards and Progress Reports available online to all students. The Report Card shall record student progress using numeric averages.

5. Sixty-five percent shall be established as the minimum passing grade, with the following letter grade designations utilized to report student progress:

Number Grade Letter Grade Holistic Score Progress

97-100 A+ 4.5 Exceeding Expectations

90-96 A 4.0 Excellent

87- 89 B+ 3.5 Great

80-86 B 3.0 Good

77-79 C+ 2.5 Satisfactory

70-76 C 2.0 Average

65-69 D 1 Below Avg/Passing

64 and below F 0 Failure

WF = Withdrawn Failing (deadline end of 2nd mp)

WP = Withdrawn Passing (deadline end of 2nd mp)

NC = No Credit awarded due to attendance policy violation

* The individual instruction program is further enhanced by the concept of "In Progress" which strives to de-emphasize the limitations of time on the learning process. Students need not be limited by the constraints of the traditional marking period for completion of course work. Students may be afforded the opportunity to continue their studies on a supplemental basis. In Progress is assigned for students who do not complete all the work for a marking period due to illness or inability to complete or grasp the material within normal time constraints. IP grades must be converted to a grade by "Progress Report Day" of the following marking period. Students will not be eligible for IP if they exceed the unexcused absences outlined in the Attendance Policy or simply fail to submit assignments, make-up tests, etc. A student receiving an IP grade for any course which is a prerequisite for a higher level course must complete all work and have the IP removed prior to enrolling in the class.

6. A semester/yearly grade of 65 or better is required for passing. Final grades in all full year courses will be computed by the following formula:

1st Marking Period 25%

2nd Marking Period 25%

3rd Marking Period 25%

4th Marking Period 25%

Final grades in all semester courses (excluding Health classes grades 9-12) will be computed based on the following formula:

1st Marking Period 50%

2nd Marking Period 50%

In full year courses, students must pass one of the last two marking periods, in order to gain credit.

7. Seniors with at least 95 earned credits would be permitted to choose one non required class in which a pass/fail grade may be issued. Students would receive credit for the course but it would not count towards the 120 credit graduation requirement. Students must declare their intentions by the progress report date of the first marking period.

8. The purpose of the student appraisal service is:

- To communicate progress on standards to the student and their parents/guardians.
- To obtain a measure of ability, achievement, skills and interests which will offer a solid basis upon which individuals can make decisions;
- To meet the section requirements of post-secondary school which require achievement and ability test data;
- To measure attainment of foundational skills which serve both as a check on progress and as guides to further education; and,
- To assess and evaluate educational programs to measure growth, development, and progress toward desirable learning goals.

All staff are encouraged to apprise students of their progress on an individual basis and to communicate with the home through the telephone, email, and parent teacher Conferences.

Policy No. 5200, Student Attendance, interfaces with this policy and places heavy emphasis on student participation and the necessity to make up learning experiences missed because of absenteeism.

Appeals of student grades may occur by either students or parents who shall address concerns via the teacher, departmental supervisor, building principal and finally the Superintendent of Schools.

5430- CLASS RANK

[Class Rank](#)

The Board of Education acknowledges the usefulness of a system of computing grade point averages and distribution of grade point averages for high school graduates both to inform pupils of their academic success and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success.

While the Board authorizes a system of computing numeric averages for pupils in grades nine to twelve, effective with the class of 2024, the Board does not endorse the release of individual class rank. Recognizing that there may be certain limited circumstances in which pupils may be adversely affected without the release of class rank, the administration is directed to calculate and release individual class rank, only as indicated below:

1. If the pupil will not receive consideration for admission without the release of individual class rank.
2. If the pupil will not receive consideration for a scholarship, or admission to a particular program or provided a particular benefit without the release of individual class rank.
3. If the pupil will not receive consideration for recognition in certain local, state, or national programs of recognition without the release of individual class rank.

Numeric averages will be calculated by the final numeric grade in all subjects taken that school year. Weighted credit will be calculated for grades earned in Advanced Placement courses, honors courses, a course of independent study, and other designated courses where weighting is appropriate. An additional 10 points will be added in the final numeric average for weighted coursework. The numeric average of a pupil who has transferred to this district will include the grades earned in the regular program of the prior school. Grades earned in private summer school programs will not be included in the calculation of the numeric average.

The pupil's numeric average will be entered on his or her record and will be subject to Board policy No. 8330 on the release of pupil records. In no case will the pupil's individual class rank be entered on his or her record.

Recognizing the importance of pupil achievement, the Superintendent or his/her designee is directed to implement various programs to recognize outstanding achievement through the use of numeric average based awards, as well as achievement in specific departments, academic recognition programs, and interscholastic/academic competitions.

Beginning with the Class of 2024:

The Board of Education values excellence and wishes to instill in pupils the desire to do their best in all things. This policy was revised for the Class of 2024 and beyond. Any classes graduating before that will adhere to the former policy 5440.

The Board will recognize the outstanding achievements of pupils by means appropriate to the grade level of the pupil and to the nature of the accomplishment. The Board will maintain membership in the National Honor Society and will follow the guidelines of that organization in

selecting members from the pupils in this district. The Pinelands Regional High School District does not rank students numerically in relation to his or her classmates. However, Pinelands Regional High School does recognize students for academic achievement using cumulative weighted numeric averages. Each year, all students' numeric final grades will be averaged together to calculate an overall yearly numeric average. Each year, awards will be given to those students that achieve the following numeric averages:

Summa Cum Laude (With Greatest Honor): 98+
Magna Cum Laude (With Great Honor): 93-97.99,
Cum Laude (With Honor): 90-92.99

This recognition will appear on transcripts beginning at the end of 7th grade and will continue until 12th grade.

For Seniors, at the conclusion of the fourth marking period of the 12th-grade year, students will be recognized as Summa Cum Laude, Magna Cum Laude, and Cum Laude at the Graduation Ceremony. Students maintaining the status of Summa Cum Laude for all 4 years will be considered by the High School Principal to make a speech at High School Graduation. For students in grades 7 through 11, students achieving Summa Cum Laude, Magna Cum Laude, or Cum Laude will be recognized by their building Principal.

The Superintendent shall develop clear regulations for the recognition of pupil achievement that establish fair standards for the recognition, assure that all eligible pupils are offered an equal opportunity to meet those standards, and provide for appropriate recognition ceremonies and Awards.

GRADE 7 AND 8 PROMOTION/RETENTION POLICY

Seventh and Eighth grade students must pass four (4) of their five (5) core courses in order to be promoted. The "core" courses are defined as follows:

7th Grade

English
Mathematics
Science
Social Studies
Physical Education/Health

8th Grade

English
Mathematics
Science
Social Studies
Physical Education/Health

Courses failed in grades 7 and 8 may be taken and passed in an approved summer school program. Those who fail more than two (2) classes, and who do not attend summer school, will be retained.

Students classified by the Child Study Team will have their promotion or retention determined on an annual basis not later than the first week in June each year. Specific promotion/retention stipulations for each classified student will be contained in the Individual Education Plan (I.E.P.) as determined by the Child Study Team.

GRADE 9 PROMOTION/RETENTION POLICY

Promotion/retention for ninth grade students is based on earned credits. 27.5 credits must be earned for promotion to the tenth grade. Beginning with the ninth grade, grade level courses passed will not be repeated by those students retained. Classified students will have their promotion/retention reviewed by the CST and their individual criteria for graduation specifically stated in the IEP (Individual Education Plan).

11th Grade Promotion:	55 Credits
12th Grade Promotion:	85 Credits
Graduation:	120 Credits

STUDENT HONORS

Principal's List

All students who earn straight A grades in all subjects are eligible for inclusion on the Principal's List for the marking period.

Honor Roll

All students who earn all A's and B's only are eligible for inclusion on the Honor Roll for the marking period.

Student of the Month

Each month, with the exception of June, one student from each grade level, 7-12 will be selected for having demonstrated:

- a) Academic effort.
- b) Participation in, and/or support of school activities.
- c) Making a positive contribution to the quality of life at Pinelands.

SPECIAL EDUCATION SERVICES

Pinelands Regional School District strives to accommodate the needs of all learners. The Department of Special Services consists of personnel responsible for identifying and developing educational programs and support services for children who have educational disabilities. The child study team (CST) consists of a school psychologist, learning disability teacher consultant (LDT/C) and where appropriate, speech/language specialist, physical therapist, occupational therapist. Please contact the Office of Special Services, 609.296.3106 ext.4423, for additional information. Also, we encourage you to explore our website to find out about resources and upcoming events that might be of interest to you.

Child Study Team & Related Services Contact Information:

Erin Lichtenwalner, Director of Special Services

609.296.3106 ext.4423

elichtenwalner@prsdnj.org

Marissa Elwood, Supervisor of Special Education

609.296.1719 ext. 2051

melwood@prsdnj.org

Maurie Lee, Secretary Junior High School Child Study Team & Director of Special Services

609.296.3106 ext. 4423

mlee@prsdnj.org

Marion Dewey, Secretary High School Child Study Team

609.296.3106 ext 2245

mdewey@prsdnj.org

SCHOOL BASED YOUTH SERVICES (S.B.Y.S)

Pinelands School Based Youth Services provides a safe and supportive environment for students and their families. Our goal is to assist our students and their families navigate the adolescent years in order to help youth reach their full potential. Services are easily accessible in both schools, grades 7th through 12th. Services include confidential counseling, Employment/Life skills Counseling, Recreation, Health Services, and information and referral services. To access services please call 609-296-5074 or visit us in the JHS in room B111 or the HS room 171.

Name	Title	Extension	Email	Location
Karen Kenney, MSW, LCSW	Director	2240	kkenney@prsdnj.org	District
Amanda Feldman	Employment Specialist, Recreation Coordinator	2237	afeldman@prsdnj.org	High School
Lauren Dean	Youth Development Worker/Ropes Course Coordinator	2232	ldean@prsdnj.org	High School
Sara Abbatiello MSW, LSW	Mental Health Practitioner	2233	sabbatiello@prsdnj.org	High School
Janel Gonzalez, MEd.	Site Coordinator/Social Worker	4470	jgonzalez@prsdnj.org	Junior High
Kirsten Reed MSW, LCSW	Mental Health practitioner	4479	khoffman@prsdnj.org	Junior High
Darra Stack MSW, LSW	Social Worker	4419	dstack@prsdnj.org	Junior High

STUDENT ATHLETICS

ATHLETIC HANDBOOK

This Student/Athlete and Parent Handbook was created to enhance communication among the parents, student/athletes, coaches and school administration. It will also provide you with basic information that is important to your participation in the interscholastic athletic program. The intent of the handbook is to make your participation as trouble free and rewarding as possible.

Your careful scrutiny of the contents and compliance with the stipulated rules and regulations will keep you in good standing throughout your Junior High School and High School career.

Please share this handbook with your parents/guardians and younger brothers and sisters. The information also pertains to them, because the better the athletic program is understood, the fewer problems there will be for everyone concerned.

We hope your involvement in our athletic program will bring you great pleasure and fond memories.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletic programs provide opportunities for students with superior athletic talents to develop and utilize these talents fully in organized competition with students of similar ability from other schools. Rather than limiting inter-school athletics to competition between varsity teams, competition between several levels of teams should be encouraged and fostered to provide opportunities for increased numbers of students to participate and develop skills for a higher level of competition.

Because the extreme interest of the spectators and players in the outcome of contests often creates slightly emotional situations, interscholastic athletics rank among the most effective means in the total educational program through which positive lifelong values may accrue. However, the characteristics that cause well-organized and well-conducted programs of interscholastic athletics to be unusually potent tools for accomplishing positive educational objectives also cause these very same programs to be equally potent in bringing about undesirable outcomes.

Athletic programs should not exploit students to entertain the public, advertise the school, earn money for the school, or enhance the professional reputation of the coach. Also, athletic programs should not be utilized as a vehicle to aggrandize certain individual student-athletes, or be considered as a major method for obtaining financial assistance for individual student-athletes attending an institution of higher learning.

To utilize the full potential of interscholastic athletics for positive educational experiences, the

athletic program should be organized and conducted in accordance with those basic principles.

The interscholastic athletic programs should:

1. Be regarded as integral parts of the total educational program and should be conducted in keeping with the worthiness of the whole educational program.
2. Supplement rather than serve as substitutes for basic physical education, recreation, and intramural programs.
3. Be subject to the same administrative control as the total education program.
4. Be so conducted that the physical welfare and safety of the participants are protected.
5. Be conducted in accordance with the letter and the spirit of the rules and regulations of appropriate conference, state, and national athletic associations to which the school district belongs.

GOALS

The Pinelands Regional School District Board of Education is interested in expressing the goals they wish to achieve through the participation of administrators, faculty members, athletes, the student body, and the community at large in the district's interscholastic athletic programs.

The Pinelands Regional School District Board of Education believes the interscholastic athletic program should be as extensive as the facilities, staff and finances can adequately support. The program must be well organized and administered by professionally certified personnel. The program goals and objectives should be consistent with and comparable to those of the school district

The interscholastic athletic program should be an integral part of the total educational program and all students should have an equal opportunity to become involved. No student should be deprived of the right to participate because of financial deprivation, nationality, race, religious belief, or sex.

It is further believed that:

1. Athletes should be required to maintain the same academic standards as other students and which are consistent with NJSIAA eligibility standards.
2. Participation in athletics is a privilege not a right guaranteed to them. Students must assume the responsibility, which accompanies them.
3. Participants must learn to abide by the rules, regulations and decisions of officials, just as they must understand the head coach has the responsibility to determine an athlete's ability and talent; who shall make the team, as well as the coaching techniques and system of play that will be employed.
4. There must be mutual respect for all that are involved in the competition-teammates, opponents, coaches, and officials.
5. Participation helps develop character, social competence, and cooperation and moral and ethical values that are an everyday part of our society.
6. Participation leads to a better understanding of our democratic ideals, social and economic well-being, and the spirit of fair play.
7. Participation teaches a student that discipline and self-sacrifice are necessary ingredients of teamwork.
8. Through participation, the individual will develop a healthy body, a sound mind, and a better understanding of individual differences.
9. Valuable lessons are learned in the course of competition; both winning and losing help us grow and develop.
10. The Board of Education, administration, members of the athletic staff, student-athletes, and parents should do everything within their power and ability to promote the athletic program and to create an atmosphere of learning that is in the best interest of the students and the community.

RESPONSIBILITIES

Athletes are expected to accept many additional responsibilities that are an integral part of an athlete's life. These responsibilities are expected of people who are chosen to be a part of the high school interscholastic athletic program. Please be reminded that Pinelands Regional believes that participation in athletics is a **PRIVILEGE** not a right.

- Your primary responsibility is to maintain the best possible physical and mental condition to be ready to perform at your best level. This requires adherence to our district and your coaches' prescribed training rules.
- You also will be responsible for the equipment and supplies issued to you as part of the

tools of the game. These items have been purchased with monies from tax funds. It is imperative that they be carefully used for your protection and safety. They must be returned in good repair for future utilization by other athletes.

- Athletes represent the total school community; therefore, there is a responsibility on your part to reflect the best possible image for the privilege of such representation. Your personal conduct in and out of school, your appearance, classroom behavior, and general conduct of all activities, in the arena of athletics and at social functions, should always exemplify the deportment and citizenship most highly favored.
- You have a final responsibility, one that is considered by athletes as the most ultimate of all responsibilities, that is the responsibility to your coach and teammates for maintaining yourself in such manner to be able to perform at peak effectiveness at all times. For whatever you do or do not do as a team member, affects all of your teammates either in a positive or negative way.
- You cannot take your decision and commitment to participate in interscholastic athletics lightly and only in the context as to what it will do for you. Your decision to participate ultimately affects your coach, teammates, school, community, and parents.
- The rules for participation in interscholastic athletics are listed in the next section. Please read them carefully and prepare yourself to comply with them. If you have any question in this regard, see your coach, athletic director or principal.

RULES FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

Physical and moral training through athletics rank high in our aims and objectives. Generally, it is the individual's job to abide by the training rules. There are, however, certain basic behaviors, which are required for all teams and participants in the athletic program. Violation of these rules will result in penalties in proportion to the offense.

1. All student athletes must fill out and turn in all appropriate paperwork and updated physical (must be dated within the year) .
2. Conduct on busses, in locker rooms, in the gym, on the track, on courts, and on the fields should be exemplary. You are responsible for your own actions.
3. Smoking, drinking, use of drugs, use of tobacco products and electronic cigarettes - these are violations of the most basic training rules and will be dealt with in accordance with the District Substance Abuse Policy and within the team.
4. Personal conduct - the athlete should exemplify an outstanding school citizen from all aspects. Some examples of personal conduct are:
 - a. classroom and in school behavior
 - b. general appearance
 - c. conduct at school functions
 - d. behavior outside of school
5. Theft from teammates or opponents will not be tolerated.
6. Attendance at practices - Practice sessions are important to the success of teams. Each athlete has an obligation to his/her teammates, the school, the coach, and himself or herself to be at every practice. Any athlete missing practice will be disciplined accordingly. Chronic absence from practice may result in dismissal from the program.
7. Attendance and being on time to school are also important, please note significant changes in Pinelands Regional School District attendance policy.
8. The head coach may establish reasonable rules in addition to general school district regulations to conduct the sport in which he/she is in charge. These rules cannot be contrary to existing school policy or rules established by the N.J.S.I.A.A.

ATHLETIC MEMBERSHIP AND CONFERENCE

The governing body for all New Jersey Schools in the New Jersey State Interscholastic Athletic Association (NJSIAA). This body sets all rules and regulations, which govern both private and parochial schools. For the 2020-2021 school year Pinelands Regional High School is classified as a *NJSIAA Group III South* High School in most sports.

Pinelands Regional School High School is a member of the Shore Conference of Schools. This conference consists of 46 schools from both Ocean and Monmouth Counties.

All sports are members of the B - South division, which typically consists of the following schools:

B - South

Barnegat Township High School
Jackson Liberty
Lacey Township High School
Lakewood

Manchester Township High School
Donovan Catholic
Pinelands Regional High School
Pt. Pleasant Boro

Pinelands Regional JHS is a member of the Ocean County Intermediate Athletic League and is in the Blue Division. The Blue Division consists of :

Blue Division

Brackman (Barnegat)
Lakewood
Pinelands Regional JHS

Lacey Middle School
Manchester Twp. Middle School
Pt. Pleasant Boro Middle School

**PINELANDS REGIONAL SCHOOL DISTRICT ATHLETIC DEPARTMENT
SPORTS OFFERINGS**

<u>Fall Sports</u>	Varsity	JV	Frosh	7/8
Cheerleading	X	X		
Boys Cross Country	X	X		X
Girls Cross Country	X	X		X
Field Hockey	X	X		X
Football	X	X	X	X
Boys Soccer	X	X		X
Girls Soccer	X	X		X
Girls Tennis	X	X		
Girls Volleyball	X	X		X
<u>Winter Sports</u>				
Boys Basketball	X	X	X	X
Girls Basketball	X	X	X	X
Boys Bowling	X	X		
Girls Bowling	X	X		
Cheerleading	X	X		X
Winter Track - Boys	X	X		X
Winter Track - Girls	X	X		X
Wrestling	X	X		X
<u>Spring Sports</u>				
Baseball	X	X	X	X
Golf	X	X		
Girls Lacrosse	X	X		
Softball	X	X		
Boys Tennis	X	X		

Boys Track	X	X		
Girls Track	X	X		
Boys Volleyball	X	X		X

ATHLETE'S DISCIPLINE POLICY

Philosophy

Participation in athletics at Pinelands Regional School District is a privilege, which carries with it certain responsibilities. A student is a representative or ambassador of the school and the entire community. There are certain basic standards expected of the participants in sports at Pinelands Regional.

1. All athletes who represent Pinelands Regional as part of an athletic team are expected to conduct themselves in such a manner as to reflect credit upon Pinelands Regional.
2. All students must remember they are students of the school first and participants second. Participation in athletics is a privilege granted to a student, not a right.
3. Being a member of an activity or team does not entitle any student to any special privileges in the school.
4. Rather, it may carry the burden of being a good school citizen in the face of peer pressure to become involved in some action, which might violate school rules. Our athletes are expected to set examples of good school citizenship and cooperation, which will reflect upon them as individuals and upon all our athletes in general.
5. Students afforded these privileges must assume the responsibilities, which accompany them at all times.

Procedures and regulations are enacted in concert with normal school rules. In any case in which inconsistencies seem to be apparent, school rules will govern. School authorities may modify enforcement and application of procedures, regulations, and rules when reasonable and mitigating circumstances dictate.

Out of School Suspensions

- A. Any student who receives an out of school suspension must also schedule a meeting with the Supervisor of Athletics and the Coach for review before the student may resume participation in athletics during the present or subsequent seasons. It should be noted that depending on the severity of the suspension, any out of school suspension might result in dismissal from the team.
- B. Any student who receives an out of school suspension may not participate in the next scheduled athletic contest following the suspension day(s). The coach or athlete may not choose which event he/she will sit out.
- C. Any student who receives two out of school suspensions during their season will be automatically dismissed from the team.

Physical Education

Each athlete is expected to take physical education during his or her scheduled time. If a student/athlete fails to meet this requirement, he/she may not participate in practice or the contest for that day.

Team Membership

- A. Pinelands Regional School District views team membership as commitment and a serious responsibility. As a result of this philosophy, an athlete may not quit one sport and begin practice with another. He/she must finish the first sport or wait until that sport ends its season.
- B. Try out Period: Student/Athletes may try out for any sport team they choose. If the student/athlete does not make a particular sport team, he/she may try out for another as long as they do so prior to the first scheduled contest.
- C. If a student/athlete decides that he/she wants to try out for another team after the first scheduled contest, he/she may do so with approval from current coach and coach of team he/she wants to try out for, and the Supervisor of Athletics.

Absence From School and Tardy to School

Please review the attendance policy outlined in the School Handbook.

This policy affects athletics in the following ways:

1. If you have total loss of credit due to excessive absences you will not be able to participate (review the appeals process in the attendance policy).
2. If you are tardy to school and it is an unexcused tardy or if you leave school early and it is unexcused, you may not participate in either practice or games on the day you are tardy or leave early (You must be in school the entire school day).
3. If you have an excused tardy or excused early dismissal you must be in school for 4 hours. Excused absences or lates are approved prior to the absence or tardiness by the principal or supervisor of athletics.

For example:

- a. If you come to school late you must be in by 10:10am. (Gr 9-12) or by 11:10 a.m. (Gr 7-8)
- b. If you leave school early you may not leave before 11:30 a.m. (9-12) / 12:30 p.m. (7-8).
- c. If you leave early, but return in the afternoon, you must have accrued 4 hours.

*If you have any question regarding the attendance policy and athletics, please contact the Supervisor of Athletics.

Absence from Practice/Game

Students are expected to attend all scheduled practice and games. Please review the following rules and regulations regarding absences

Excused Absences - College visits, funerals, family emergencies, sickness, and injury (A.D., Principal, Coach decision).

All student/athletes must notify their coach prior to the day they will be absent. However, notification may not automatically excuse the absence. A reason must be given and the coach will use their discretion as to the validity of the excuse.

1. Unexcused Absence from practice results in Disciplinary Action up to and including:
 - 1st Offense: Suspension from game or scrimmage
 - 2nd Offense:
 - a. Suspension from next two (2) games or scrimmages (except football 1 game suspension)
 - b. Parental contact via phone call or warning letter sent to parents
 - 3rd Offense: Immediate dismissal from team!

Note: Coach may dismiss athlete after second offense if the athlete has committed other violations, such as listed below.

2. Unexcused absence from game
 - 1st Offense Dismissal - coaches discretion - or two game suspension (except football 1 game)
 - 2nd Offense Immediate dismissal

Exception: If absence occurs at the last game of the season, the athlete will be

immediately dismissed, as he/she would have not successfully completed their season.

****Suspended athletes must be at all practices and games, but do not dress or participate. Failure to appear will be cause for immediate dismissal.**

****Exceptions:**

- a. If suspended via NJSIAA rule, athletes may not be present at the game.
- b. If suspended for violating substance abuse policy for athletes (see pg 13)
- c. During out-of-school suspension period.

3. General and Teacher Detention

1st Offenses	Extra Practice time on day of return (to make-up missed practice time, possible partial game suspension)
2nd Offense	Partial to 1 Game suspension
3rd Offense	1 Week Suspension
4th Offense	Dismissal from Team

Chain of Command for Disciplinary Appeals Process

In terms of all disciplinary actions and consequences, extenuating circumstances will be considered according to the following levels:

- A. Level I Coach
- B. Level II Coach/Athletic Director
- C. Level III Principal
- D. Level IV Superintendent
- E. Level V Board of Education

Athletic Appeals Process

There are occasions when extenuating circumstances surround a student's violation of the rules outlined in the Student/athlete handbook. Therefore, the following appeals procedure has been established for such occasions.

If after going through level I and level II of the appeals chain of command:

1. A student/athlete may file a written appeal to the Principal when an athlete's actions or behavior violates the athletic rules and regulations.
2. The written appeal must be submitted to the Principal within five (5) calendar days after receiving notification of the violation.
3. The appeal must state the reason for the appeal.
4. The Principal will notify parents and student/athlete of his/her decision in writing within five (5) calendar days after appeal violation.
5. If the parent or guardian is not satisfied with the decision of the Principal, a written request to meet with the Superintendent must be submitted within seven (7) calendar days after meeting with the Principal. The parents will be notified of the Superintendent's decision within five (5) calendar days after the appeal hearing.
6. In the event that the Superintendent determines that an investigation is necessary, the parents or guardian will be notified of this action and the anticipation.
7. If the parent or guardian is not satisfied with the decision of the Superintendent, a written request to meet with the Board of Education must be submitted within seven (7) calendar days after meeting with the superintendent. The parents will be notified of the Board of Education's decision within five (5) calendar days after the appeal hearing.

ELIGIBILITY

High School (9-12 grades)

At the beginning of your high school career you are free to choose any secondary school you may legally attend; thereafter, you are subject to all the eligibility rules of the N.J.S.I.A.A. We are

part of the association and must abide by their constitution and By-laws.

1. **ELIGIBLE** if you have not reached the age of 19 before September 1 of the current school year. For freshman teams, you may not reach the age of 16 before September 1 of the current school year.
2. **ELIGIBLE** to represent the high school eight consecutive semesters following your entrance into the ninth grade.
3. **ELIGIBLE** if you transfer because of a change of residence by parents or as approved by the Executive Committee.
4. **ELIGIBLE** after thirty days (**Note:** See Athletic Director for specific details) if transferring from one school to another when parents have not moved from one public school district to another, and only after “*Transfer Waiver Form*” has been completed and approved by the Executive Director.
5. **ELIGIBLE** to represent your present school if your parents move to another school district maintaining a secondary school of equal grade or higher provided you remain properly enrolled, any subsequent transfer will be subject to the transfer provisions.
6. **NOT ELIGIBLE** after the completion of eight semesters following your entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
7. **NOT ELIGIBLE** after the class in which you originally enrolled graduates, regardless of transfers during the three or four year period.
8. **NOT ELIGIBLE** for 9th grade or high school competition if you are in grades, 6, 7, or 8.
9. **NOT ELIGIBLE** for thirty days from entrance into the present school (See Athletic Director for specific details.) If transferring from one school to another when parents have not moved from one public school district to another, regardless of reason. Eligibility must then be approved by processing the “*Transfer Waiver Form*.”
10. **NOT ELIGIBLE** except as defined by the N.J.S.I.A.A., if you have accepted any cash or merchandise prizes (this may especially occur in bowling or golf). All incoming freshmen are eligible automatically for the first semester. In order to participate in either interscholastic sports or extracurricular activities, a student first must meet the requirements of the N.J.S.I.A.A. which are 15 credits passed at the end of each semester and 30 credits at the end of each year. A student may correct academic failures by earning a passing grade at an accredited summer school.

Middle School (7/8 Grades)

Eligible if you are **NOT** failing two or more subjects per marking period.

FORMS NECESSARY FOR PARTICIPATION (subject to change during the year)

The following forms and a physical must be completed prior to participation

1. Athlete Permit/Doctor's Certification - Physical must be within the calendar year and on state paperwork
2. Health History Questionnaire
3. Consent Form/Insurance Waiver
4. Student/Athlete & Parent Handbook Consent Form
5. NJSIAA Random Steroid Testing Form
6. Concussion Form and Impact Testing
7. Media Release
8. Emergency Contact Forms
9. Opioid Acknowledgement
10. Sudden Cardiac Death in Youth Athletes Form
11. Sports Related Eye Injuries Form

TRANSPORTATION/SUPERVISION

The instructions listed below are an approved procedure which was necessitated to provide some flexibility to our supervisory procedure yet maintain the security necessary for your protection and well being.

1. Students leaving the school on a bus to an activity must return to the school on the same bus.

Exceptions to this policy may be made only if the procedures listed below are followed:

- a. The Parent - Parents must make advance request to the Supervisor of Athletics for the release of their children. Children will only be released to parent/guardian.
- b. Must present themselves to the coach and be identified by a driver's license or other identification, and present a note to the coach with the student's name and the date of release.

DISQUALIFICATION OF AN ATHLETE

In the event that your son/daughter is disqualified from an athletic contest, he or she will be suspended from play for a minimum of two games (one for football). He/she will not be permitted to be in attendance for any games (home or away) during this suspension. The determination to disqualify by an official cannot be appealed in accordance with N.J.S.I.A.A. regulations. The school district may adjust disqualification at its discretion.

The penalty for subsequent disqualifications becomes more severe.

AWARDS

1. Awards shall be as follows:

- A. 7/8 grade Athletics Certificate
- B. J.V. Athletics Certificate
- C. Varsity Athletics
 - 1st year..... Certificate, Varsity Letter and Pin
 - 4th year 4th year Plaque
- D. Special Awards
 - 1) Pazden Award (10 Varsity Letters) Name on perpetual plaque displayed on wall by gymnasium

- 2. A student shall receive only one award in the form of an emblem or letter. Upon earning additional awards, he shall receive another appropriate certificate/plaque and letter designating each athletic accomplishment.
- 3. A student may receive only one award per season. Example: a boy could not receive a varsity and J.V. award in football for the same season.
- 4. Wearing of awards - Only the award winner may wear the award.
- 5. An athlete must finish the season in good standing to receive an award.
- 6. Award requirement:

Cross Country - A runner must participate in two thirds of the meets.

Football - A player must play in one-half of the quarters of the season's schedule.

Field Hockey - A player must play in one-half of the halves of the season's schedule.

Soccer - A player must play in one-half of the halves of the season's schedule.

Tennis - A Player must compete in one-half of the season's schedule.

Basketball - A player must play in one-half of the quarters of the season's schedule.

Bowling - A player must participate in one-half of the season varsity matches.

Cheerleading - Recommendation of the advisor

Baseball - A player must participate in one-half of the innings.

Wrestling - Must wrestle in at least one-half of the scheduled varsity matches.

Golf - A player must participate in one-half of the matches.

Lacrosse - A player must play in one-half of the halves of the season's schedule.

Softball - A player must participate in one-half of the innings.

Track - Player must get 10 points in a season.

Volleyball - A player must play in one half of the matches.

7. Special Considerations:
 - a. Seniors who have not met award requirements may receive a varsity letter.
 - b. The head coach may recommend awards in special cases to participants who have not met the requirements. This may be done with the approval of the Athletic Director.
 - c. Certificate of participation will be awarded to all persons who complete the sports season but have not met award requirements.
 - d. Managers and Statisticians Awards shall be as follows:
 1. 1 year service in sport - J.V. Award & Certificate
 2. 2 year service in sport - Varsity Award
8. Award Presentation Procedures are to be established by coaches, administrators, and Supervisor of Athletics.

ATHLETIC INJURIES

1. A certified athletic trainer is available for on field care, first aid treatment, and rehabilitation of athletic injuries. It is vital that the coaches, athletes, and parents work closely with the athletic trainer.

Athletic Trainer: Stacey Childs, Phone number: 609-296-3106 x 2212

2. All injuries must be reported to the Athletic Trainer

ACCIDENT REPORTING/INSURANCE COVERAGE

Pinelands Regional School District Insurance Carrier: BMI Benefits, LLC (Subject to change)

The area, which creates the most concern to parents and school, is the confusion about insurance coverage, the handling of accidents by school personnel, and the ultimate responsibility for the cost of medical treatment.

The school constantly works with its coaches to upgrade their ability to prevent athletic injuries through proper training and playing techniques. We have provided in-service training on athletic injuries to our coaches and also encourage them to attend clinics and symposia on the prevention and care of athletic injuries.

Pinelands Regional School District has an athletic trainer who works closely with the school medical physician and other attending physicians. She works with each sport to provide proper training regimens and rehabilitative assistance as directed by the school physician. The athletic trainer is skilled in first aid and has the final say as to whether a student-athlete may continue participation in a particular game.

It is the student-athletes' and parents'/guardians' responsibility to fully acquaint themselves with the injury reporting system and the accident insurance reporting procedures incorporated by the school.

STUDENT ACTIVITIES

ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN NON-ATHLETIC ACTIVITIES

1. Any student in grades 7-12 will be ineligible to participate in athletic/non-athletic activities if failing two or more subjects per marking period;
2. Eligibility for activities will be determined on a marking period basis. Once eligibility has been declared, students are eligible for the duration of that marking period;
3. Due to the leadership and continuity of position required of student officers, students in those positions who become ineligible during the course of the school year will not be permitted to resume their position once eligibility has been reinstated;
4. Determination of eligibility under any of the above may be appealed to the Principal who shall consider any mitigating or extenuating circumstances.

STUDENT IN GOOD STANDING

Pinelands provides many opportunities for students to get involved, socialize, and enjoy themselves. We do believe there is more to school than the classroom. But, the ultimate goal of a school is teaching and learning, therefore these must come first. At the beginning of each school year or upon enrollment, a Pinelands student is regarded as a Student in Good Standing. Under this status, the student can enjoy many privileges such as student parking, attendance at school dances and other school sponsored activities.

A student can lose his/her "Good Standing" status for up to 30 days, and forfeit their opportunity to participate in these activities/privileges if they do not meet the following criteria in their academics, attendance, and behavior:

Academics - The student has not earned two "F"'s in the previous marking period.

Attendance - The student does not have excessive absences (NC) in any of their classes.

Behavior - The student has not earned 4 or more discipline points in the previous marking period. Certain disciplinary infractions result in an immediate 30-day loss of Good Standing. Students can refer to the discipline section of the handbook for more information.

A student's standing will be reviewed each marking period. Students have the right to appeal their good standing status *in writing*. Administration reserves the right to restore/remove a student from Good Standing.

STUDENT COUNCIL

Purpose- Each grade in the Pinelands Regional High School and Junior High School Student Council is the elected representative body of the Pinelands Regional students. The function of the Student Council is to act as a liaison between students and the school administration and faculty, to foster good school citizenship, to promote school activities, and to give each student a voice in school issues which may concern him or her.

Election Procedures - Student Council officer elections will be held each May for the following school year.

Purpose - Each grade in the Pinelands Regional School District has a Class Government which represents the students in matters concerning the class as a whole. Activities which may come under Class Government jurisdiction include: fundraising dances, class rings, proms, senior trips, class pictures, etc.

Election Procedures: Class Government officers will be elected each May for terms in the following year.

YEARBOOK

Students are invited to join the yearbook staff. The yearbook will be an annual publication, delivered in June, and available for purchase by the entire student body and community. For more information regarding participation please contact the yearbook advisor.

SCHOOL NEWSPAPER

The school newspaper will be published on a regular schedule during the school year and will reflect the activities, concerns, experiences and feelings of the Pinelands Regional student body. As per Board Policy, all contents of the school paper are subject to administration review and approval.

NOTICES AND ANNOUNCEMENTS

All notices and/or announcements posted anywhere in the school must first receive approval by the activity advisor and Assistant Principal or the Principal.

PERFECT ATTENDANCE

To be eligible for perfect attendance with recognition and privileges associated therein, the following criteria must be met:

1. Attendance at Pinelands Regional School District on every school day.
2. NO lates to school.
3. NO out of school disciplinary suspensions
4. School sponsored absences are permitted.

SCHOOL ACTIVITIES AFTER SCHOOL HOURS AND/OR OFF SCHOOL PREMISES

Students attending Pinelands Regional School District activities either after school hours or off of school premises are subject to the same rules and regulations of proper conduct that govern their behavior during the regularly scheduled school day. The following procedures will be enforced concerning after school rules and regulations.

1. At the end of each day, all students are to go to their lockers and remove those books, coats, and other belongings that they wish to take home with them that evening.
2. Students staying after school must be in supervised areas at all times.
3. Late buses will be available at 5:00 pm for students who participate in after school activities.
4. Unsupervised students will receive a warning and subsequent offenses will result in a written misconduct report and treated as willful defiance of authority.
5. Please be aware that pursuant to school policy, after-school bus runs are provided as a courtesy to the community and seating is not guaranteed.

High School Student Activities

Academic Competition	Math Club
Art Club	National Honor Society
ASL Club	Newspaper
Choral	Pep Band
Dance Club	Project Graduation
Debate Club	SADD
Economics Club	Science Club
English Club	Spanish Club
FBLA Club	Spanish National Honor Society
FCCLA Club	Stage Crew Club
French Club	Student Government
French National Honor Society	Surf Club
G.S.A./Generation Equality	Thespian Society
Habitat for Humanity	Video/TV Production
History Club	Wildcat Rescue
Interact Club	Yearbook

Junior High School Student Activities

Art Club	Fishing Club
Character Counts!/Wildcats in Action	Foreign Language Club
Choral Club/Standing Ovarions	G.S.A./Generation Equality
Computer Club	Jazz Band
Drama Club	Jr. Interact Club
Newspaper	Jr. National Honor Society

Math Club
PRIDE
SADD (Students against Destructive
Decisions)

Science Club
Student Council
Yearbook

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society chapter of Pinelands Regional High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation; scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a seven-member faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring. Students in the 7th and 8th grades are eligible for membership. For the scholarship criterion, students must have a cumulative grade point average of 3.6 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the faculty council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school and community activities, and community service, is required. The minimum requirements for the 7th grade students are as follows; students should be involved in a minimum of three activities, one of which must be school related. Students are required to have three documented awards or leadership roles. Students are also required to show three documented separate acts of community service or one documented continuous act of community service. The minimum requirements for 8th grade students are as follows; students should be involved in a minimum of five activities, two of which must be school related. Students are required to have six documented awards of leadership roles. Students are required to show either two documented continuous acts of community service or one continuous act with three separate acts of community service. Eighth grade students are strongly encouraged to include all of their activities from the previous year.

5440- HONORING PUPIL ACHIEVEMENT

[Honoring Pupil Achievement](#)

NATIONAL HONOR SOCIETY--HIGH SCHOOL

When the National Honor Society was established in 1921, the hope was to create an organization that would recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Scholarship, character, service and leadership ideals that remain as relevant today as they were in 1921. Now more than sixty years old, the National Honor Society has established a reputation for excellence among administrators, faculty members, students, parents, and residents of the school community. This reputation is the result of years of commitment on the part of everyone involved. Membership is both an honor and an obligation. Applications are made available to qualified

potential members in the fall of each academic year; see an NHS advisor for a packet. Specific requirements for membership are listed below:

1. Scholarship

- a. **3.7 average or above** at the end of the sophomore year, with the final grades from sophomore year determining the GPA for consideration for induction. If an inducted member falls below the required GPA requirement of 3.7, their membership status will become probationary for one marking period until GPA is in good standing. If the member's GPA is not a 3.7 at the time of graduation, they will not receive honor cords, nor will they be listed in the program as a member of the National Honor Society.

2. Leadership

- a. Takes constructive lead in classroom and school-related activities
- b. Exemplifies positive qualities and attitudes
- c. Successfully holds school offices or positions of responsibility
- d. Contributes constructive ideas which improve the school
- e. Shows initiative in studies

2. Service

- a. Puts service to others above self-interest; gives time, effort, talents not for personal gain but for the class, school or community as a whole
- b. Demonstrates a willingness to do committee or staff work
- c. Demonstrates a willingness to render any service to the school and community when called upon
- d. Shows a readiness to assist visitors, teachers, students and community members
- e. Completes **50 hours of volunteer service** from September of their freshman year through November 1st of their junior year. (Service must be documented with the number of hours and a contact person.) **All inducted members are required to complete 50 hours of community service;** this may include any service as required by the building principal (e.g. peer tutoring hours, etc.)
- f. Completes required fundraising obligation to the NHS (e.g. candy sale)

3. Character

- a. Meets pledges and responsibilities to the school
- b. Demonstrates the highest standards of honesty and reliability
- c. Cooperates with school and community regulations
- d. Demonstrates concerns for others
- e. Remains a student in good standing for the duration of their tenure in high school

Parents and students must understand that a student has no absolute right to be selected for membership in a chapter of the National Honor Society and that a faculty council is entrusted with making the final selection decision. There is an appeals process whereby students who are not selected may request a hearing to have their eligibility reexamined. Inductions are typically held during the second week in January.

USE OF INTERNET, NETWORK, PHONES, AND OTHER ELECTRONIC DEVICES

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. Students are expected to use the school network, Internet, computers, hardware, software, and other school-provided technologies for academic/school-related purposes only. Telecommunication devices, including, but not limited to, cameras, phones, laptop computers, tablet computers, electronic readers, two-way radios, video broadcasting devices, and any other device that allows a person to record an/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information are not to be used to record students or staff without their expressed permission. The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording or still images taken of any pupil(s) or school staff members(s) for any purpose (except for public area school security cameras) without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. The policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook, photographs, staff member/teacher-directed and approved activities, classroom presentations and athletic events and drama production filming.

The Board, therefore, adopts standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- A. Using the computer networks(s) computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal state, local laws and regulation. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
- B. Using the computer network(s) computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - 1. Intentionally disrupts network traffic or crashes the network;

2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
6. Gains or seeks unauthorized access to resources entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this policy;and/or
11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.
12. Results in vandalism of equipment

INTERNET SAFETY/PROTECTION

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. Notwithstanding blocking and/or filtering the visual depictions prohibited in the children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

CONSENT REQUIREMENT

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed with the Superintendent or designee a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Personal Electronic Devices

Use of electronic devices are dictated by the grade levels of students:

- A. Students in grades 7-8 may possess personal electronic devices at school or at school events off campus. Unless the device is being appropriately used as outlined below, the student shall secure the electronic device out of sight and turned off, or silent. Students in grade 7-8 may only use electronic devices under the following conditions:
 - a. Before entry to the building before school, during lunch, and after the last bell at the end of the school day, but not while serving a detention;
 - b. During class time when the classroom teacher specifically permits the use for educational purposes only; and

- c. During the school day by permission from the school principal or principal's designee for personal purposes.
- B. Students in grades 9-12 may possess personal electronic devices at school, or school events off-campus. Unless the device is being appropriately used, the student shall secure the electronic device out of sight, or holstered and turned off, or silent. Students in grades 9-12 may use personal electronic devices under these conditions:
 - a. Before and after the regularly scheduled school day but not during detention;
 - b. During the student's assigned lunch time in permitted areas only;
 - c. During passing time between classes;
 - d. During class time when the teacher permits for educational purposes only; and
 - e. During the school day by permission from the school principal or principal's designee.

Standards for Responsible Use

- A. Students who are permitted to use personal electronic devices during instructional time shall exhibit respect for the educational environment by:
 - a. Following classroom teacher instructions for use;
 - b. Using devices only as they do not distract from the educational process or disturb other students;
 - c. Respecting copyright rights of others;
 - d. Refraining from using devices to cheat or assisting others to cheat.
- B. Use of personal electronic devices on school buses shall not interfere with the safe operation of the bus, or the safety of students or the driver.
- C. A pupil authorized or approved to use an electronic device may not use it to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and network policy.
- D. Students will respect the privacy of others and will not post or upload pictures or recording taken of others to the internet nor email pictures or recording to others without the express advance permission of the persons in the photograph or recording. Privacy violations may have serious consequences to the offending student, including suspension, forfeiture of the privilege to possess or use a personal electronic device at school, and criminal or civil charges, subject to the determination of the Principal.
- E. Use of personal electronic devices is also subject to other District policies regarding copyright, bullying, cheating, harassment, plagiarism, acceptable use of the internet and District email. If a violation occurs which involves more than one District policy, consequences for each policy may apply.

Note: If any infraction is a violation of law, school authorities will notify the appropriate law enforcement agency.

2361- ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES

[2361- Acceptable Use Of Computer Network/Computers And Resources](#)

2360- USE OF TECHNOLOGY

[2360-Use Of Technology](#)

ATTENDANCE

The Board of Education requires that the pupils enrolled in the school of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher is vital to this purpose.

5200- ATTENDANCE

[5200 - Attendance](#)

Attendance Requirements

1. Students must attend school/class as follows in order to receive credit.
 - Full Year Course 165 Days
 - Semester Course 83 Day
2. School sponsored activities will not be used to penalize a student's attendance. A student who participates in a field trip or has a school required appointment, i.e., guidance appointment, etc. will be marked as present for school/class.
3. Days a student is suspended from school will not count towards loss of credit status. They will be allowed to make up any missed work.
4. It is recognized that at times unusual circumstances will require students to be late to school or dismissed prior to the end of the school day. However, these are absences from those missed classes and will be part of their class attendance record.
5. Documentation for absences will be required and must be submitted to the Attendance Office the day students return to school.
6. Special Education students will be required to follow the same guidelines unless individually exempted as per New Jersey Administrative Code Title 6A.

The five allowable reasons for absence according to the New Jersey Department of Education are:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year, only for students in grades 11 and 12);
- "Take Your Children to Work Day" (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

[NJ - Chronic Absenteeism Guidance](#)

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence.

What to do if you are absent

1. Keep track of your total absences. Remember all absences, including vacations and illness, count towards the 15 day maximum.
2. Contact your teachers via email to find out what work you have missed, and monitor Google Classroom, and the Parent/Student Portal during your absence if necessary. If you do not have access to a computer, contact your guidance counselor to request missed work.
3. When you return to school, bring any documentation (parent/doctor note, or otherwise) to the attendance office to verify the reason for your absence.

Make-Up Work

1. The time allowed to make-up work equals the amount of time absent. Extensions may be granted by individual teachers.
2. Students cutting class or truant from school will not be allowed to make up work.
3. Students may complete work missed because of suspension.

Vacations

Vacations during the school year are strongly discouraged. When a parent decides that the student accompany the family on vacation, the following procedures must be followed:

1. Seven days prior to the first day of the vacation, the student must present a written vacation request from the parent covering the period of absence and the reason to the Attendance Office.
2. Failure to follow this procedure could result in the loss of the opportunity to make up the work missed in a timely fashion.
3. The student is expected to obtain in advance all available work from the teachers.

Note: All vacation days are counted as days absent for attendance policy purposes. A student may not exceed 15 days absent.

5240- TARDINESS

Tardiness

EXCESSIVE ABSENCES

Excessive Absence - Loss of Credit / No Grade status

When a student reaches the following number of absences, he/she will be placed in a loss of credit/no grade status and must attend an approved credit completion course.

Full Year Course	16 absences
Semester Course	8 absences
Quarter Course	4 absences

LATE ARRIVAL/EARLY DISMISSAL

Lates To School

Lates to school will be handled as absences.

1. Documentation, as with any other absence, will be required upon entering school.
2. Students must be in school their entire scheduled school day to participate in all extracurricular activities (including sports teams), unless entering with an excused late.
3. A late to school resulting in missing more than the first ten (10) minutes of the class will be considered an absence in that class and all other classes preceding it.

Early Dismissal

An early dismissal will be handled as an absence for each class period missed.

1. Students must be in school their entire scheduled school day to participate in all extracurricular activities unless administrative approval is granted using the Participation Allowance Form available in the attendance office.
2. Students leaving class prior to the last ten (10) minutes for early dismissal will be considered absent from class.
3. An individual on a student's contact form must report to the attendance office to sign out a student except as outlined below.
4. Students who are 18 years old, have a parking permit, and are in 12th grade may be permitted to leave school without being picked up by a parent or guardian if they pick up a permission form in the attendance office, have it signed by a parent or guardian, and return it to the attendance office. This form must be filled out and returned prior to the early dismissal. A parent/guardian phone call must be confirmed before the student can leave.

5230- LATE ARRIVAL AND EARLY DISMISSAL

[5230 - Late Arrival and Early Dismissal Policy](#)

LOSS OF CREDIT STATUS

A loss of credit letter will be sent home when:

- A student exceeded the absence threshold for a given course, or
- A student has cut a class twice.

APPEALS PROCESS

1. Upon notification of loss of credit, a student's first avenue of appeal is to the Attendance Committee. The student is to submit a written appeal request to the attendance office. It is within the prerogative of the committee to determine what educational requirements and/or conditions, if any, the student may fulfill in order to reinstate credit.
2. If the result of the appeal is unacceptable to the student, the student may appeal the withdrawal of credit to the Principal. A parent must contact the principal's secretary to schedule an appointment.
3. If the result of this appeal is unacceptable, appeals may be sequentially filed as follows:
 - a. Superintendent

b. Board of Education

MAKING UP A LOSS OF CREDIT STATUS

A student who remains in a loss of credit status after appeals can regain credit by attending an approved summer school program at the expense of the parent/guardian.

- If a student does not attend an approved summer school program, the student will not receive a grade or credit and must repeat the entire course.
- Seniors who are in a loss of credit status **will not participate in graduation ceremonies.**

DISCIPLINE

The Pinelands Regional Board of Education acknowledges that student conduct is closely related to the learning process - an effective instructional program requires an orderly school environment. The Board of Education requires each student to adhere to the rules and regulations established by the administration, and to comply with such disciplinary measures as assigned for infractions of these rules.

Code of Conduct/Discipline

Below are some examples of infractions and how they may be utilized. This document serves as a general guide but may be modified based on the discretion of the building principal and designee.

The goal is to increase student educational opportunities through an emphasis on student accountability, respect, and responsibility. The faculty and administration at Pinelands believe that the following disciplinary infractions are counterproductive to creating an effective learning environment. Hereinafter the following terms are defined as: LD, Lunch Detention; ASD, After School Detention; EASD, Extended after School Detention; ISD, In-School Detention; OSS, Out of School Suspension. Discipline consequences will be handled in a progressive manner. All suspensions may be referred to the Superintendent for review.

Behavioral Infractions

Offense	Option 1	Option 2	Option 3	Notes
Academic Honor Code Violation	EASD / OSS TBD on a case by case basis			
Arson	5 OSS	10 OSS	TBD on a case by case basis	Automatic loss of Student in Good Standing status & privileges. Police notification
Assault	5 OSS	10 OSS	TBD on a case by case basis	Automatic loss of Student in Good Standing status & privileges. Police notification
Attempting to/or defacing/damaging/destroying/school property; plus costs	ASD / EASD / ISD / OSS TBD on a case by case basis / Plus costs / Automatic loss of Student in Good Standing status & privileges. Police notification			
Bus Misconduct	ASD / EASD / ISD / OSS / Bus Suspension / TBD on case by case basis			
Cell Phone/electronics Violation	1 ASD	2 ASD	1 EASD	
Criminal Threat	OSS / TBD on a case by case basis / Plus costs/ Police notification			

Cutting ASD	1 ASD	1 EASD	1 ISD	Must still serve the original ASD
Cutting Class	1 ASD	1 EASD	2 EASD	
Cutting EASD	1 EASD	2 EASD	1 ISD	Must still serve the original EASD
Cutting Lunch Detention	1 LD	1 ASD	2 ASD	Must still serve the original LD
Cutting Teacher Detention	1 ASD	1 EASD	2 EASD	
Dangerous Behavior	2 ASD	2 EASD	2 ISD / OSS	TBD on a case by case basis
Dress Code Violation	Verbal Warning	1 ASD	2 ASD	Student must change into appropriate attire.
Failure to follow proper procedure	1 ASD	2 ASD	1 EASD	
Fighting	3 OSS	5 OSS	10 OSS	Automatic loss of Student in Good Standing status & privileges. Possible police notification
Gambling on School Property	1 ASD	1 EASD	TBD on a case by case basis	
General Theft	EASD / OSS TBD on case by case basis / replace item or remit monetary value / possible police notification / Automatic loss of Student in Good Standing status & privileges			
Harassment/ Intimidation/Bullying	LD / ASD / EASD / ISD / OSS / Bus Suspension / TBD on case by case basis / 30 day loss of Good Standing			
Improper use of school forms	1 ASD	1 EASD	2 EASD	
Inappropriate Behavior / Language	1 ASD	2 ASD	1 EASD	
Inciteful Remarks	EASD / ISD / OSS TBD on a case by case basis			
Lates to class/assigned area	(3x's) - Verbal Warning	(6x's) - 1 ASD	(9+) - 1 EASD	TBD on a case by case basis
Lates to school	(3x's)- Verbal Warning	(6x's) - 1 ASD	(9x's) - 1 EASD	TBD on a case by case basis
Leaving class without	1-3 ASD	1-3 EASD	1-3 ISD /	

permission			OSS	
Leaving the property without permission	1-3 ASD	1-3 EASD	1-3 ISD / OSS	
Outside building w/o permission	1 ASD	1 EASD	2 EASD	
Possession, custody/use/sale of any items, commodities/products that are illegal or considered dangerous (drugs, weapons, vaporizers, alcohol, firecrackers, paraphernalia, etc.)	5 ISD / OSS	10 ISD / OSS	Long-term suspension & referral to the CSA	Possible police notification, chemical screen assessment referral and possible referral to the Superintendent Automatic loss of Student in Good Standing status & privileges
Possession of tobacco products (includes cigarettes, lighters, matches, etc.)	1 EASD / 1 ISD	2 EASD / 2 ISD	3 ISD / OSS	
Provoking a confrontation	EASD / OSS TBD on a case by case basis			
Smoking / Vaping	1 ISD / OSS	3 ISD / OSS	5 ISD / OSS	Possible police notification; possible fine; possible chemical screen assessment / Automatic loss of Student in Good Standing status & privileges
Truancy	1 EASD	2 EASD	1 ISD per offense	Possible truancy complaint filed
Verbal/Written abuse to staff	1-3 ISD / OSS	3-5 ISSD / OSS	5-10 ISD / OSS	Automatic loss of Student in Good Standing status & privileges
Violation of computer usage / acceptable use policy	ASD / EASD / ISD / OSS TBD on a case by case basis / 30 or more days loss of computer privileges			
Violation of Substance Abuse policy	5 days ISD/OSS	10 days ISD/OSS	10 days ISD/OSS	referral to outside treatment/counseling services
Willful defiance of authority	ASD / EASD / ISD / OSS TBD on a case by case basis			

In- School Detention

The principal/designee may assign an in-school detention for any violation of the discipline code as he/she deems applicable.

NOTE: After School Detention / In-School Detentions / Out-of-School suspensions, will be served by the student in a timely manner after parental notification

All school suspension offenses may include a police report to be filed with the Little Egg Harbor Police Department. Fighting/Physical assault may result in the signing of a complaint.

The assignment of out-of-school suspension days may be modified at the discretion of the Principal/Assistant Principal. The Principal/Designee will be empowered to determine appropriate action for any offense, including those not specifically detailed in this code.

Suspension From School Activities

1. An out-of-school suspension, and an in-school detention, includes all activities (athletic events, plays, dances, etc.) which occur on the day(s) listed and may include the day of due processing by an administrator.
2. A student receiving due process by an administrator prior to 10:00 a.m. will have that day included in the listed OSS days.
3. A student receiving due process by an administrator after 10:00 a.m. will have the following day listed as the first OSS day.
4. In either case, the student is a non-participatory status immediately following the due process conference.
5. Reinstatement will occur at 7:20 a.m. (HS) of the first calendar day following the last day of suspension.
6. A parent conference will be arranged for the mutual convenience of part/staff/administration. It may occur the day of due process during the listed OSS days or the first day after the suspension.

Discipline Points

Students will receive discipline points for disciplinary infractions. For each offense, students will receive the quantity of disciplinary points listed below:

- | | |
|--|----------|
| • After school detention (ASD) | 1 points |
| • Extended after school detention (EASD) | 2 points |
| • In-school detention (ISD) | 3 points |
| • Out-of-school suspension (OSS) | 4 points |

Loss of Student Privileges / Principal's Level Discipline

When a student accumulates ten (10) disciplinary points he/she loses driving privileges (HS) and the privilege to attend the following:

1. **JR. HIGH SCHOOL** - School Dances, Award Ceremonies, JHS Dinner Dance, 8th Grade Field Day, Intramurals, Athletic Contests, The Pinelands Experience, any and all extracurricular activities.

2. **HIGH SCHOOL** - School Dances, Junior/Senior Prom, Homecoming court, Senior Trip, Graduation, any and all extracurricular activities.

Students may apply for reinstatement of their privileges after 30 days with no misconducts but will remain on a probationary status for the remainder of the year. Students must submit a formal written request to the appropriate Assistant Principal. Final decisions will be made on a case by case basis. The privilege to attend these activities may be reinstated only when the student has less than ten (10) discipline points.

TEACHER DETENTION

- Teacher detention is the assignment of a student to remain after school under the teacher's supervision for violating a policy of the teacher. The individual teacher makes an assignment to a teacher's detention. Students will be given 24-hour notice so they may notify their parents, coach or employer. Transportation for those who normally receive transportation services is the responsibility of the student. Students cutting teacher detention will be assigned additional administrative detentions or be considered for a suspension.

LUNCH DETENTION

- Detention is the assignment of a student to a supervised room for a period of forty-seven (47) minutes during lunch for violating school policy. Lunch detention lasts for the student's entire lunch period. The student will arrive on time and have meaningful work to accomplish. The student is required to adhere to detention rules and regulations. The following rules and regulations apply to students who have been assigned administrative detention(s)
 - Students must arrive to detention on time and BE SEATED.
 - Students must bring SCHOOL RELATED WORK and maintain attention to said work until dismissed. This includes facing forward and not leaving seats unless directed by the detention supervisor.
 - Students may not communicate with any other student in any way, shape or form. This includes, but is not limited to talking, sign language, and passing of notes.
 - Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
 - Detention officially ends when instructed by the supervising staff member. Early dismissal will be made only at the discretion of the detention supervisor.
 - Cutting of detention will result in further disciplinary action, including in-school detention.
 - Removal from detention by an administrator or detention supervisor will result in the same penalty as cutting.

- If a student is ABSENT on the day of detention, he/she must report to detention **on the day he/she returns to school**. If the student does not, it will be considered a cut.

AFTER SCHOOL DETENTION & EXTENDED AFTERSCHOOL DETENTION

(2:20-5:00)

- Detention is the assignment of a student to a supervised room for a period of **two hours and fifteen** minutes after school for violating school policy. Students are given 24-hour notice so they may notify their parents, coach or employer. Administrative detention begins at 2:20 p.m. and ends at 5:00 p.m. Transportation for those who normally receive transportation services is the responsibility of the student. The student will arrive on time and have meaningful work to accomplish. The student is required to adhere to detention rules and regulations. The following rules and regulations apply to students who have been assigned administrative detentions(s).
 - Students must arrive in detention and **BE SEATED** by 2:20 p.m.
 - Students must bring **SCHOOL RELATED WORK** and maintain attention to said work until dismissed. This includes facing forward and not leaving seats unless directed by the detention supervisor.
 - Students may not communicate with any other student in any way, shape or form. This includes, but is not limited to talking, sign language, and passing of notes.
 - Students must remain silent until dismissed. Preparation for leaving may not begin until directed by the detention supervisor.
 - Detention officially ends at 5:00 p.m. Early dismissal will be made only at the discretion of the detention supervisor.
 - Cutting of detention will result in further disciplinary action.
 - Removal from detention by a staff member will result in the penalty of cutting.
 - If a student is ABSENT on the day of detention, he/she must report to detention **on the day he/she returns to school**. If the student does not, it will be considered a cut.
 - Attempts to reschedule an assigned administrative detention must be made before the scheduled detention is held. The final decision to reschedule is left to the discretion of the Assistant Principal.

PROCEDURES FOR OUT-OF-SCHOOL SUSPENSION

- Suspension is identified as the exclusion of a student from school for a specified period of time due to a major violation of school policy. **THIS INCLUDES THE PROHIBITING OF THE STUDENT FROM PARTICIPATING IN OR ATTENDING ANY SCHOOL ACTIVITIES DURING THE PERIOD OF SUSPENSION.** (Example: dances, athletic teams, sports events, club activities, performances, concerts, etc.) Each suspension requires a parental conference with the Principal or designee before the student can be

reinstated. The length of the suspension will vary with the seriousness of the violation and the number of previous suspensions. (See Discipline Code)

CONDITIONS OF SUSPENSION

- If a student is suspended out-of-school (OSS) he/she may not be in the school building or on school grounds at any time for the duration of the suspension. **A student found in violation may be charged with criminal trespass.** A student is permitted to make up the assignments missed during a suspension. It is the student's responsibility to obtain make-up work from teachers upon returning to school. Time allotted for make-up work will be equal to the length of the suspension.

PROCEDURE FOR EXPULSION (NJSA 18A: 37-4 / 18A: 37-2 / 18A: 37-1)

- When circumstances warrant the expulsion of a student, the following procedure will be followed:
 - The Superintendent will notify the Board of Education of charges prior to the next regular meeting.
 - A formal hearing will be scheduled within 21 days of such notice.
 - Written notice of charges against the student shall be supplied to the student and his/her parent(s).
 - The Board of Education shall ascertain the facts and if the facts indicate the student's guilt, the Board shall review the designated punishment to determine its fairness.
 - The parents shall be present at the hearing unless the student has reached the age of majority and requests otherwise. Legal counsel may represent students. Witnesses may be cross-examined.
 - A written record of the hearing shall be kept.
 - The finding and recommendations of the Board of Education shall be reduced to writing and sent to the student and his/her parents.
 - The student and his/her parents shall be made aware of their right to appeal the decision of the Board of Education.
 - All agencies of the district shall be consulted for their input regarding the student including the Child Study Team.

TRANSPORTATION HANDBOOK FOR PARENTS 2020/2021

Contact us from 7:00 am -3:00 pm -- Monday - Friday - According to the Pinelands School District Calendar

609-293-3106 Ext. 3285 Office of Wildcat Transportation

For more information, please go to the Transportation Website at www.pinelandregional.org

BUS REGULATIONS

The school bus is considered an extension of Pinelands Regional School District. The bus drivers have an important responsibility in delivering you safely to your destination and cannot be distracted by inappropriate behavior which requires their attention. Proper conduct is expected at all times and students who create a potentially dangerous situation and/or violate the rules of conduct may be subject to the following:

- 1st offense - 1 week bus suspension
- 2nd offense - 2 week bus suspension
- 3rd offense - 1 month bus suspension
- 4th offense - bus suspension for the balance of the school year.

Students may only ride their regularly assigned bus. Notes of request to ride another bus must be cleared by the transportation office and should only be used for emergencies.

Accidents

In the event of a school bus accident, the procedures listed below will be followed:

- Bus Company will contact the police and/or ambulance, school principal, and the Office of Pupil Transportation.
- The school main office will contact the parents of the students on the bus, the Office of Special Education, state, county and local officials and assist in the investigation of the accident.

It is important that the Pinelands Public School District has working telephone numbers from you on file, in case of an emergency. Please make sure that the Student Emergency Information Form is returned to us on the first day of the school year. Report any changes immediately so that our files are current.

Aides

If a school bus has a bus aide who assists the bus driver with the students:

- The bus aide must assist students as they get on and off the bus.
- The aide must always be near the bus to assist the driver with the students on the bus.

The bus aide may NOT perform the following:

- Bus aides cannot pick up your child and carry your child onto the bus.
- Aides cannot go into your house.
- Aides cannot administer medicine to a student, whether prescribed or over-the-counter.

Behavior Conduct

All students are expected to behave in a proper manner while on the bus. The bus driver must ensure that all students get to their school in a safe and timely fashion. The bus driver will provide a written report nothing all misconduct to the school principal. In cases where the safety of the driver, aide or students on the bus is in question, the driver will call the police. Students

who exhibit inappropriate behavior on the bus are subject to disciplinary action and may lose their bus privileges. Please review the following bus conduct rules with your child.

GENERAL RULES

1. *Smoking, inclusive of electronic cigarettes, and vaporizers, is prohibited on any bus operated in the State of NJ or on school grounds.
2. *Any use of tobacco products and electronic cigarettes is prohibited on the school bus. This restriction includes possession of any type of tobacco, regardless of whether a student is smoking, chewing, or simply holding the tobacco.
3. *Possess, use, or distribute no substance in violation of Policy No. 5530.
4. No eating or drinking is permitted on any bus owned, operated or contracted by the Pinelands Board of Education.
5. *Follow the safe boarding and departing bus procedures directed by the driver and/or bus aide. Students must not run, push or trip others.
6. Students may ride only on the bus route and enter or exit at the bus stop assigned by the Transportation Office. A student may not go on a friend's bus or get on/off at a friend's bus stop.
7. Cooperate with the bus driver and/or bus aide and follow their direction.
8. Students must be seated, facing forward, at all times when the bus is in motion. There is to be no sitting or standing in the aisles.
9. Seat belts must be worn. (NJSA 39:3B-11)
10. Be courteous - name calling, inappropriate and/or profane language is unacceptable behavior. No foul or abusive language will be permitted at any time.
11. Talk quietly - yelling and screaming are unacceptable behavior.
12. Avoid reckless and boisterous activity at all times, including during waits at pickup points.
13. *No part of the student's body may stick out from a window opening, particularly hands or head. Putting any body part outside of the bus is unacceptable behavior.
14. *Throwing any object on the bus, at the bus or out of the bus is unacceptable behavior.
15. *Physical conflict - aggressive and/or physical conduct - hitting, punching, fighting etc. are unacceptable behaviors. Keep head, hands and feet to yourself.
16. *Exiting from the bus is only through the front door. In an emergency and at the driver's direction, the rear emergency exit may be used.
17. *Tampering with the safety or emergency bus equipment, or exit is unacceptable behavior.
18. Emergency exit access. Baggage and other items transported in the passenger compartment should be stored and secured so that the aisles are kept clear and the door(s) and emergency exit(s) remain unobstructed at all times.
19. *Destruction of bus property is unacceptable behavior. Students will be responsible for any damage they may cause.
20. Oversized object (musical instruments, sports equipment, skateboards, etc.) are not permitted on the bus to school.

21. Sound producing equipment such as radios, CD, ipods, phones and tape players may not be played out loud on the bus. Earphones and earbuds are acceptable.
22. Use of personal electronic devices (i.e., cell phones, ipods, electronic games laptops, etc.) on school buses shall not interfere with the safe operation of the bus, or the safety of students or driver.
23. ** Students will respect the privacy of others and will not post or upload pictures or recordings taken of others to the internet nor e-mail recordings to others without the express advance permission of the persons in the photograph or recording.

THE UNACCEPTABLE BEHAVIORS MARKED WITH AN ASTERISK MAY RESULT IN AN IMMEDIATE BUS SUSPENSION.

**** PRIVACY VIOLATIONS MAY HAVE SERIOUS CONSEQUENCES TO THE OFFENDING STUDENT, INCLUDING SUSPENSION, FORFEITURE OF THE PRIVILEGE TO POSSESS OR USE A PERSONAL ELECTRONIC DEVICE AT SCHOOL AND CRIMINAL OR CIVIL CHARGES, SUBJECT TO THE DETERMINATION OF THE SCHOOL PRINCIPAL.**

(Pinelands School District Policy #5516)

**** USE OF PERSONAL ELECTRONIC DEVICES IS ALSO SUBJECT TO THEIR DISTRICT POLICIES REGARDING COPYRIGHT, BULLYING, CHEATING HARASSMENT, PLAGIARISM, ACCEPTABLE USE OF THE INTERNET AND DISTRICT EMAIL. IF A VIOLATION OCCURS WHICH INVOLVES MORE THAN ONE DISTRICT POLICY, CONSEQUENCES FOR EACH POLICY MAY APPLY.**

(Pinelands School District Policy #5516)

PINELANDS DISCIPLINARY ACTION

Non-Public, Out-of-District and Full-Time Vocational School student transportation discipline is the responsibility of the respective school's principal.

1. The first formal referral for misconduct on the school bus shall result in a warning letter being sent home. Further disciplinary action may be taken if warranted at this time.
2. If a second formal referral for misconduct, the child may receive school detention time, after school detention time, in-school suspension time, or a suspension from the bus. The length of this suspension time will be determined by the school administration and will range from one to five days depending upon the nature and severity of the offense. For electronic device second offense: device will be confiscated and the Parent(s) or legal guardian(s) will be called by the Administration. The electronic device will be confiscated and returned to the parent of the pupil. Two detentions will be assigned. (Pinelands School District Policy #5516)
3. The third formal referral for misconduct may result in a longer suspension of up to ten days. For electronic device third and/or subsequent offenses: Electronic device will be confiscated by the Principal or designee and returned to the parent(s) or legal guardian(s). Progressive discipline will be imposed at the discretion of the Principal, which may include the student forfeiting the privilege to possess or use a personal electronic device at the school. (Pinelands School District Policy #5516)

4. If a child continues to present disciplinary problems on the school bus the Board of Education may consider revoking transportation via the school bus for a determined period of time upon recommendation by the building principal/designee.
5. If in the opinion of the Building Principal or his/her designee a child's conduct seriously jeopardizes the health and safety of the school bus driver and pupils on the bus the Building Principal or his/her designee may immediately suspend the said child from the bus for a period of one week without prior notice to parents. Note when a child is suspended from the school bus, they will not be permitted to ride the regular bus or the after school bus. It will be the responsibility of the parents to transport the child to and from school safely.

Change Of Address/Telephone

If you change your address or phone number, the custodial parent/guardian must contact their child's school and speak to the Department of Student Services at 609-296-3106.

We do not accept address changes over the phone. The parent must provide proof of residency as noted on our website.

Three (3) business days are required to implement any transportation changes resulting from the change of address. It will be the responsibility of the parent to transport to/from school until the change is confirmed.

Other than an address change, the school district does not allow pick up and drop off changes, except in cases of emergent or urgent need. A student may only use the bus stop and ride on the bus to which he/she is assigned by the Office of pupil Transportation. Multiple stops (example: Pick-up at one address with drop-off at another address) are not permitted for any reason.

Scenarios that will be approved for bus assignment change include:

- Serious family illness
- Home emergencies such as fire or other house destruction.
- Student long-term (at least four weeks) temporary change of address.
- Unanticipated safety risks encountered at assigned bus stop location.

Scenarios that will **not** be approved and are not emergent or urgent include:

- Different stops on different days due to Joint Custody agreements - The student will be assigned one bus and bus stop only, according to instructions provided by the custodial parent as identified with the Department of Student Personnel Services.
- Parent vacation or work travel - The parent is entirely responsible for providing alternate transportation if away from the home for any reason including student employment after school and student discipline/behavior issues.

All requests to change student pick-up or drop-off destination must be submitted using the **TRANSPORTATION CHANGE REQUEST FORM** available online at www.pinelandsregional.org. For joint custody parents, the residential custodial parent must submit the request. Please submit form to:

Transportation
Pinelands Board of Education
520 Nugentown Rd.
Little Egg Harbor, NJ 08087
Fax: 609-294-9519

COMMUNICATION WITH BUS DRIVERS/AIDES

The Pinelands School District requires that either the bus driver and/or the bus aide speak the English language fluently. It is important that directions given by the bus driver or bus aide be clearly understood by the students.

Please do not discuss transportation concerns with the bus driver or the aide. Instead, please call the transportation department to report your concerns, and transportation will refer to the appropriate personnel. You may reach transportation at 609-296-3106. If transportation is unavailable, please contact the main office at your student's school of attendance.

For parents of students transported out of district, please contact your student's case manager directly with any transportation concerns.

To ensure the safety of all students, parents, guardians and/or the general public are prohibited from going on the bus without the permission of the bus company and the Pinelands Board of Education. **PLEASE DO NOT GO ON THE BUS!**

DROP OFF OF SPECIAL NEEDS STUDENTS

A parent or responsible adult must be at home to receive students who require supervision. The driver must be able to see the parent before the child is dropped off, with the bus driver watching until the student is safely inside the home. The only exception is if the parent comes to the door of the bus and assumes responsibility for the safety of the student as he/she leaves the bus.

Failure to meet a child at home may result in the Pinelands School District contacting the police and/or Division of Child Protection and Permanency and to press charges against the parent for child neglect. Any student assigned to a small bus special needs route will by default fall under this school policy. For parents who believe their student is capable of being left at home without a parent present, written notification must be provided by the custodial parent in advance to the Office of Special Education and/or noted in the student IEP. In this scenario, the bus driver is responsible for watching to ensure the student enters the house.

DRUG, ALCOHOL, TOBACCO USE -- PINELANDS PUBLIC SCHOOL POLICY

Students are prohibited from possessing, consuming or distributing drugs or alcohol in any form while at school, in co-curriculum programs, on school grounds, attending a school-related function on or off campus, and when coming to and going from school. Students are further prohibited from smoking cigarettes, inclusive of electronic cigarettes and vaporizers, or using other tobacco products in any form in school buildings, on school grounds or on school buses. If the bus driver or the transportation aide observes a student violating the policy by possessing, consuming or distributing drugs or alcohol or if the student appears to be under the influence of a chemical, that behavior will be reported to the school administrator as soon as possible.

EMERGENCY PHONE NUMBERS

The office of Pupil Transportation needs the latest and most accurate phone numbers of the parents/guardians of our students. Emergencies happen and we may need to contact you. Please provide us with the most current telephone numbers.

FLOODED ROADS

Some Pinelands students live on roads that flood during high tides and/or inclement weather. For students living on these roads, Pinelands will make every effort to pick up and drop off the students at their regularly assigned bus stop. However, if tidal or weather conditions render these roads impassable for buses, the busses will go as far as they can and will drop off/pick up students.

INCLEMENT WEATHER

In the event that schools in Pinelands have a delayed opening or are closed due to inclement weather, transportation for any students living within the Pinelands district will be impacted. The decision to delay the opening or to close school is made for the safety of all students who live within the boundary of the Pinelands Regional School District. Once the decision is made to delay or to close school, transportation will be adjusted or cancelled for students attending school at Pinelands and for students transported by Pinelands to any private, non- public, or vocational school outside of Pinelands.

Parents will receive a phone call from the district's automated messaging system for school closings and/or delayed openings.

In addition, school closing announcements will be posted on Pinelands website, Channel 21, various social media outlets, and the following stations only:

WOBM 92.7FM	The Point 94.3 FM	Lite Rock 96.9 FM
SoJo 104.9 FM	Cat Country 107.3 FM	NJ 101.5 FM

Please note: If inclement weather occurs during extended vacation recesses for the Pinelands School District, i.e. Winter Break, Spring Break, it will be the determination of the Superintendent of Schools of Pinelands in consultation with the Board President whether

Pinelands resident students attending out of district schools which are not on vacation will be transported to school.

Once again, the safety of the students is the district's paramount concern.

INCLEMENT WEATHER DURING THE SCHOOL DAY

If inclement weather develops during the school day, the Superintendent of Schools may decide announce an early dismissal for all Pinelands students. Students will be dismissed at 1:00 pm or earlier depending on the weather. Again, parents will receive a phone call from the district automated messaging system and announcements made on the station noted above.

LATE BUSES

As a courtesy to our students, three buses will be available each afternoon, Monday through Friday at 5:00 pm. The buses are solely for the use of after-school student activities and athletics, and are on a FIRST COME, FIRST SERVE basis. Students not involved in school-sponsored activities are not permitted transportation on a late bus. The buses consolidate several stops into only three routes, and as such, the stops may be located at a much further distance from home than the student's regular bus route stop.

PASSENGERS: AUTHORIZED

Pursuant to New Jersey State Law, only the following people may be authorized to be on the vehicle:

- Enrolled eligible pupils
- School personnel
- Transportation aides
- Public safety officials

Parents, guardians, relatives, friends of pupils, and the general public are prohibited from entering the vehicle. The safety of the pupils on the bus is the district's paramount concern.

PARENTS ARE NOT PERMITTED ON THE BUS!

The bus driver is instructed to radio dispatch to contact the police should any unauthorized person attempt to board a school bus.

PICK UP OF STUDENTS

Please have your student ready and waiting for the bus ten minutes prior to assigned pick-up. Students have been instructed to be their assigned bus stop ten minutes in advance of assigned pick-up time. If your child does not appear, the bus will leave and you will be responsible to get your child to school. Similar to public transportation, bus pick-up times will vary for reasons such as changes in traffic, substitute bus drivers, unforeseen accidents and/or road construction, or even something as simple as the bus not hitting any red lights on a particular day. Please allow up to ten minutes both before and after the assigned pick-up time. The District understands that it may be raining some morning sand that winter mornings can be very cold. Please furnish your student with an umbrella and warm clothes so he/she can safely wait at the bus top. Bus

drivers have been instructed not to wait for your child. Bus drivers have also been instructed not to stop for any reason once they are in motion and leaving any stop. For safety reason, once the bus door is closed and the bus is in motion, the driver is not permitted to stop. A student arriving at the stop after the bus door has closed cannot be allowed to board the bus. New Jersey law requires a bus driver to activate the warning lights of the bus at least 200 feet before the stop. This is not possible once the doors have closed. If your student misses the bus, you will be required to provide transportation to school.

SEAT BELTS

In accordance with R.S. 39:3B-11, each passenger on a school bus which is equipped with seat belts shall wear a properly adjusted and fastened seat belt or other child restraint system. Passengers are not permitted to stand while the vehicle is in motion.

SMOKING, EATING DRINKING PROHIBITED

Smoking, inclusive of electronic cigarettes/vaporizers, chewing tobacco, eating, and drinking on the bus is prohibited by students, the bus driver, and bus aide.

VEHICLES

Your child will be picked up in a yellow school van or yellow school bus with all the proper warning lights and signs. The Pinelands School District does not usually allow cars, station wagons, commercial vans or other non-yellow school buses to transport students. There will be times when a shortage of yellow school buses will necessitate the use of cars, station wagons, commercial vans or other non-yellow school bus vehicles, in which case, parents will be notified. Again, our goal is to get your child to and from school in a safe and timely fashion. We are receptive to suggestions from parents to help us meet our goal.

VIDEO CAMERAS

Video cameras and/or audio recording devices may be used on the school vehicle transporting your child. The use of the video camera and/or audio recording devices will aid in monitoring student behavior.

8600- TRANSPORTATION

[Transportation](#)

8670- TRANSPORTATION OF DISABLED PUPILS

[Transportation of Disabled Pupils](#)

8630- BUS DRIVER RESPONSIBILITY

[Bus Driver Responsibility](#)

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from pre-k to Grade 12 conduct inspections to determine if the buildings contain asbestos containing building materials (ACBM). If they do the ACBM must be categorized according to the type of material, its locations, current damage, and its potential for future damage and a detailed Asbestos Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement. To accomplish these goals, the School Board now has on file at each school and in the District. Office a N. J. State Department of health approved Asbestos Management Plan for all school facilities. The provisions of the plan are being implemented in a timely and on-going fashion. It is your Board's desire to provide a safe and healthy facility for all students, employees, and visitors. The purpose of this notice is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact John Bellone for further details.

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM coordinator for Pinelands Regional School District:

Name of IPM Coordinator:	John Bellone
Business Phone number:	609-296-3106 Ext. 4429
Business Address:	590 Nugentown Road, Little Egg Harbor, NJ 08087

IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS)(when one is available), of each pesticide product used on school property. The label and the MSDS are available for review by parent, guardian, staff member, or student attending the school. Also, the IPM coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Pinelands Regional School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection Agency (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of pesticides that were used on all fields throughout Pinelands Regional School District:

Lesco Dimension Plus Fertilizer

Lesco Lockup Extra 2 plus Fertilizer

Roundup QuikPro Herbicide

Barricade 4FL Herbicide

Prosecutor Professional Max

The Integrated Pest Management Policy is posted in the Main Offices of the High School and Jr. High School, as well as on the School Website at www.prsdnj.org.

7422- SCHOOL INTEGRATED PEST MANAGEMENT PLAN

[School Integrated Pest Management Plan](#)