

Penns Grove High School

STUDENT HANDBOOK

2026-2027

334 Harding Highway
Carneys Point, NJ
08069

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Welcome!

It is my pleasure to welcome you to Penns Grove High School! It is our intention that you enjoy many rich and meaningful academic, social and personal experiences while attending Penns Grove High School. Over the next several years, you are encouraged to become actively involved in your education so that you will meet and exceed your academic and personal goals. Penns Grove High School offers a variety of challenging and exciting courses and extracurricular activities which will provide you with the skills and experiences you will need to become a successful and productive citizen in the 21st Century. As part of our mission to cause Leaders and Achievers, we are devoted to providing equity and access to each student creating a powerful future via our newly established Early College HS program. Students may also choose among several career centered and/or college pathways to ensure they have every access to creating a future that is abundant and that they love!

As a primary commitment to provide a safe and focused learning environment for all people in our high school, this Student Handbook has been prepared to inform you of the necessary policies, procedures, and activities that have been developed to promote and foster safety and belonging for all. In addition to school rules and regulations, this Handbook will provide you with information on topics such as student activities, graduation requirements, grading policies, No-Cell Phone and attendance policies. If you have any questions regarding the content of this manual, please contact your school counselor or an administrator for clarification.

In your years at Penns Grove High School, you will form lasting relationships, discover new interests, develop your talents, and take amazing steps toward an empowered future. Your high school years will be well spent, and we encourage you to venture beyond your "comfort zone" by taking rigorous courses in subjects that are new and different to you, and by participating in activities you have never tried. Seek out teachers and staff members to help you think through choices, as everyone here is committed to your success. If you read this Handbook carefully and use it to find the support you need, you will be well on your way to thriving at Penns Grove High School.

I am excited to begin a new year together and look forward to celebrating your many academic, social and personal successes. Have a wonderful school year!

Sincerely,

Mrs. Lory O'Brien

PGHS Principal

The Student Handbook

This handbook aligns with Penns Grove-Carneys Point Regional Board of Education policies. Official policies can be accessed via the district website at http://www.pgcpschools.org. For clarification, contact the school administration. This student handbook is an official document of the Penns Grove-Carneys Point Regional Board of Education's policy on discipline. It is based on the premise that the primary goals of discipline are improving behavior and protecting the welfare of all students. The "rules of conduct" established in this handbook apply to all students. All students must be responsible for their actions. Students, parents and staff are encouraged to read the Handbook as a guide and to know that any final determination is at the discretion of school administration.

This handbook defines the following:

1. The rights and responsibilities of the students.
2. The attendance policy.
3. Conduct that disrupts a positive environment.
4. Procedures for disciplinary action.

Students and parents *must sign and return* the Parent/Student/School Contract distributed at the beginning of the school year.

PGHS Vision Statement

It is our vision at Penns Grove High School to create a school community of **Leaders and Achievers** that promotes personal and academic success and which fosters a sense of pride, trust and mutual respect in an atmosphere conducive to learning.

Penns Grove High School Staff 2026 ~ 2027

Visual and Performing Arts		
Devon Duffy - dduffy@pgcpschools.org	Antonia Miranda amiranda@pgcpschools.org	Kenneth Rafter krafter@pgcpschools.org
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World Language		
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21st Century Life & Careers		
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Administration		
Lory O'Brien, Principal	Anwar Golden, Asst. Principal/Athletic Director	Damian Ware, Asst. Principal

Secretaries		
Dayanira Cruz dcruz@pgcpschools.org EXT: 3214	Gina Giovinazzi - Till ggiovinazzitill@pgcpschools.org EXT: 3216	Dawn Weigle dweigle@pgcpschools.org EXT: 3210
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CST	
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Nurse
TBD **EXT: 3219**

Custodians		
Juan Nieves-Head Custodian	Carlos Leon	Leslie Sanchez
Rowe Wyshinski	Rogelio Gasca - Camacho	Rafael Rivera
William Bonniewell		

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Attendance Officer
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Librarian/Media Specialist
Christie Nelson cnelson@pgcpschools.org EXT: 3122

2026-2027 Marking Periods

Link below:
2026-2027 Marking Period Schedule

BELL SCHEDULE

Teachers In - 7:30 a.m.
School doors open - 7:15 a.m.
Warning Bell - 7:44 a.m.
Late Bell (students must be in class when the bell rings) - 7:45 a.m.

BELL SCHEDULES

Regular Bell Schedule

Learning Station 7:45 - 8:15	
Block 1 8:20 - 9:38	
Block 2 9:43 - 11:01	
Block 3A 11:06 - 12:24 L2 12:27 - 12:57	L1 11:06 - 11:36 Block 3B 11:39 - 12:57
Block 4 1:02 - 2:20	

Early Dismissal

Learning Station 7:45 - 8:15
Block 1 8:19 - 9:12
Block 2 9:15 - 10:08
Block 3 10:11 - 11:04
Block 4 11:07 - 12:00
Lunch 12:05 - 12:35

One-Hour Delay

Learning Station 8:45 - 9:15	
Block 1 9:18 - 10:23	
Block 2 10:26 - 11:31	
Block 3A 11:34 - 12:39 L2 12:42 - 1:12	L1 11:34 - 12:04 Block 3B 12:07 - 1:12
Block 4 1:15 - 2:20	

90 Minute Delay

Learning Station 9:15 - 9:45	
Block 1 9:48 - 10:45	
Block 2 10:48 - 11:45	
Block 3A 11:49 - 12:46 L2 12:49 - 1:19	L1 11:49 - 12:19 Block 3B 12:22 - 1:19
Block 4 1:23 - 2:20	

AM Pep Rally/Special Event

Learning Station 7:45 - 8:15	
Special Event 8:15 - 9:15	
Block 1 9:18 - 10:23	
Block 2 10:26 - 11:31	
Block 3A 11:34 - 12:39 L2 12:42 - 1:12	L1 11:34 - 12:04 Block 3B 12:07 - 1:12
Block 4 1:15 - 2:20	

PM Pep Rally/Special Event

Learning Station 7:45 - 8:15	
Block 1 8:18 - 9:23	
Block 2 9:26 - 10:31	
Block 3A 10:34 - 11:39 L2 11:42 - 12:12	L1 10:34 - 11:04 Block 3B 11:07 - 12:12
Block 4 12:15 - 1:20	
Special Event 1:20 - 2:20	

SPECIAL HOLIDAYS - SCHOOL IS CLOSED

September 7, Labor Day
October 12, Columbus Day
November 4-9, In-Service, NJEA Convention, and Veteran's Day Observed
November 26-27, Thanksgiving Holiday
December 23-31, Winter Recess
January 1, New Year's Day Holiday
January 15-18, In-Service, and Martin L. King Jr. Day
February 12-15, President's Weekend
March 5, In-Service
March 26-30, Spring Recess
May 31, Memorial Day

ATTENDANCE

School attendance is compulsory by law. Therefore, the school has the responsibility of keeping complete attendance records and making sure that all students in the school system are in attendance regularly. On December 20, 1993, the Penns Grove-Carneys Point Regional Board of Education adopted an attendance policy that stresses the importance of regular attendance and participation in classes along with interaction between pupils and teachers, as well as the interaction among pupils in class are a vital and integral part of the learning process. Attendance is a means of serving educational ends.

Frequent absences and tardiness from school disrupts the continuity of the instructional process. Innovative curricular plans and the newest instructional techniques have little value if the pupil is not in school to take advantage of them. Chronic absence limits accomplishments and reinforces

a habit which will handicap the individual in future education or employment. Research indicates that there is a close relationship between pupils' attendance and academic and behavioral achievement.

Regular student attendance must be the concern of all staff members, parents, and those who value the instructional time given to the children of the district. It requires continued vigilance, communication, and cooperation between parents and teachers.

The current policy includes:

ABSENTEEISM PROCEDURES:

Students who do not appear in class will be considered absent, except for approved religious holidays, athletic events, school-sponsored trips, activities or meetings, family related funerals and extenuating circumstances as declared by the administration. Appropriate original documentation for court, funerals, or from a medical doctor or public health clinic must be submitted to the school nurse within the next three school days after the absence(s) to be considered an excused absence. Students are reminded that falsifying original documentation such as doctors' notes will result in Achieve Beyond/Out of School Suspension or other disciplinary action at the discretion of the school administration. In the event that a student is absent from school, it is necessary that a parent/guardian call the School Nurse (299-6300, ext. 3219) or the Attendance Officer (ext. 3220) between 8:00-8:30 a.m. to report the absence.

Parents who have not called to report a student absence will be notified no later than 11:30 a.m. daily. This procedure is required to ensure each student's personal health and safety. College visits are permitted in the Spring Semester of the junior year and Fall semester of the senior year. Three visits are permitted per semester. Documentation must be provided on school letterhead upon returning to school.

- Students in a full year course will be placed on "no credit" status if they accumulate 17 or more absences for a full year course.
- Parents and students will be notified by mail after the 5th absence from school.
- A written appeal may be filed by the parent of the involved student within 2 weeks of issuance of the No-Credit Status letter. An Appeals Committee will be composed of the principal, assistant principal, attendance officer, classroom teacher, and guidance counselor.
- It is the responsibility of the parent/guardian to maintain records and ensure that their child is here each day.
- A written appeal can be made in writing to serve Achieve Beyond to make up absences from school. All absences must be recovered at the end of each semester within the academic year that they occurred.

RELIGIOUS HOLIDAYS

The New Jersey Department of Education recognizes religious holidays as excused absences from school. However, in order to receive full credit for the absence, it is important that the student bring a note to the nurse three (3) days in advance stating that he/she will be absent in observance of a specific religious holiday.

SPECIAL PROVISIONS FOR ABSENTEEISM

- Any student who reaches 10 days of absences during the school year will be placed in Achieve Beyond, subject to a court hearing and could incur a fine.
- If the student is absent 15 or more days after the hearing before the Superintendent, he/she could be subject to a hearing before the Board of Education.
- Any student who reaches 15 consecutive absences will be removed from the school roll by the administration. The student removed may apply to re-enter at any time.

ARRIVAL AT SCHOOL

- Students who walk or drive to school may not arrive before 7:15 a.m.
- Students entering the building prior to 7:15 a.m. must have a pass from a teacher.
- Students will not be permitted to enter the building before 7:15 am.
- Students must enter school through the doors in the back of the building near the cafeteria. Students who come after 7:45 a.m. are late and must enter through the front doors.

LATENESS TO SCHOOL

Students who are not in their classroom by 7:45 a.m. are late to school and must report to the late desk/main office to obtain a late pass/Detention Slip from the staff member assigned to the late desk/main office.
Vocational students who arrive late to school must report to the late desk/main office and obtain a late pass. A parent or guardian may transport the student to the vocational school after the student has properly signed out of the high school. Students may not drive themselves to and from the VoTech.

LATENESS TO CLASS

Students are expected to be in the classroom and seated when the bell rings. Tardiness to class, including learning station or homeroom, will be handled by the classroom teacher and/or an administrator as per the Glossary of Disciplinary Actions.

Students with excessive tardiness and absences will be ineligible for extra-curricular activities, receive discipline and will be referred to the Attendance Review Committee.

EARLY DISMISSAL

- All requests for an early dismissal, including 18 years or older, must be made in writing by a parent or guardian and brought to the Main Office before 9:00 a.m. The note must contain a telephone number of parent or guardian and the reason for dismissal.
- All requests must be verified before a student is allowed to sign out of school. Before leaving, all students must check out in the Main Office just prior to dismissal time and sign the book provided. A student leaving prior to 11:30 a.m. will be considered absent for the day.
- Students 17 years old or younger shall not be permitted to leave the school unless a

parent or guardian or a person authorized by a parent or guardian meets with the student in the school office. The ID of the parent/guardian/authorized person must be shown before the student will be released.

- Students are not permitted to sign other students out of the building.
- Students 18 years of age or older must sign out in the Main Office in the appropriate book. However, once a student (18 years of age or older) signs out, he/she will not be permitted to return to school that day without the written permission of an administrator. After signing out, students MUST LEAVE the building and school property. If a student needs to exit from the rear of the building he or she must obtain a pass from one of the Main Office secretaries.
- Any student who leaves school early will not be permitted to practice or participate in an athletic competition that day unless a legal excuse is presented that is acceptable to the principal and/or athletic director.
- Class time missed because of an early dismissal for any reason not listed in the attendance policy will be counted as an absence for any class(es) missed. Students are responsible for making up missed work.
- **Students who are scheduled for work release or Senior College Option must report to school at the regular start of the school day, and must be present in all classes.** Students may not sign out until their scheduled time unless they have proper documentation and/or administrative approval. Students who do not report to block one may be disciplined or marked absent.

CREDIT STATUS

It is assumed that students who do not attend classes, regardless of the reason, cannot benefit from the instruction taking place in the classes.

When a student exceeds the limits of the Attendance Policy for absences from courses, they will be placed on a no-credit status for all courses in which excessive absences occur. (No credits will be assigned for the course due to absences). Students failing to receive course credit may appeal that decision in writing to an Appeals Committee consisting of the high school administration.

TIME LINES

Days Absent:
Unexcused Days Absent

- Any student absent in excess of 16 days will be placed on no-credit status.
- Any student absent more than 16 days must attend a Board approved credit recovery program for all courses to recover credit, if offered. All absences must be recovered by the end of each semester in the academic year that they were accumulated.
- Students failing to receive course credit may appeal, in writing, to attend Achieve Beyond to an Appeals Committee consisting of the high school administration. Appeals must be submitted within one week of the end of the marking period. Appeals submitted after that date will not be considered. The Attendance Review Appeal Form is available upon request from an administrator or from the Guidance Office.

EXTENDED ABSENCES

Any student who will be absent from school for an extended period of time should contact his/her guidance counselor in order to have work sent home. If the anticipated absence will be longer than 10 days, a physician's note requesting home instruction should be submitted as soon as possible.

STUDENT CODE OF CONDUCT

BUS CONDUCT

It shall be the policy of the Board of Education of Penns Grove-Carneys Point Regional School District to establish acceptable student conduct on vehicles provided by the school district. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

In keeping with the New Jersey Statutes, Chapter 18A:25-2 and 18A:37 -2, the following procedures shall be in effect for students deemed unmanageable:

- First offense - The student will be reported to the administration. A letter and a telephone call to the student's parents will inform them of the problem as well as to what procedure will be followed if a second or third offense occurs during the school year. The student may be excluded from the bus for a period of five (5) school days and his parents shall be responsible for providing transportation to and from school during that period. The student will be assigned Administrative Detention(s).
- Second offense - The student may be excluded from the bus for a period of ten (10) school days and his parents shall be responsible for providing transportation to and from school during that period.
- Third offense - The student may be excluded from the bus for a period of fifteen (15) days and his parents shall be responsible for providing transportation to and from school during that period.
- Any further infractions may be subject to an additional thirty (30) days suspension of bus privileges or a possible suspension/expulsion from school.
- The penalty for bus conduct violations shall apply to the bus route, to and from the destination on which the infraction occurred.
- Any acts of vandalism will be reported to the administration. The administration will determine the action to be taken depending on the severity of the offense.
- Absenteeism from school during this period will be considered truancy in accordance with school policy on attendance.

CHEATING

Students are required to observe ethical procedures in their studies. Any cheating or copying on

tests or quizzes will result in disciplinary action and reduction in grades. Premeditated cheating, such as plagiarism, writing on desks, cheating sheets, open books, etc., will result in the student being assigned an Extended Academics and Counseling (EAC). Spontaneous cheating such as looking at someone else's paper, talking during a test or quiz, etc., will result in a detention assigned by the classroom teacher.

CUTTING CLASS

In addition to the provisions in the Board-adopted attendance policy, those students who miss a class without proper authorization, that is cut class, will be assigned an Extended Academics and Counseling (EAC) for each class missed, up to two classes. Any student cutting three or more classes will receive Achieve Beyond+ and/or Suspension for a minimum of two days. No student is allowed to attend club meetings, guidance interviews, etc., without having prior permission from the particular teacher whose class will be missed.

DRUGS, ALCOHOL & TOBACCO POLICY

(Substance Abuse)

The Penns Grove-Carneys Point Regional School District Board of Education recognizes that drug and alcohol abuse present a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The board believes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature. The board's concern is also to protect students who do not abuse drugs and alcohol, as well as to provide help for those who do. Athletes are urged to review the additional regulations in the PGHS Athletic Code of Ethics.

For the purpose of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- All alcoholic beverages; anabolic steroids;
- Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The use, possession and distribution of alcohol or other drugs on school premises, at any board sponsored event, or on any board transportation vehicle is prohibited, and any pupil who uses, possesses or distributes alcohol or other drugs shall be subject to discipline, including suspension or expulsion, and shall be reported to law enforcement authorities.

Pupils suspected of being under the influence of alcohol or other drugs shall be evaluated and reported according to law and code, and may be referred for treatment. The Board of Education will bear the expense of such treatment or examination, if necessary, due to the lack of insurance or appropriate funding by parent or guardian.

Reporting, Notification and Examination: Role of the School Staff

Alcohol and Other Drugs

- Any professional staff member having reason to believe that a pupil is under the influence of alcoholic beverages, or anabolic steroids, or a substance, as defined by
    - N.J.S.A. 18:40A-9, on school property or at a school function shall report the matter as soon as possible to the school nurse, the Principal, and the Student Assistance Counselor, or in case of their absence, to their designee.
- The pupil shall be removed to a protective environment for observation and care by the school nurse or designee. The Principal shall request the assistance of the school nurse and/or the Student Assistance Counselor in assessing the physical state of the pupil. The Principal and/or the Student Assistance Counselor shall immediately notify the parent or guardian and the chief school administrator and arrange an immediate examination of the pupil, which will include a urine toxicology and alcohol screen. In the case of anabolic steroids, the doctor will decide what examination will be used for the purpose of diagnosing whether or not the pupil has been using. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector, if immediately available. A parent or guardian should also accompany the pupil.
- If the parent/guardian refuses or fails to have the pupil examined to determine if he/she is physically or mentally able to return to school, the chief school administrator or his/her designee is required to report the incident to the New Jersey Division of Child Protection & Permanency (DCP&P) and deem it a violation of the compulsory education laws and take suitable action. The pupil will also be considered in violation of the drug and alcohol policy (student considered positive).
- A urine drug/alcohol toxicology test is required if a pupil is referred for suspicion of drug/alcohol use. This test will be administered by a third party agent contracted by the PGCP Regional School District. If the parent/guardian declines testing by the third party agent, the parent/guardian may take the pupil for drug/alcohol testing with a private physician at the parent's/guardian's expense. This test must be completed within two (2) hours of referral.
- If at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector; such examination shall not be at the expense of the district board of education.
- A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the Principal, and the Student Assistance Counselor and the Superintendent of Schools by the examining physician within 24 hours, except in the case of anabolic steroids. Additional time may be required for completion of anabolic steroid tests. Students under suspicion of anabolic steroid use will be permitted to return to school while awaiting results of testing.
- Any student who fails to provide proof to the school within 24 hours after the referral that they have had a physical examination and a drug/alcohol screening will automatically be suspended for a minimum of 4 days as per the discipline policy regardless of the outcome of the test. If the test is positive, further action will be taken. However, a physician's report including a drug and alcohol analysis, which states the student's fitness to return to school, will be required.
- If there is a positive diagnosis from the medical examination indicating that the pupil is

under the influence of intoxicating drugs/alcohol or if the pupil is diagnosed as using anabolic steroids, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the Principal, Student Assistance Counselor, and the Superintendent of Schools from a physician who has examined the pupil to diagnose drug use. The report shall certify that the pupil is physically and mentally able to return to school. In addition, the designated staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.

- Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing upon request by the Student Assistance Counselor, Nurse and/or Administration. Random drug screening will remain in effect until the student's graduation from PGHS.
- While the pupil is at home because of the medical examination, or after his or her return to school, the school may require additional evaluation through the Student Assistance Program for the purpose of determining the extent of the pupil's drug use and its effect on his/her school performance.
- Following a complete investigation of the incident, a conference shall be arranged with the pupil and his/her parent(s) or guardian(s), Principal or designee, and the Student Assistance Counselor and others as deemed necessary. A plan to address those specific needs, which the pupil may have, shall be developed following the parent conference.
- The district shall provide services through the Student Assistance Program for the evaluation and referral for treatment of pupils whose use of drugs has affected their school performance or who possess or consume drugs in school or at school functions.
- Any staff member who reports a pupil to the Principal, school nurse and/or the Student Assistance Counselor, in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A.

VAPE USE AND POSSESSION

Policies regarding the use of vape pens/e-cigarettes are in the interest of promoting and protecting a healthy and safe learning and work environment for our staff and students that is free from the use of tobacco and electronic nicotine delivery systems (ENDS).

- It shall be a violation of this policy for any student of the PGCPRSD to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.
- Since vapes are prohibited, students are not to have in their possession any vaping materials or vaping products. This includes vape pens, e-cigarettes, e-liquid, e-juice, EC cartridges, and charging ports for vape pens.
- Due to the possibility of these devices containing THC-rich extracts, any student found in possession of a vape pen or paraphernalia must submit for a drug screen within 2 hours of being found to be in possession of or using a vape pen.
- It is a violation of New Jersey State law to smoke in a school building or within 200 feet of its doors. Fines will be assessed by a municipal court for a violation of this law. All

offenders will be charged according to the provisions of the New Jersey State law and disciplinary action on the behalf of the school can be expected.

Response Protocol

(Taken from Tobacco Free for a Healthy, NJ tobaccofreeNJ.com, School Policy 6/1/19)

- Immediate referral to the school nurse shall take place in every case where a student is found to be in possession of an electronic cigarette or vape product, or where there is otherwise reason to believe that a student has used or possessed an electronic cigarette or vape product on school grounds or at a school function. The purpose of the referral shall be to assess the student to determine if the student has any immediate medical needs. As a part of making this determination, the nurse will take the student's vital signs.
- A student shall be subject to a search in every case where a student is found to be in possession of an electronic cigarette or vape product, or where there is otherwise reasonable suspicion that a student has used or possessed an electronic cigarette or vape product on school grounds or at a school function. The search may include the student's person, their property and their personal effects, as well as the student's school locker and the student's vehicle if on school grounds. Any such search shall fully comply with district policy.
- If the student is suspected of being under the influence of alcohol or other drugs upon assessment by the school nurse, or is otherwise reported by any educational staff member as suspected of being under the influence, the student shall be referred for immediate medical examination by a licensed physician. The student must report for a drug screening within 2 hours of referral.

EVALUATION PROCEDURES

Students who voluntarily seek assistance for problems involving alcohol, anabolic steroids and other drug abuse for self or other students, and staff seeking assistance for students, or students who have had a medical examination that shows a positive diagnosis, shall be referred to the Student Assistance Program to determine whether evaluation is warranted. If it is determined that an evaluation is needed, referral shall be made as follows, depending on the particular case:

- Referral to a substance awareness education program
- Referral to the I&RS/NJTSS Team for assessment
- Referral to a physician for examination
- Referral to trained service providers, who are certified alcoholism or substance abuse counselors, who are resource persons or who work in conjunction with certified teachers, counselors and/or SBYS for assessment
- Evaluation by the Child Study Team (as appropriate)
- Referral to cost invoking educational programs beyond the regular school program shall be permitted only with the approval of the Board of Education.

TREATMENT PROCEDURES

When a student has been diagnosed as having an alcohol or drug dependency problem, the student shall be provided by the following depending upon the particular case:

- Support services from teaching or counseling staff
- Intervention by the Student Assistance Program who are school teaching staff members or counselors or who are acting as resource persons or working in conjunction with school certified staff
- A modified program of instruction
- Referral to a community agency

SEARCH BY DRUG-DETECTING DOG

The Board of Education recognizes the value of a drug free school environment. To further that goal, the Board authorizes the school administration to implement searches as needed by drug detection dogs. A qualified handler will control the animal at all times. All students will be confined to their assigned classrooms during the search. If the animal reacts positively during this procedure, it will be considered reasonable suspicion and a search will be conducted as set forth in this policy. This search includes, but is not limited to, the following areas: hallways, lockers, locker rooms, motor vehicles, and outdoor grounds. The Principal/designee will conduct the search. If what is found is believed to be a controlled dangerous substance, the area will be secured and law enforcement will be called. Any items that are believed to be a CDS will be turned over to the local police department. Concurrent with any police investigation, the school district shall also conduct an investigation.

DRUGS, ALCOHOL & TOBACCO POLICY

(Tobacco Policy)

The Board of Education recognizes that tobacco is a gateway drug, highly addictive and that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school properties, or school related or school sponsored events is detrimental to the health and safety of students, faculty, staff and visitors. The Board acknowledges that adult employees and visitors serve as role models towards students. The Board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Effective January 25, 2010, no students, administrators, faculty, staff, or school visitors are permitted to use any tobacco products, and/or electronic smoking devices at any time, including non-school hours, on any school grounds and property-including any building, facility, or vehicle owned, leased, rented, or chartered by the Penns Grove Carneys Point Regional School District, on school grounds and school property, and at any school sponsored or school-related events on or off campus. Finally, the Board recognizes that it has a legal authority and obligation pursuant to P.L.2005, Chapter 383 New Jersey Smoke Free Air Act, as well as the federal Pro-Children's Act, Title X of public law 103-277, and the No Child Left Behind Act, part C, Environmental Smoke, Section 4303.

For the purpose of this policy, “tobacco products” is defined to include but is not limited to:

- Vaping, cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco.
- Rolling papers and any other items containing or reasonably resembling tobacco or tobacco products (excluding quit products).

For the purpose of this policy, “tobacco use” includes:

- Smoking, chewing, dipping, vaping or any other use of tobacco products.

Students who are found exhaling smoke, or using or possessing tobacco products, smoking paraphernalia, and/or electronic smoking devices will be subject to discipline as per the Glossary of Disciplinary Actions.

Title IV Safe and Drug-Free Schools and Communities Act

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, and interpersonal conflict, which are coordinated by the Student Assistance Counselor. In accordance with federal regulations, upon the written notification of a student’s parent or legal guardian, the district will withdraw the student from any program or activity funded under Title IV, except classroom instruction.

DISCIPLINARY ACTIONS

Teacher Detention

Detention period is a time when the student is assigned to stay before or after school for any infractions of school rules.

Students should fully understand that ANY teacher in the building has the authority to correct misconduct at any time. Therefore, any teacher can assign a detention to a student whether or not that student is in any of his or her classes. A student who fails to report to a Teacher Detention will be referred by the teacher to an administrator who will assign the student 3 days administrative detention per each day assigned by the teacher.

Administrative Detention

Administrative Detention (AD) is a consequence in which students are required to remain after school from 2:25 – 2:45 p.m. Students assigned an AD are expected to bring materials and complete homework or assignments during the detention time. No talking or electronic devices are allowed. Students who fail to report to AD or fail to bring schoolwork are subject to further disciplinary action.

Extended Academics and Counseling

Extended Academic and Counseling (EAC) is a "Response-Ability centered" discipline approach that focuses on students taking responsibility for their own behavior and academic success. During EAC, students will have the opportunity to meet with a counselor, teacher, and administrator as needed to support their positive social, behavioral, and academic growth and achievements.

EAC will occur after school each day beginning at 2:30 p.m. There are three levels of EAC: EAC1 which will end at 3:30 p.m.; EAC2 which will end at 4:30 p.m.; and EAC3 which will end at 5:30 p.m. Students and their parent/guardian will be notified in writing as to which EAC has been assigned. Students are assigned to varying levels based on the type of infraction and are assigned progressive EACs with repeated offenses.

Achieve Beyond Program

Program Overview

The Achieve Program at Penns Grove High School is an educational achievement program that provides a safe, structured, and supportive environment that meets each student's unique academic, behavioral, and social needs. The program is designed to address the actions that led to the placement and assists each student in decreasing and modifying his or her inappropriate behaviors or academic challenges. Additionally, teachers use a variety of instructional techniques such as collaborative learning, direct instruction, differentiated instruction, on-line courses, as well as alternative assessment strategies to reach all academic levels and learning styles of the students. The students are monitored using a concrete behavior modification system based on rewarding positive behaviors rather than reinforcing negative actions. Teachers, counselors, and administration monitor success and work together to modify student behaviors and provide a successful transition back into the day program. The Achieve Program will serve both regular and special education students who are currently enrolled in Penns Grove Carneys Point Regional School District and those students who have dropped out of school. Students who are currently attending alternative programs that do not provide an adequate educational environment are also eligible. The typical Achieve Beyond student may have discipline issues, low academic achievement with a low number of eligible credits, and/or a high absenteeism rate. Additional students who are eligible are those who have been removed from an educational program per state mandate and/or per the Penns Grove Carneys Point Regional School District Board of Education. Regular education students who qualify may have already received services from the Intervention and Referral Services (I&RS) team. Special education students who qualify have an IEP, may have behavioral intervention plans, and/or are currently placed in the behavioral development program in the middle and high schools.

The Achieve Beyond Program Supervisors can be reached via phone at 856-299-6300 and via email: Anwar Golden - agolden@pgcpschools.org

Goals and Objectives:

- To provide a positive, safe, and non-traditional learning environment that offers innovative methods for instruction
- To assist students in making educational progress in order to meet the core curriculum requirements and satisfy state high school credit requirements

- To improve school climate by maintaining an educational environment conducive to learning and teaching
- To create a school atmosphere that develops a sense of competence and accomplishment, social and emotional approval, and improved self-image ● To provide a low student/teacher ratio that enables each student to reach their highest level of learning
- To provide each student relevant life and career skills, which affords planning opportunities that prepare them for productivity in society

Program Offerings:

- Low student/teacher ratios and small program size (Note: Program will grow when the need arises).
- Support groups and/or counseling services to address individual student problems (development of Individualized Program Plan "IPP")
- Individualized instruction in basic skills and other subjects using alternative instructional strategies and block scheduling
- Behavioral modification plan to increase positive behaviors and decrease negative behaviors
- High academic standards
- Career exploration – administration of interest and aptitude inventories (through IPP and instruction)
- Development of positive personal relationships between teachers and students
- Empathetic staff and supportive peer groups
- New Jersey Student Learning Assessment (NJSLA) preparation and testing
- Preliminary PSAT/SAT preparation and testing

Curriculum & Credit Completion

Penns Grove High School's curriculum is aligned with the New Jersey Student Learning Standards (NJSLS) to ensure rigorous and inclusive instruction. Students have equitable access to all core and elective programs, including honors, AP, dual credit, special education, and English Language Learner services

Content/Curriculum

- High Academic Standards
- Statewide Curriculum Standards
- Credits for Graduation (130 credits)
- Assessments to include traditional as well as non-traditional methods of teaching
- New Jersey Student Learning Assessment (NJSLA)
- Preliminary PSAT/SAT preparation

Credit Completion

- Credits are given for traditional learning activities and course work

- Credits are given for demonstrated proficiency on exams
- Students must complete the following:
    - English 4 years
    - Mathematics 3 years
    - History 3 years
    - Science 3 years
    - Health/PE 4 years
    - Practical Art 1 year
    - Fine and Performing Arts 1 year
    - Foreign Language 1 year
    - Financial Literacy 1 year
    - Computer Literacy 1 year

Students must complete 130 credit hours and pass the NJSLA for graduation

- Grading is based on the College Board numerical system with a ten point scale of 0-100
- Grades will be issued each marking period; credits will be earned at the completion of each course
- Progress reports will be issued on a regular basis
- Individual assistance will be provided in order to promote success

<u>Academics</u>: At the time of review, students will have to have passed all courses with a grade of 60 or better. The grading policy for each course is as follows:

- Primary (50%) by
    - Apex Learning grade per unit (updated regularly)
    - Day school grade (if applicable)
    - Any major projects
- Secondary (40%)
    - Progress grade per unit (you will see a "0" for units that have not yet been completed.)
    - Supplemental work
- 3. Course Readiness (10%)
    - Behavior
    - Cell phone usage (10 points per night)
    - Language (10 points per night)
    - Response to teacher and administrator directions (10 points per night)
    - Respect (10 points per night)

Apex Learning Online Curriculum:

Core academic subjects and some electives are offered through the Achieve Beyond Program through a self-paced competency based environment that meets the Penns Grove High School graduation requirements. This is accomplished through the use of Apex Learning curriculum which delivers the majority of the content online. It is possible for students to have instruction from any

computer with internet access. This affords students the opportunity to get caught up outside program hours if necessary. A student can access the program 24/7 as long as internet access is available. Students are provided a rigorous engaging curriculum that assesses their competency as they move through each unit in the class. Students that struggle with the content are able to go back and retake unit assessments until they can demonstrate mastery prior to taking a comprehensive exam. The content of each course is aligned to the New Jersey core content standards. Achieve Beyond is staffed by certified teachers. Administrators and counselors are on site for assistance when needed. Achieve Beyond teachers and guidance personnel monitor student progress daily.

Daily Schedule:

Note- Students must attend the program four (4) hours each night to receive attendance credit for the day.

Students must arrive by 2:40 pm to be marked present and continue in the program for that day's attendance. Students arriving after 2:40 pm, or 10 minutes after the Achieve Beyond start time will not be permitted to attend the session, may be sent home and/or assigned additional days in AB. The student will be marked absent, and the Achieve Beyond day will be reassigned. Snacks will be provided for students who are attending the program. Students are also free to bring their own food, however students may not order take-out food that is delivered to the school.

Daily Schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
2:30 - 2:40	Arrival of Program Staff and Students	Arrival of Program Staff and Students	Arrival of Program Staff and Students	Arrival of Program Staff and Students	Arrival of Program Staff and Students
2:30 - 3:30				Achieve 3000 Achieve 3000	
3:30 - 4:30	Academic Subject #1	Academic Subject #1	Academic Subject #1	Academic Subject #1	Academic Subject #1
4:30 - 5:30	Academic Subject #2	Academic Subject #2	Academic Subject #2	Academic Subject #2	Academic Subject #2
5:30 - 6:30	Academic Subject #3	Academic Subject #3	Academic Subject #3	Academic Subject #3	Academic Subject #3
6:20 - 6:30	Pack up & Dismissal	Pack up & Dismissal	Pack up & Dismissal	Pack up & Dismissal	Pack up & Dismissal

Note: Students have access to the online Apex Learning curriculum at all times as long as internet access is available.

Student/Guidance Services:

The Achieve Beyond Program offers support services and student services that are provided for the individual student and in small group settings by a certified guidance counselor, school psychologist, or social worker approved by the Board of Education. Substance awareness and other health related issues will be incorporated into the physical education portion of the program.

Parental or guardian notification of academic achievement, attendance, discipline issues, will follow under the same regulations of the Penns Grove Carneys Point Regional School District. Student grades will be accessible by the parent/guardian using Genesis. Report cards and official notification sent to the parent/guardian will follow the same schedule followed by the district.

Emergency and Crisis Procedures:

In the event of an emergency or crisis, the administrator on duty must be notified immediately. Upon notification, the administrator will contact local police and the Achieve Beyond Supervisor and/or day-school Principal. The above steps should be followed in cases that involve, but are not limited to:

- Drugs
- Fights
- Assault of another student or staff member
- Health related emergencies
- Extreme disorderly conduct, disobedience, or refusal by students (to be determined by Achieve Beyond Administration)
- Leaving the building without permission.

Student Code of Conduct and Responsibilities:

All teachers, support staff, and administration have a responsibility to all students who attend Penns Grove Carneys Point Regional Achieve Beyond Program to maintain a safe and positive atmosphere at all times. This atmosphere is conducive to learning, social growth, emotional growth, and discourages improper conduct. Students and staff have a personal obligation to themselves and others to see that this atmosphere is consistently maintained. Students are expected to follow the rules of conduct that are expected of young adults. They are to abide by all rules and regulations that have been adopted by the Penns Grove Carneys Point Regional Achieve Beyond Program for the welfare of all. The discipline code is developed and implemented in a manner which will be consistently enforced. Students who wish to deviate from accepted code of behavior, through lack of self-discipline or some other reason will be subject to disciplinary action determined to be appropriate by those in authority and according to district policy.

The expectations of the students in regards to conduct and responsibilities for the Penns Grove Carneys Point Regional Achieve Beyond Program are:

- Respect yourself.

- Respect fellow students.
- Respect all staff members.
- Attend school regularly.
- Work to your highest individual potential.

Rules and Regulations:

Transportation and Arrival:

In an effort to provide continuous supervision throughout the duration of the Achieve Beyond program, students have been provided defined arrival and departure times. Additionally, students are only able to be present in specific regions of the building where alternative staff are located.

- Transportation is the responsibility of each student enrolled in the program.
- Any misbehavior that takes place in the building will be reported to the administrator on duty. Necessary actions will be taken immediately at the discretion of the administration.
- Bathroom requests will be limited. One student allowed at a time. Escorts may be provided depending upon the student's current level placement.
- If a student feels sick during the Achieve Beyond Program, he/she must see an administrator. If he/she is considering leaving, he/she will not be allowed to leave unless a parent/guardian is reached. All students who are picked up early due to illness must be signed out.
- Parent/guardian contact is needed and administrative approval is required in order for a student to leave early.
- There is no smoking and/or vaping on school property – inside or outside.
- Students must follow the directions of all staff members. Disrespectful behavior will not be tolerated.
- Students are asked to take care of personal business or appointments during the day.

Arrival:

- Students may not be on school property before 2:20 pm.
- Students must report directly to the main office upon arrival and wait for program staff to escort them to the classrooms.
- Teachers begin classes at 2:30pm.
- Students that arrive after 2:40pm are considered absent.

Proximity of the Achieve Beyond Students:

Students are only permitted to be in the tan hallway throughout the duration of the Achieve Beyond school program unless escorted elsewhere by a staff member.

Departure:

Students are expected to depart each evening through the front building exit located near the tennis courts.

Out of School Suspension:
Students that are assigned to Out of School Suspension are not permitted on school property, or, to participate in any extra-curricular activity until the term of the suspension is complete.

Classroom Rules -
Penns Grove High School is committed to protecting the health and safety of all of our students. We believe an orderly and respectful environment is most conducive to learning. These conditions will be achieved when students practice self-discipline and comply with school regulations. The list of rules will remain consistent each day and all regular school rules apply to the Achieve Beyond Program. The students are to adhere to the following rules:

- No hats or head coverings
- No food or drink around computers during class periods (snacks/dinner during break only and away from computers)
- No foul or inappropriate language
- Only one student allowed to visit the restroom and/or water fountain at a time (one-5 minute break halfway through the program)
- No cheating on computer-based work by copying and pasting work that is not your own. Cheating will not be tolerated and will result in receiving a zero for the assessment and shut out of completing work for the evening.

Listed below are some guidelines to help with establishing consistency:

- Have the students put all of their electronic devices in the school-provided container as they arrive to the program
- Break time will occur midway through the program
- One person uses the restroom at a time; students must sign-in and sign-out
- All participation and behavior should be reflected in their grade for the class.

This student conduct code provides students, parents/guardians, faculty and staff with guidelines and expectations to maintain a learning environment that provides opportunities of success for all. The following behavior is unacceptable and is subject to disciplinary action by the program supervisor:

- Disrespect directed at other students or staff
- Insubordination
- Fighting
- Harassment, intimidation, bullying
- Being in an unauthorized place in the building or on school property
- Being on school property at times other than that which is designated as alternative school hours (2:30 - 6:30 pm)
- Leaving a learning group without authorization
- Skipping class/school
- Inciting disturbance
- Unauthorized use of technology
- Use of cell phones at any time while on school property. Cell phones may not be seen or heard while the student is on school property

- Disruptive behavior
- Profanity
- Lewd remarks / behavior
- Theft
- Vandalism / Graffiti
- Dress code violations
- Drug/alcohol offenses
- Weapons offenses
- Cheating/Plagiarism

Electronic Device Regulations -
THE DISTRICT IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

- Students will turn in their cell phones and other electronic devices at the start of the program. At the conclusion of Achieve Beyond, cell phones and/or electronic devices will be returned to students.
- Audio and video devices are also not permitted during the evening program hours.
- Students are not permitted to have electronic communication devices such as beepers, paging devices, walkie- talkies or other forms of electronic communication in school during the evening program hours.
- Any person who violates the above guidelines will have the unauthorized device confiscated and may be suspended from the program.

Adequate Academic Progress -
Students enrolled in the Achieve Beyond program are assessed daily to ensure that they are making adequate academic progress. A student's academic progress status is used to determine their eligibility to return to the regular education program. A student who has failed to meet academic expectations may serve additional days in the program until his/her academic tasks have been completed.

Attendance Policy:

PLEASE NOTE: Students must attend the program for four (4) hours each night to receive attendance credit for the day.

ABSENCES: EVERY ABSENCE WILL GENERATE A PHONE CALL HOME.

- An absence must be documented by a doctor's note, court date, or for extenuating circumstances, approval from the Achieve Beyond Supervisor or designee.
- The parent(s) or legal guardian(s), or adult pupil is requested to call the school office before 2:30 pm on the afternoon of the student's absence.
- The limit for absences is **16 days for the entire year**. Absences will be reviewed by the Achieve Beyond Program Supervisor or designee at 5 and 8 days. Excessive absences within a month or marking period may result in the student being dropped from the program even though he/she has not reached the 8 day maximum for the year. A warning is sent followed

by a drop letter. A parent conference will be scheduled or parent contact will be made as determined by the Achieve Beyond Supervisor or designee.

- Those students who have over 16 absences for the year will lose credits and not be eligible for promotion or graduation.
- Absences for those students who enroll in the Achieve Beyond Program during the school year will carry over as determined by the Achieve Beyond Supervisor or designee.
- If students, who enroll in the Achieve Beyond Program, already have excessive absences (10 or more) in the day program, they will be given the opportunity to earn a diploma, *but will not be permitted to participate in graduation exercises.*
- Circumstances involving attendance will be handled on a case-by-case basis to determine administrative action.
- Tardiness is defined as late arrival for Achieve Beyond. One (1) instance of tardiness will equal one (1) absence in the Achieve Beyond program. Any student who arrives at the program later than **2:40 p.m.** will be considered tardy and subsequently will not be granted attendance credit for the day. Students arriving at 2:41 p.m. or later will not be admitted, may be sent home and/or assigned additional days.
- A student will also be considered absent if he/she:
    - Leaves Achieve Beyond without permission,
    - Leaves Achieve Beyond because of illness and does not report to the school administrator as directed
    - Requests to use the lavatory and does not return for a period in excess of 15 minutes. (Medical conditions will be considered if a student provides a note from a licensed physician.)

Lateness and Early Dismissal:

The Board of Education requires that students be in attendance for the full program day (2:30 - 6:30 p.m.) in order to benefit from the instructional program. The day school Principal/Achieve Beyond supervisors may excuse the cause for late arrival and early dismissal of a student on the prior written request of the student's parent or legal guardian. Good causes may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

Assignment to Achieve Beyond:

The principal and/or superintendent shall be in charge of assigning students to Achieve Beyond Program. S/He may recommend students for the Achieve Beyond Program when it is believed that such assignment may be beneficial for a student's success. Evening programs are not designed to be punitive, but rather rehabilitative in nature.

Recommendations for the program must be made in writing on the Recommendation for Achieve Beyond Placement form by the student's day-school counselor and/or case manager, signed by the day-school Principal, sent to the Achieve Beyond Supervisor, and copied to the Superintendent.

- Students are usually admitted into Achieve Beyond within seven (7) calendar days of receipt of written notice of the assignment. Intake meetings with parents and students

may occur prior to, or on the date of admission.

Entrance Criteria:
Each student's stay at the Achieve Beyond Program is designated by the principal and/or superintendent and based upon the offense(s) that determined the student's entrance into the program. For example, students with drugs, weapons or assault offenses may be required to spend a longer period of time in the program than a student whose offenses are continued class disruptions.

Student Identification Process -

- Identification of potential students may include multidisciplinary team:
    - Administration
    - Guidance Counselors and/or CST case managers
    - Teachers
- Completion of Recommendation for Achieve Beyond Placement form by day-school counselor and/or case manager and Principal and/or designee; parental contact
- Acceptance into the Penns Grove Achieve Beyond Program or discussion of other options

FIGHTING

Any student or students found to be involved in a fight, assault, battery, or any other action that jeopardizes the safety and well being of another individual(s), will be suspended from school.

The school district may contact the local Police Department when students engage in a fight at the middle school and high school levels. The parent/guardian will be notified to pick up their child. A court complaint may be signed against the student for disorderly conduct. School counseling/mediation will be offered to students involved in these incidents.

VIOLENCE

Physical violence against another pupil or a staff member is unacceptable conduct and will result in disciplinary sanctions included in policies and an approved school procedure on suspension and discipline/punishment. Disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, should be reported by the classroom teacher to administration, so that possible program adjustments may be identified.

The school district defines fighting as bodily harm or any type of injury regarding physical altercations or fisticuffs between students. Students involved will be removed from school for safety.

The disciplinary action for fighting will be applied unless it is clearly evident that an unprovoked assault had taken place.

The school district may contact the local Police Department when students are engaged in a fight at the middle school and high school levels. The parent/guardian will be notified to pick up their child. A court complaint may be signed on the student for disorderly conduct. Students involved in these incidents will meet with a counselor upon their return to classes.

THERAPEUTIC PHYSICAL RESTRAINT

The Penns Grove-Carneys Point Regional School District recognizes that some students attending our district will exhibit behaviors that are disruptive to the social and therapeutic environment of the school, and are a danger to themselves and others and reduce the students' potential for learning. In order to reduce the chance of injury to self or others, there may be times when non-violent crisis intervention techniques involving therapeutic handling and restraint may be used. This policy applies to all, including regular education students and students with disabilities.

This policy is built upon the premise that therapeutic restraint will only be used after other less intrusive methods have been attempted or considered. The two goals that this policy enforces are:

- To administer therapeutic restraint only when needed to protect a student or member of the school community from imminent, physical harm; and,
- To prevent or minimize any harm to the student as the result of the use of therapeutic restraint.

Therapeutic restraint shall be used only in emergency situations, after other less intrusive alternatives have failed, been deemed appropriate, or when otherwise specified in a behavioral plan. Less intrusive alternatives may include but are not limited to the following techniques: relationship building, positive reinforcement, positive behavior supports, verbal de-escalation, time-out procedures, and therapeutic handling.

Unless specifically indicated in an agreed-upon Behavioral Intervention Plan, therapeutic restraint may not be used as a response to property destruction, disruption of school order, a refusal to comply with a school rule or staff directive, or verbal threats, which do not constitute a threat of imminent, serious physical harm.

Additionally, each school will identify specific staff to serve on a school-wide restraint team to ensure proper administration of therapeutic restraint. Individuals who administer restraints must participate in an in-depth training with respect to positive behavior supports (PBS), de-escalation techniques, restraint and implementation of the procedures.

It should also be noted that nothing in the policy precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Further procedures regarding physical restraint can be obtained by request.

HALL CONDUCT

- All students must have their PGHS issued Student Identification Badge and Pass Book on their person while in the hall. Students may be required to present their PGHS Student Identification Badge and Pass Book to PGHS Staff.
- Keep halls open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up papers from the floors.
- Do not take food or beverages from the cafeteria into the halls or classes anytime during the day. Disciplinary action will be taken.
- No running.
- No excessive display of affection.
- No overly boisterous noises.
- No foul, profane, or obscene language.
- No horseplay.

Violations of rules number 1-7 will carry disciplinary actions outlined in “Repeated Disruptions in the Classrooms and/or Hallways”, number 8 “Obscene behavior and/or vulgar language, and number 9 “Horseplay (pushing, shoving, slapping, play fighting).

PASSING TIME

Students are required to be in their scheduled class at the sound of the bell. We allow five minutes passing time between classes. Loitering is not permitted at any time. Any student entering the class after the bell is subject to disciplinary action by the classroom teacher and/or building administrator.

INITIATIONS

Initiation of any student on or off school property, whether conducted by school or non-school organizations, is prohibited. As such, persons involved will be subject to disciplinary action.

Personal Internet-Enabled Devices

In accordance with New Jersey law and district policy, students are prohibited from using personal electronic communication devices during the school day, except as permitted by law, an Individualized Education Program (IEP), a Section 504 Plan, documented medical necessity, and with prior administrative authorization.

Personal electronic devices include, but are not limited to:

- Cell phones and smartphones
- Smartwatches and wearable communication devices
- Wireless earbuds, AirPods, headphones, and similar audio devices

- Bluetooth speakers, Metaglasses
- Tablets and other personal electronic communication devices not issued by the school

Students must keep all personal electronic devices powered off or in silent mode and securely stored in their assigned locker. Devices may not be carried, displayed, used, or accessed during the school day unless specifically authorized.

The following items are also prohibited during the school day because they interfere with the educational process or pose a safety concern:

- Laser pointers
- Handheld gaming devices
- Toys or imitation weapons, including water guns
- Any other item determined by school administration to be disruptive or inappropriate

Students who possess or use prohibited items or personal electronic devices in violation of this policy will be subject to disciplinary action in accordance with the Penns Grove High School Student Code of Conduct.

Students are prohibited from photographing, audio recording, video recording, livestreaming, or posting to social media during the school day. Unauthorized recording or distribution of images, video, or audio involving students, staff, or school activities may result in disciplinary action and, when applicable, referral to law enforcement.

Penns Grove High School is not responsible for the loss, theft, or damage of personal electronic devices or other non-school-issued property brought onto school grounds. Students bring such items to school at their own risk, **AS THEY ARE NOT PERMITTED TO BE USED DURING THE SCHOOL DAY.**

PROHIBITION OF STUDENT SMOKING AND TOBACCO USE

Penns Grove High School is a smoke-free environment. Students shall not smoke, use, or possess tobacco products and/or electronic smoking/ vaping devices at school, on school grounds, on a school bus, or at any school-related activity or at any function sponsored by the Board of Education. Students are not to carry cigarettes or other smoking materials such as tobacco, electronic cigarettes, vaporizers, pipes or cigarette rolling papers while on school property.

In addition, possession of lighters/matches or other incendiary devices is prohibited.

Students who are found exhaling smoke, or using or possessing tobacco products, smoking paraphernalia, and/or electronic smoking/ vaping devices will be subject to discipline as per the Glossary of Disciplinary Actions.

STEALING

Stealing is a serious offense, which may necessitate the offender being turned over to police authorities. Every effort will be made to apprehend the guilty persons. Your cooperation is requested in this matter. In order to protect yourself, keep your locker locked at all times. Do not leave rings, watches or other valuables unattended. Carrying cases and satchels brought to Penns Grove High School and taken home are subject to inspection by school authorities.

Students should not carry large amounts of money to school in excess of $20.00. If, for a good reason, a student must carry a considerable amount of money to school, he/she should deposit this in the Main Office and redeem it at the proper time. Any students who violate this provision will receive four days Achieve Beyond and/or Out-of-School Suspension.

Students should report all losses immediately to the teacher involved and/or the school authorities. Penns Grove High School is not responsible for the loss of personal property. The school, however, will do all in its power to recover the item stolen and provide disciplinary consequences as needed.

SUSPENSIONS

Suspensions are imposed for continued violation of school rules or for serious offenses. During the period of suspension, students are not to be on school grounds or at any extracurricular activities. In order to be readmitted after a suspension, a parental conference/contact is required. Students must report to the Assistant Principal upon entering the building.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils or staff, shall cause a pupil to be suspended upon the first offense. Penns Grove High School students suspended for such reasons as stated above, including but not limited to fighting, shall be issued a contract. Upon issuance of a student contract, the pupil will receive notice that the infraction has resulted in the loss of all school sanctioned privileges. Pupils will be issued a contract as listed in the glossary of disciplinary actions. Seniors who commit a third suspendable offense for reasons stated above shall be suspended to a Board of Education hearing where his/her ability to march in graduation will be determined.

SCHOOL BASED YOUTH SERVICES

The School Based Youth Services program (SBYSP) was started in 1987 to help young people navigate their adolescent years, finish their education, obtain skills leading to employment or continuing education, and graduate healthy and drug free. The SBYSP is hosted in PGHS and coordinates with existing resources in the community. All students are eligible to participate. Services are provided before (by appointment), during and after school.

The Youth Enrichment Summer Program was created to assist and support the development of Penns Grove Middle School students to Penns Grove High School. This voluntary program consists of a variety of topics such as but not limited to; cultural awareness, social and emotional development, learning/enrichment support, mentoring, team building activities, recreational & educational field trips and much more. The program was developed in response to an ever increasing need to promote healthy character development, community service, educational support, appropriate socialization skills, and develop qualities through an already proven recreation-oriented program.

Program and Services Available

- Mental Health & Family Support
- Individual/Group Counseling

- Healthy Youth Development
- College/Career Education
- Recreation (during open lunches and afterschool)
- Homework/Tutorial Assistance (by appointment)
- Volunteer/Community Service
- Health Education
- Substance Abuse Prevention/Education
- Pregnancy Prevention/Intervention
- Primary medical linkages
- Information/referral

If your student would like to become a member of the SBYSP please complete the consent form on the PGHS website and return it to Hwoodard@pgcpschools.org. Hard copies are also available inside classroom #33.

For more information or questions about our program please feel free to contact us at **856-299-6300, ext. 3301.**

GLOSSARY OF DISCIPLINARY ACTIONS

The effectiveness of this policy is predicated on everyone exhausting all avenues to prevent and resolve problems before they necessitate severe disciplinary action. Multiple infractions will result in increases in the penalty.

After an offense that requires a Board Hearing, any subsequent offense of the same type will be referred back to the Board.

If the infraction is also in violation of the law, the administration will notify the local police department, as well as administer disciplinary consequences.

Depending upon the nature of the infraction, the consequences may include detention, suspension, or other administrative action. Where appropriate, restorative practices may be used to support behavioral reflection and repair relationships. For students with disabilities under IDEA/504, disciplinary consequences will be determined in accordance with federal law, including manifestation determination procedures when appropriate. It is understood that the administration of this policy must include some administrative judgments as cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, or the appeal is acted upon directly by the principal, this code will be followed.

Codes for Infractions

AD- Administrative Detention
PC- Parent Conference
GC- Guidance Conference
BH- Board Hearing
PC- Must return w/Parent
R- Restitution
OSS- Out-of-School Suspension

EAC- Extended Academics and Counseling
P- Police
SH- Superintendent Hearing
S- Suspension
SAC- Conference with SAC
SBYS- School Based Youth Services
SC- Student Contract
PR- Pass Restriction
AB- Achieve Beyond
CR- Court Referral
All referrals submitted to administration must indicate all attempted and/or completed teacher to parent/guardian contact, including dates and times.

INFRACTIONS RELATING TO SCHOOL ATTENDANCE, CLASS ATTENDANCE, AND PUNCTUALITY

Excessive lateness to school (each marking period)

- 1st and 2nd Offense Warning
- 3rd Offense 1 EAC
- 4 Offenses 1 AB+
- Every 4th tardy 1 AB+ (AB+ will recover attendance)
    - 4 lateness = 1 absence

Cutting Class (includes self-dismissal)

- First Offense 1 3-EAC
- Second Offense 2 3-EAC, PR, SBYS
- Third Offense 2 AB+ and/ or OSS, SBYS

Cutting Learning Station

- First Offense Parent Contact
- Second Offense Teacher Detention
- Third Offense 1 AD, Pass Restriction

Skipping AB+

- First Offense 1 AB, SBYS
- Second Offense 3 AB, SBYS
- Third Offense 5 AB, SBYS

In an unauthorized area without permission

- First Offense 1 3-EAC, PR, SBYS
- Second Offense 2 3-EAC, SC
- Third Offense 2 AB+ and/ or OSS

Truancy

- First Offense 1 AB+, PC SBYS
- Second Offense 2 AB+, Crisis Int. SBYS
- Third Offense 3 AB+ and/ or OSS, Crisis Int., SBYS
- Fourth Offense 10-15 days AB, CR, PC, SBYS

Leaving School Grounds without authorization (includes cutting Block 4)

First Offense 1 AB+, PC, PR
Second Offense 2 AB and/ or OSS, PC, SC, revoking parking permit
Third Offense 4 AB and/ or OSS, PC, revoking parking permit

Failure to report to Extended Academics and Counseling

- First Offense 2- 3hr-EAC
- Second Offense 1 AB+ and/ or OSS
- Third Offense 3 AB and/ or OSS, PC

Failure to present PGHS Student Identification Card and/or Pass Book

First Offense 1 1-EAC, PR, SBYS

- Second Offense 2 2hr-EAC, SC
- Third Offense 2 AB+ and/ or OSS

***Replacement Student ID, Lanyard, and Pass Book will be charged to the student at the cost of: Student ID/ Lanyard = $5.00; Pass Book $3.00**

Dress Code Violation*

- First Offense* 1 Teacher Detention from each Block
- Second Offense* 1 1-EAC
- Third Offense* 1 AB+ and/ or OSS

*Send the student to Guidance to get a change of clothes.

*** Subsequent and repeated offenses may result in additional days of Achieve Beyond and OSS**

INFRACTIONS RELATING TO PROPERTY, ORDER, HEALTH AND SAFETY

In a school in which hundreds of people are carrying out various assignments in different settings, the rights of one person or a few cannot be allowed to violate the rights of others. Also, in this setting, the protection of property and the enforcement of rules for safety are in the best interests of all.

Repeated Disruptions in classroom and/or halls

- First Offense 1 AD, PC, PR
- Second Offense 1 3-EAC, PC
- Third Offense 3 AB and/ or OSS, SC

Repeated Disruption on the Bus

- First Offense Up to 5 days bus suspension/PC
- Second Offense Up to 10 days bus suspension/PC
- Third Offense Up to 15 days bus suspension/PC
- Subsequent Offense Up to 30 days bus suspension/PC
- Possible permanent bus suspension

Refusing to provide truthful ID in any situation

- First Offense 1 Teacher Detention
- Second Offense 1 1-EAC
- Third Offense 1 AB and/ or OSS

Taking the property of the school or an individual without express permission of the owner or applying pressure or threats to do so

- First Offense 4 AB and/ or OSS, PC, R, SC SBYS,P
- Second Offense 10 AB and/ or OSS, R, SH SBYS,P
- Third Offense 10 AB and/ or OSS, R, BH SBYS,P

Destruction of individual and/or school property

- First Offense 3 AB and/ or OSS, PC, R, SBYS
- Second Offense 6 AB and/ or OSS, R, SH, SBYS
- Third Offense 10 AB and/ or OSS, R, BH, SBYS

No food (baked goods, gum, candy, etc.) in school for distribution

- First Offense 1 3-EAC
- Second Offense 3 AB+
- Third Offense 5 AB

Possession or use of fireworks

- First Offense 10 OSS, P, SC
- Second Offense OSS Pending BH

No Use of Cellular and Smart Phones; Possession or use of Radios, Portable Speakers, Laser Lights, Personal Entertainment devices, and any other electronic media devices in school

- First Offense -Confiscated to Main Office Safe until end of the school day; Student contract/Review of Policy
- Second Offense- 1 AB,-Confiscated to Main Office Safe, Parent Pick Up at end of the school day
- Third Offense- 3 AB and/ or OSS, *Daily Review of Belongings, Personal Device Maintained at the Main Office*
- Fourth Offense- more than four times during a school year shall, for the remainder of the school year, be prohibited from bringing an internet-enabled device on school grounds during the school day, on a school bus before and after school, or while participating in school-sponsored programs which include, but are not limited to:
    - during before and after school programs; during co-curricular activities; during extra-curricular activities, and during intramurals and interscholastic games and practices.
- The following discipline will be imposed on a student for bringing their internet-enabled device to school after being prohibited to have their internet-enabled device on school grounds: Adhere to a Behavior Contract; Progressive Discipline

Use of Electronic Device for purposes of recording and/or use to access social media while school is in session

- First Offense Confiscated & 3 AB
- Second Offense 5 AB
- Third Offense 10-15 AB and/ or OSS

Refusal to relinquish confiscated cell phone/media device

- 3 AB and/ or OSS, PC, Return to Parent, *Daily Review of Belongings, Personal Device Maintained at the Main Office.*

Tampering with fire alarm/Setting off fire alarm

- First Offense 4 AB and/ or OSS, P
- Second Offense 10 AB and/ or OSS,SH, P, BH

Possession of drug paraphernalia, and/or containing any controlled dangerous substances otherwise identified in N.J.A.C. 6:29-6.3(a)

- First Offense 4-10 OSS, P, SAC,SC, SBYS
- Second Offense OSS pending SH, P, SAC, SBYS, *Daily Review of Belongings*
- Third Offense OSS pending BH, SBYS

Possession of alcohol, drugs, steroids or substances identified in N.J.A.C. 6:29-6.3(a)

- First Offense 4-10 OSS, P, SAC,SC, SBYS
- Second Offense OSS pending BH, P, SBYS

Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6:29-6.3(a), or failing to submit to drug/alcohol testing if referred for suspicion of being under the influence, or failing to provide proof of medical examination/testing within 24 hours of referral for suspicion of being under the influence

- First Offense* 4-10 AB and/ or OSS, P, SAC, SC, *Daily Review of Belongings*
- Second Offense* OSS pending BH, P, SAC,

*MUST attend counseling (i.e. SBYS)

*Any student testing positive for drugs/alcohol is subject to random drug/alcohol testing until they graduate from PGHS

Distribution, transferring, or selling controlled dangerous substances or possession of amount large enough to indicate possible intent to distribute, transfer, or sell

- **F**irst Offense OSS pending BH, P, SC, SBYS,

Conviction for violation of the drug abuse law committed off school property

School will take any action necessary to protect the rights and well-being of the entire student body, SBYS

Use or possession of tobacco products or smoking paraphernalia or electronic smoking devices, or students found to be exhaling smoke (Prohibited by NJ State Law; fine up to $1000.00; reported to the Board of Health)

- First Offense* 3 AB and/ or OSS, SAC, P, fine up to $250.00, SC SBYS, *Daily Review of Belongings*
- Second Offense* 4 AB and/ or OSS, SAC, P, fine up to $500.00 SBYS, *Extended Daily Review of Belongings*
- Third Offense* 10 AB and/ or OSS, SAC, P, fine up to $1000.00 SBYS * MUST attend counseling (i.e. SBYS), *Extended Daily Review of Belongings*

Vapor/Electronic cigarettes, vapor liquids, accessories, paraphernalia

- First Offense 3 AB and/or OSS, SAC, P, SBYS, drug test performed, *Daily Review of Belongings*
- Second Offense 4 AB and/or OSS, SAC, P, SBYS, *pass* restriction for 1 month, drug test performed, *Extended Daily Review of Belongings*
- Third Offense 10 AB and/or OSS, SAC, P, SBYS, *pass* restriction for 1 month, drug test performed

Refusal of Drug Screening

- First Offense 4 days OSS, *Daily Review of Belongings*
- Second Offense 6 Days OSS, *Extended Daily Review of Belongings*
- Third Offense 10 Days OSS, *Extended Daily Review of Belongings*

*** Subsequent and repeated offenses may result in additional days of Achieve Beyond and OSS.**

INFRACTIONS RELATING TO PERSONAL VIOLATIONS

It is obvious that learning or growth cannot take place where the person is not secure against physical threats, verbal assaults, or actual physical harm. This is true for the student, the teacher, the aide, the custodian, the bus driver, the administrator- for anyone who hopes to contribute to the educational effectiveness of the High School. To this end, this third category of offenses is by far the more serious.

Threats, Bullying, Intimidating, Cyber Bullying, or Harassing students

- First Offense 1 AB, GC, SBYS
- Second Offense 2 AB and/ or OSS, PC, GC, SC, SBYS
- Third Offense 3 AB and/ or OSS, PC, GC, SBYS
- Fourth Offense 5 AB and/ or OSS, SBYS

Obscene behavior and/or vulgar language

- First Offense 1 3-EAC, SBYS
- Second Offense 3 AB and/ or OSS, PC, SBYS
- Third Offense 4 AB and/ or OSS, PC, SBYS

Verbal assault, obscene language, threats toward any school employee:

- First Offense 3 AB and/ or OSS, PC, P, SC, SBYS

- Second Offense 5 AB and/ or OSS, PC, P, SBYS
- Third Offense 10 AB and/ or OSS, SH, P, SBYS

Inciting/Instigating a fight

- First Offense 1 AB and/ or OSS, SC, SBYS
- Second Offense 3 AB and/ or OSS, PC, SBYS
- Third Offense 4 AB and/ or OSS, PC, SBYS

Contributing to a disturbance

- First Offense 1 3-EAC
- Second Offense 3 AB and/ or OSS
- Third Offense 4 AB and/ or OSS

Horseplay (pushing, shoving, slapping, play fighting)

- First Offense 2 3-EAC
- Second Offense 1 AB and/ or OSS
- Third Offense 3 AB and/ or OSS

Possession or use of weapons or any common items used as weapons

- First Offense Indef. OSS, BH, P, SC, *Daily Review of Belongings*
- Second Offense Expulsion procedures may be initiated

Intentional physical contact another student

- First Offense 4 OSS/4AB, PC, P, SC, SBYS
- Second Offense 5 OSS/5 AB, P, PC, SBYS
- Third Offense 10 OSS/10 AB, SH, PC, P, SBYS

Intentional physical contact of any School Employee

- First Offense 10 OSS, BH, P, SC, SBYS
- Second Offense Indef. OSS, BH, P, SBYS

Open defiance to school rules and/or school authorities

- First Offense 3 AB and/ or OSS, PC,
- Second Offense 4 AB and/ or OSS, SH, SC
- Third Offense 10 AB and/ or OSS, BH

Gambling/Possession & Use of Dice

- First Offense 3 AB and/ or OSS, PC
- Second Offense 4 AB and/ or OSS, P, PC
- Third Offense 10 AB and/ or OSS, SH, P

Premeditated Cheating/Plagiarism

- First Offense 1 3-EAC, PC
- Second Offense 3 AB+ and/ or OSS, PC
- Third Offense 4 AB+ and/ or OSS, PC

Forgery

- First Offense 1 3-EAC
- Second Offense 3 AB and/ or OSS, PC
- Third Offense 4 AB and/ or OSS, PC

Sexual Contact/Inappropriate Touching

- First Offense 5 OSS, P, PC, GC, SBYS
- Second Offense 10 OSS Pending SH, P, PC, SBYS

Sexual Assault

- First Offense Immediate Suspension, Superintendent Notification & Hearing, P, SBYS

*** Subsequent and repeated offenses may result in additional days of Achieve Beyond and OSS.**

STUDENT RESPONSIBILITIES

ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse.

STUDENT EXPECTATIONS AT ASSEMBLIES

- Students are expected to know the rules and follow them. NO CELL PHONES ARE ALLOWED!
- Students are expected to go to the auditorium directly from class with their teacher. They are not allowed to stop at lockers, lavatories, fountains, etc., on the way. The same rule applies when leaving the auditorium.
- No loitering (stopping or standing) in the hallways or aisles is permitted.
- Students are expected to be courteous. No eating or drinking of any kind is permitted.
- Students are expected to be attentive. No talking, shouting, or whistling is permitted. Students must stay seated. No standing is permitted during the performance.
- Students are expected to be respectful and appreciative. No booing, hissing, or throwing objects of any kind is permitted.
- Students are expected to sit up straight in their seats. No feet or knees on the backs of seats is permitted.
- Work Release, Vo-Tech and other students on abbreviated schedules are to follow their regular school program on days of assemblies. Students are not permitted to remain at PGHS for a Pep Rally, Assembly or other events in lieu of their regular school program.
- Students are expected to refrain from using cell phones or other electronic devices during the assembly program.

Try to be patient if you do not find an assembly program or performer to be interesting. The assemblies have been planned to give all students a chance to see and hear different programs, which are both entertaining and educational. Students who do not behave appropriately will be subject to discipline as described in the Glossary of Disciplinary Actions.

STUDENT AUTOMOBILES

Students driving cars to school must park them in the rear of the building only. Each car must be registered with the Security Aide and a sticker must be displayed on the rear left bumper. Students must observe the posted speed limits.
Students are not permitted to go to their cars in between classes or during lunch. Failure to comply with these rules will result in disciplinary action, ticketing by Carneys Point Police, loss of parking privileges and possible towing at owner's expense.
Shared time Vo-Tech students must commute to and from using school sanctioned transportation. Buses will pick and drop students off. Students are not permitted to drive or be driven by other students to and from the Vo-Tech.

CAFETERIA

The cafeteria is an extension of the classroom. The Penns Grove-Carneys Point Food Service Department offers nutritious meals daily, along with nutrition education. Our menus emphasize whole grains, fresh produce and low sodium food items that fuel our student's day. We participate in Breakfast, Lunch, Fresh Fruit and Vegetable, After School Snack and Summer Feeding programs to provide our students with every opportunity to nourish their bodies. Good nutrition is important to learning; children behave better, have longer attention spans and are more eager to learn when they eat healthy.

The Food Service Department serves breakfast and lunch every day. Breakfast After The Bell is available to all students. We encourage students to participate, as we all know, there is an important link between eating a good breakfast and improved learning.

All students are issued a four digit PIN number (Personal Identification Number) that is used when making purchases. The PIN number stays the same every year. New students will receive their PIN number after their enrollment information is completed. If a student does not know their PIN number, they may access their meal account by giving their last name to the cashier at the point of sale.

Access to your student meal account is available online. PAYPAMS, a Parent Account Management System, provides an online service which will enable you to prepay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering an online account, please contact the Food Service Office prior to registration to make sure that the information in the system is accurate. We will need for you to confirm your address and the student's date of birth in order for you to begin the online process. Visit www.pgcpschools.org for information and answers to questions you may have regarding PAYPAMS. Contact the Food Service Office at 856-299-6300, ext. 3225 with any questions.

While in the cafeteria, students are expected to:

- Deposit all lunch litter in wastebaskets.
- Leave the table and floor around your area in a clean condition for others.
- Students may not leave school to purchase food or have food delivered to the school.
- Ala-carte items are available for purchase. No Ala-Carte purchases shall be permitted if the student meal account has a negative balance.

Negative Balance Policy:

No food, snacks and/or beverages are to be eaten in the halls, classrooms, etc. All food and beverages must be consumed in the cafeteria only. Failure to follow these rules will result in disciplinary action, at the discretion of the school administrator.

COST OF BREAKFAST/LUNCH

See District website for Free/Reduced Lunch Applications and Breakfast and Lunch costs.

CARE OF SCHOOL PROPERTY

The students, staff and community take great pride in the appearance of their school. Everyone must make the effort to keep the building neat and clean. State law requires that students who deface or vandalize school property be held responsible for the cost of damages. Parents may also be held liable for damage. Defacing school property will result in disciplinary action.

VANDALISM

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal shall notify the superintendent. The Board will hold the pupil or his/her parents/guardians liable for the damage caused.
Accordingly, when vandalism is discovered, the administration is directed to take such steps as are necessary to:

- Identify the pupil(s) involved.
- Call together persons, including the parents/guardians, necessary to study the causes.
- Decide upon disciplinary and/or legal action. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court.
- Take any constructive actions needed to try to guard against further pupil misbehavior.
- Seek appropriate restitution.

Please refer to POLICY 5131.5 and POLICY 5131.7 on the district's website for complete information.

CHANGE OF ADDRESS

Inform the Guidance Office, in writing, if you change your address or telephone number. Proof of residency is required upon receipt of Change of Student Address form.

STUDENT DRESS CODE

The Penns Grove-Carneys Point Regional Board of Education recognizes that proper dress and attire is an important part of the school program. Students should display pride in their school and in themselves by coming to school in appropriate clothing. The basis of judgment for acceptability of dress shall be neatness, health, cleanliness, modesty, and good taste.

- Shoes must be worn at all times to all school functions and activities. Shoes must be considered sturdy and protective. “Flip-flops” and thong type sandals are not permitted. No bare feet, slides, or bedroom slippers are allowed.
- No knit perforated shirts or sleeveless undershirts will be permitted as an outer garment. Boys’ and girls’ tops must have sleeves.
- No type of revealing or distracting clothing will be accepted, such as see-through blouses or shirts, shorts, etc., unless they are worn with an appropriate undergarment. An appropriate undergarment would be a garment otherwise considered acceptable by itself under the dress code policy. Shirts or blouses cannot be cut short, thus exposing the stomach.
- Shorts, skirts, and skorts may be worn provided that they are not shorter than the length which exists when the arm/hand is fully extended. The garment in question can be no shorter than 4 inches above the top of the knee. It should be noted that the wearing of biker shorts (spandex material, i.e., tights, stirrup pants, and pajamas, etc.) will not be permitted to be worn as an outer garment. Leggings may not be worn as the sole outer garment.
- Jeans or slacks with cut-outs or rips that are excessive or around private areas are not to be worn to school at any time. Pants and skirts cannot be worn below the waist. 6. Sunglasses are not permitted to be worn in the building with the exception of those required by a doctor’s prescription.
- Metal/rope chains, spikes or related items are prohibited.
- Any item worn by students must be in good taste. No clothing or hair with obscene or suggestive lettering or pictures will be permitted.
- Hats, picks, combs, curlers, and blankets etc. may not be worn.
- Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliations, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages are not permitted.
- No head coverings of any kind are permitted (except for documented religious purposes).
- As a matter of safety, the following may not be worn in school:
    - Any item of apparel that conceals pants pockets (long tee-shirts are prohibited unless “tucked in”).
    - Heavy outerwear (coats, jackets, etc.).
    - Raincoats, overcoats, etc.
- Any gang-related item or item that could be construed as gang-related is not permitted. Additionally, any item that promotes drugs, alcohol, harmful and/or illegal substances is not permissible.
- Students are not permitted to wear a hood or hat upon their head.

The first line of enforcement of the dress code lies with the teacher with the support of the administration.
The administration shall be responsible for the implementation of this policy and shall have the right to final determination for the appropriateness of the particular item or apparel for the activity.

Students found to be in violation of the dress code will be subject to disciplinary action. Students may be provided with alternative clothing, call home for alternative attire/shoes to be brought to school, or sent home to change. Students will receive discipline for their first offense and may be asked to remove the illegal article of clothing such as a hat, sunglasses. It should be noted that all subsequent violations of the dress code policy committed after the first offense will merit further discipline at the discretion of the administration. Dress code accommodations will be provided for students with disabilities, medical needs, or religious observance, consistent with ADA, Section 504, and district policy.

EMERGENCY CLOSING

School closings, delayed starting times, or early dismissals will be announced on local news stations and the district website.
If no report is heard, it can be assumed that school will be in session as normal. Please do not call the school. Telephone lines must be kept open for emergencies. Updates will be communicated via a Thrillshare message to all parents/guardians. Please check www.pgcpschools.org for updates and school information.

If PGHS is closed, buses for Shared Time and Full Time Vo-Tech students will still run as scheduled. If changes to this occur, parents/guardians will be notified.

FAMILY LIFE EDUCATION

The Penns Grove-Carneys Point Regional School District has a coordinated Family Life Education Program, grades K to 12. The program was developed by a Family Life Curriculum Committee composed of teachers, administrators, parents, students, and clergy from our community. The committee has reviewed subject areas for Family Life Education and developed a realistic and practical program for students.
To help provide parents/guardians and students with an opportunity to become familiar with the Family Life topics, pertinent information and materials will be available for review at the first meeting of each school's Parent Teacher Association meeting.
Some of the individual topics may be considered controversial by some parents; therefore, if a parent/guardian feels that his/her child should not be receiving instruction in a particular topic, he/she may contact the building principal and request that the child be removed from the class during instruction in that topic without penalty.
Some of the Family Life topics that will be covered include human sexuality, conception, abortion, venereal diseases, contraception, sexual abnormalities, alcohol and other drugs, sex and religion, etc.; abstinence is encouraged. Parents/guardians who wish a complete list of those topics to be

covered should contact the building principal.

EXPERIMENTS INVOLVING ANIMALS

In accordance with P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C. 18A:35-4.25), public school students may choose not to participate in certain experiments involving animals. Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of course instruction. The school is required to provide alternative education projects for those students who choose to “opt out” of these activities.

FIELD TRIPS

Any student who is to take part in a field trip must have a parent permission form signed and submitted by the due date. Students must report to school no later than 7:45 a.m. in order to participate in any field trips and must remain in school all day. If any early dismissal is required, students are required to adhere to the guidelines specified in the attendance policy. While on a field trip, students are required to follow the directions given by the chaperone, to behave in a manner acceptable to the adult community, and to participate in those activities authorized for that particular trip. While on a field trip, any student who violates any existing school regulations will be subject to disciplinary action.

FIELD TRIP ELIGIBILITY REQUIREMENTS

Field trips are valuable supplemental activities, which can augment the effectiveness of classroom instruction significantly. Only Penns Grove High School students are permitted to attend school sponsored field trips and it should be noted that participation in such activities is a privilege. Since the effectiveness of any trip as well as the safety of all participants is dependent upon good behavior, a student’s eligibility and safety precautions, students must demonstrate their awareness of proper conduct, self-discipline and personal responsibility. Groups on district-approved trips represent not only themselves, but also the school and community. Therefore, if students demonstrate unacceptable behavior, they will be subject to disciplinary action.

Field trip participation will be contingent upon final approval by administration. Students with 8 or more latenesses to school in a semester or with 8 or more absences in a semester will not be able to participate in co-curricular activities, including dances and field trips. Students and parents will be notified by the appropriate staff/faculty member.

Appeals may be made to the principal who will render a decision within 48 hours. In the event that a field trip is a required part of the course, an alternate assignment will be made with no penalty assessed for the student's non-attendance on the trip.

FIRE DRILLS & EMERGENCY PREPAREDNESS DRILLS

Fire drills and emergency preparedness drills are required by Law at regular intervals. Students must follow orders and leave the building quickly and quietly. Ringing of unauthorized fire alarms is

against the Law and will result in disciplinary action and criminal charges being filed. Students must adhere to teacher instructions. Use of electronic devices or digital media is prohibited during drills to ensure the safety of all students.

THE LIBRARY/MEDIA CENTER

Students are encouraged to use the Library/Media Center (LMC) to study, do homework, conduct research, or enjoy personal reading. There are books, magazines, newspapers and computers available for use from 7:35 a.m. to 3:30 p.m. and during instructional classes.

All students using the LMC must sign in. To use the Internet, students must also sign the Computer sign-in sheet, listing their assignment or research topic and the teacher making the assignment.

Individual students from instructional classes must be in possession of a Library Media Pass with definite LMC work for that class only, and an ASSIGNMENT VERIFICATION FORM completed and signed by the teacher assigning the work.

Library Media Center Guidelines for Use

Students are encouraged to use the Library Media Center to study, do homework, research the library resources, and for personal reading. There are an array of print and digital resources of all kinds available for use by the school community. The Library Media Center is open from 7:35 - 2:35, except during 3rd Block for Learning Stations.

All students using the Library Media Center must scan in using their School ID and have a pass from their teacher.

A maximum of 3 books may be checked out for a period of 2 weeks. Books may be renewed as long as there is not a hold placed on the title by another student. Students with overdue books will be contacted by the Library Media Specialist to work together to get the book returned. If a book is lost or damaged beyond repair, the student will be asked to pay the replacement cost.

Printers are available for academic/school purposes only. The black & white printer is accessible through the LMC's desktop computers. See the Library Media Specialist for color printing.

The following are student expectations for using the library. If student behavior does not meet student expectations, they may be asked to leave the Library Media Center.

- Students will be respectful of the Library and its resources. This means students will treat the space and materials with care and clean up after themselves.
- Students will be respectful of the Library Media Specialist, other teachers, and other students who may be working in the library. This means students will treat each other with kindness and respect, and act responsibly.

- Collaboration is active learning, and is encouraged in the library. However, it is important to keep the conversations and noise at an appropriate level to not create disruption.

LOCKERS

A locker is issued to each student at the beginning of the year. The school is not responsible for items stolen from lockers including lockers in the gym and team room areas. Periodically lockers will be inspected by the administration. Do not tamper with another locker or give your combination to someone else. Students are not permitted to switch or share their assigned locker.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office where they may be claimed by the owner. Items will be removed from the lost and found at the end of each month.

MAKE-UP WORK

Students will be allowed to make up assignments missed due to legal or acceptable absence from school. It must be understood that completing missed assignments does not provide the same educational experience as being present and participating in the classroom activity.

Students will be allowed one day for each day of absence to make up work. The responsibility for making arrangements to make up work lies with the student. Students who are absent because of suspensions will be allowed to make up missed work. Teachers post homework and assignments in their Google Classrooms.

MEDICATION IN SCHOOL

If a student becomes ill in school, he or she must report to the nurse, who will decide what should be done. Students must **never** leave the school building for illness or any other reason without authorization. If the nurse is unavailable, students must report to the Main Office. Self-dismissal from the building and/or using their cell phone to call home will result in disciplinary action.
No medication will be given in school without prior written permission from the parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed to comply with school regulations:

- Written orders are to be provided to the school nurse from a physician, detailing the diagnosis or type of illness involved; the name of the drug, dosage, time of administration and the possible side effects. Parent signatures are required for medication administration.
- Medication must be brought to school in the original container, labeled by the pharmacy or physician. Medications are to be brought to the school by a parent/guardian.
- The school will provide a secure, locked space for the safe storage of medication where prescription drugs will be kept locked at all times. An exception is made for Emergency

Medications (Epinephrine, Glucagon or Narcan)

- Over the counter medications (ex. Motrin, Tylenol or Tums) will be administered to students by standing orders from the school doctor & parents written permission.
- The certified school nurse or parent/guardian are the only people permitted to give non emergency medications.
- The school nurse will maintain records of all medication administered in the school.
- Single pills out of the original container will not be administered.

NURSE'S OFFICE

The nurse's office is open daily for students in need of medical attention and personal health conferences. Students must report to their block 1 teacher before reporting to the Nurse's Office at the start of the school day or they will be considered LATE once the bell has rung. A student must receive a pass from his/her classroom teacher during the school day before coming to the nurse's office, unless it is an extreme emergency. A student too ill to remain in school must report to the nurse's office and receive permission to be sent home. At no time will a student be sent home without authorization from a parent or guardian. The nurse will issue a Student Dismissal Notice to the student being sent home. This notice must be presented by the student to the Main Office before signing out.

Additionally:

- SPORTS PHYSICALS TAKE TIME TO PROCESS. Students may not practice until this process has been completed. Please return completed physical forms to the Nurse for review. Incomplete forms will be handed back to students/parents for completion. Please note that students must use the physical form supplied by the Department of Education. In addition, health history questionnaires must be completed for each sports season.
- Notes to excuse a student's absence must be handed into the Nurse within 3 days after return to school. Medical notes, required court appearances, a death in the family and religious observations may be considered excused absences.

STUDENT HALLWAY PASS

Any student who leaves an assigned class for any reason must have his/her PGHS issued Hallway Passbook and Student Identification Badge. The pass must state the student's name, time of departure, origin of departure, destination, date, and teacher's signature. It is the student's responsibility to secure a pass. All passes are to be automatically shown to the hall monitors on duty and the HS Security Aides, not just when asked.

Any student found in the hall without their ID badge and pass, or found abusing a pass, will be subject to disciplinary action.

PHYSICAL EDUCATION

Every student is required to take part in physical education classes. You are responsible for having your complete gym uniform on days that are scheduled for PE. Lateness to class from gym will not be excused without authorization of the physical education teacher notifying the main office.

POSTERS AND ANNOUNCEMENTS

There are several bulletin boards throughout the school. Any announcements placed on these boards must be approved by the Student Activities Coordinator before being put on display. Announcements to be read over the P.A. must also have prior approval. It should be understood that all signs posted should be taken down by the student immediately after the activity has taken place.

TELEPHONES

The office telephones are business phones and not for pupil use. Parents should not call the student at school except in cases of real emergency, as personal messages cannot be forwarded to students.

TEXTBOOKS/CALCULATORS

All basic texts are loaned to students for their use during the school year. All basic texts and calculators are to be kept clean and handled carefully. Please be sure your name and grade are written in the book in case they are misplaced. Students who lose or damage a book or calculator while it is checked out to them will be expected to pay for it. Textbooks are to be covered at all times.

VALUABLES AND PERSONAL ITEMS

Students are not to bring large amounts of money, radios, tape recorders, iPods, iPads, cards, etc.to school. Students, not the school, are responsible for their personal property. Any items that interfere with the classroom will be confiscated by the teacher and turned over to the office. When money is involved, the parent(s) must sign to have it released.
As per board policy, no skateboards are allowed on school property, and students must have permission slips signed by parents to have a bicycle on school property.

VISITORS

Visitors must report to the Main Office upon entering the school, where a visitor's pass may be granted by the principal. Visitors may be asked to provide photo identification. Visiting classroom teachers is not permitted during classroom hours, and students are not to bring visitors into the school with them during the school day. Under no circumstances will students be permitted to bring babies or infants to the school. Individuals not complying with these

regulations will be requested to leave the school grounds immediately or be considered trespassing, in which case a complaint will be signed.

EQUAL OPPORTUNITY

The district shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered in these schools regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence within the district, sexual preferences, social or economic condition or non-applicable handicap.
Enforcement or other district affirmative action policies contribute to this legally required equality of educational opportunity.

No pupil or staff member may harass any pupil of this district sexually or in any area covered by the statement in paragraph one of this policy. Such harassment is a denial of equal educational opportunity.

Procedures shall be made available for pupils and/or parents/ guardians to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer.

EQUITY/AFFIRMATIVE ACTION ISSUES

The Penns Grove-Carneys Point Regional School District has affirmed its policies prohibiting bias, harassment, discrimination, segregation and ensuring equality in educational programs. Discrimination, sexual harassment, or harassment of any kind is strictly prohibited and will not be tolerated by the school district. Violators will be appropriately disciplined in accordance with Board policies and state and federal laws. Individuals wishing to report cases of discrimination and/or harassment are to contact either the school principal or the Superintendent of Schools/Affirmative Action Officer. Copies of the District's equity plan, policies, and grievance procedures are maintained in the office of the Affirmative Action Officer, Dr. Maitland, Director of Curriculum and Instruction, 100 Iona Avenue, Penns Grove, NJ 08069. Telephone (856) 299-4250 Ext. 1122. Grievance procedures and compliance information for Section 504 may be directed to Mr. Sage Smith, Director of Special Programs, Telephone (856) 299-4250, Ext. 1124.

HARASSMENT, INTIMIDATION, BULLYING OR CYBER BULLYING

A copy of the full Penns Grove Regional High School District Policy can be found on the school district web page at: https://www.pgcpschools.org/

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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 any bullying” is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function or on a school bus and that:

- A reasonable person should know, under the circumstances, 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 property; or:
- 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.

Depending on the circumstances, each of the following actions can be sexual harassment: Suggestive behavior.

- Sexual staring or leering.
- Sexual or smutty jokes.
- Sexual propositions, such as continually asking you out, phoning you, or asking for sexual favors.
- Sexual or physical contact, such as touching, slapping, kissing or pinching.
- Sexual comments, insults or teasing.
- Sexually offensive gestures.
- Intrusive questions about sexual activity.
- Sexually explicit or offensive material that is displayed in a public place or put in your work area or belongings.

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

CYBER-BULLYING

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, “cyber-bullying” shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;
- Threatening others;
- Excluding or attempting to exclude others from activities or organizations;
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person

look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images and/or,
- Engaging in tricks to solicit embarrassing information that is then made public;
- Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

HARASSMENT, INTIMIDATION, BULLYING (HIB) SAFETY

The HIB Safety Team as of September 1, 2026 consists of the following members:

Ms. K. Reising Anti-Bullying District Coordinator

Mrs. L. O'Brien Anti-Bullying Administration – Principal

Mr. A. Golden Anti-Bullying Administration/Asst. Principal/Athletic Director

Mrs. C.DiGravio Anti-Bullying School Specialist

Ms. A. Woodson At-Risk Guidance Counselor

Parent/Guardian

STUDENT GRIEVANCE PROCEDURE

Any parent or pupil who has a grievance against a teacher, school policy, school rules, or regulations shall present the grievance in writing and proceed as follows:

- Present the grievance to the building principal, who will arrange for a conference between the aggrieved person, the teacher, and an administrator, or a supervisor.
- If the grievant is not satisfied with the decision at the first level, the grievant may present the grievance in writing to the Superintendent of Schools, who will arrange a meeting to discuss the situation with the aggrieved party.
- If the grievant is not satisfied with the decision of the Superintendent of Schools, the grievant may request a hearing with the Board of Education. The Superintendent of Schools will arrange such a meeting, if requested by the grievant.
- The Board of Education will meet with the aggrieved person and will answer the grievance in writing, within twenty (20) days of the hearing with the Board of Education.

SUBSTANCE AWARENESS

HIGH SCHOOL STUDENTS AT RISK

During adolescence, many students may test the system at home and school. Truancy, substance abuse, and defiance of authority may be seen as an attempt to assert independence. Adolescents need a supportive and secure environment in which to thrive, one, which allows for some experimentation with ideas and relationships within the parameters of what is safe and responsible. Each new generation is being introduced to drugs at an earlier age. It's a problem that raises countless questions for parents-How do I keep my children away from drugs; how do I know if they're involved; what do I do if they are involved?

SIGNS OF DRUG USE

Identification with Drug Culture

- Drug-related magazines, slogans on clothing.
- Conversation and jokes that are preoccupied with drugs.
- Hostility in discussing drugs.

Dramatic Changes in School Performance

- Distinct downward turns in student's grades-not just from Cs to Fs, but from A's and B's to B's and C's.
- Increased absenteeism or tardiness.

Changes in Behavior

- Chronic dishonesty (lying, stealing, or cheating). Trouble with the police.
- Changes in friends, evasiveness in talking about new ones.
- Possession of large amounts of money.
- Increasing and inappropriate anger, hostility, irritability, secretiveness.
- Reduced motivation, energy, self-discipline, self-esteem.
- Diminished interest in extracurricular activities and hobbies.

FOR PARENTS OF HIGH SCHOOL STUDENTS

Be knowledgeable about drugs and signs of drug use. When symptoms are observed, respond promptly.
Parents are in the best position to recognize signs of drug use in their children. In order to prepare themselves, they should:

- Learn about the extent of the drug problem in their community and in their children's schools.Be able to recognize signs of drug use.
- Meet with parents of their children's friends or classmates about the drug problem at their school. Establish a means of sharing information to determine which children are using drugs and who is supplying them.

Parents who suspect their children are using drugs often must deal with their own emotions of anger, resentment, and guilt. Frequently they deny the evidence and postpone confronting their children. Yet the earlier a drug problem is found and faced, the less difficult it is to overcome. If parents suspect their children are using drugs, they should:

Devise a plan of action. Consult with school officials, the Student Assistance Counselor, and other parents.

- Discuss suspicions with their children in a calm, objective manner. Do not confront a child while he/she is under the influence of drugs.
- Impose disciplinary measures that help remove their youngsters from those circumstances where drug use might occur.
- Take a firm stand against any drug usage by their child.

- Seek advice and assistance from drug treatment professionals. Information about area resources is available through the Student Assistance Counselor, 299-6300, ext. 3240.

School-related activities for DRUG AWARENESS

- Red ribbon week
- Peer education program
- Drug and alcohol abuse instruction
- Family life curriculum
- School assemblies
- Individual/small group counseling
- Community-sponsored activities
- Law enforcement liaison
- School-based youth services
- Student Assistance Counselor
- Pre-prom/graduation awareness program

Student Assistance Counselor

The Student Assistance Counselor (SAC) offers help to students at high risk for or involved in:

- Drug use
- Truancy
- Absenteeism
- Discipline problems
- Dropping out of school
- Teen pregnancy and teen parents.

The SAC can provide individual as well as group counseling; referral to out-of-school agencies; information about drugs, signs and symptoms; and presentations to community groups. These services are available to students, parents and community members. The SAC can also facilitate Peer Mediations.

The Penns Grove Carneys Point Regional School District Drug Policy is also available through the SAC.

The SAC is an advisor to the Peer Education Program and REBEL. Both programs consist of highly motivated students living drug free lives.

ACADEMICS

GUIDANCE DEPARTMENT

Counseling services are available for every student in the school. School counseling services follow the American School Counselor Association (ASCA) National Model to support academic, career, and social-emotional development. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study strategies, personal issues, school and/or social concerns, peer mediation or any issue the student would like

to discuss with the counselor.
Students wishing to visit a counselor or the SAC should complete a Guidance Office Request Form to arrange for an appointment.

EARLY GRADUATION

Pupils who have clearly demonstrated a scholastic aptitude, an unusual readiness for the world of work, a financial need, or a serious health or family concern, may be considered for early graduation. Minimum graduation requirements must be completed early. Approval must be obtained from the parents/guardians and the administration. Once approved, the student must fulfill early graduation requirements.

Early Graduation Provisions

The purpose of this provision is to establish a vehicle whereby eligible students may complete their high school educational program in less than four years, thus qualifying for an early graduation at Penns Grove High School. It should be fully understood that students applying for early graduation must present specific future educational and career objectives that will be pursued after graduation and will be particularly well-served by early graduation. It should be understood that this provision is not a means of graduating those students who have exhibited disinterest in school, marginal disciplinary conduct or poor attitude. It should not be construed as an easily accessible means to complete high school, but one considered only after all other viable options have been explored.

Candidates and their parents/legal guardian must submit a letter of application to the high school principal stating the reasons for interest in the program, specific educational and/or vocational goals, educational and/or vocational plan for what would normally be the fourth year of high school, and any other information that may be pertinent in arriving at a decision for acceptance. This application letter must be submitted prior to February 1 of sophomore year. After formal application is submitted, a preliminary meeting between parents, student, and the Early Graduation Committee (high school counselor, teachers, principal, and any other professional deemed necessary) will take place to ascertain criteria and information collected to evaluate what will be most advantageous to the student both at the present time and in the future. Since the district is concerned with the development of the entire student, the social and emotional maturity of the applicant will also be weighed in order to arrive at a proper decision. Final approval of the early graduation agreement with all the provisions incorporated into the written plan, signed by and agreed to by the student, parents/legal guardians, and appropriate school authorities, will be submitted to the Superintendent for approval.

Any request for a change in this plan must be submitted in writing to the high school principal, who shall either approve or deny the request. Once final approval is granted by the Board of Education, the Early Graduation Committee shall review the student's performance throughout this period.

In order to satisfy the early graduation requirements, students may take college courses from fully accredited institutions, summer courses for original credit courses and/or independent study, only

with the prior approval of the high school principal through the student's school counselor. Any of these options will be at the parent's expense. The Board of Education will not be responsible for any incurred expenses needed to complete the requirement for early graduation, i.e., transportation, tuition, textbooks, registration, etc.

Candidates must meet all the graduation requirements of Penns Grove High School, and by March of the year of anticipated graduation, the student should present evidence that his/her educational and/or vocational plan has been followed. If that requirement has not been met, the Early Graduation Committee will reserve the right to deny the diploma. Students that complete the early graduation requirements will have the same rights and privileges as the seniors of the anticipated graduation year. If they are in danger of not graduating, the privileges can be removed. **However, if for some reason the student fails to graduate early due to illness or noncompletion of requirements, *they will not be permitted to participate in senior activities*.**

GRADUATION REQUIREMENTS

- Complete 130 credits.
- Pass the required High School Proficiency Assessment as required by the State of New Jersey.
- Successfully completed 20 credits of Health, Physical Education and Safety.
- Successfully completed 17.5 credits in Social Studies (2 courses in US History,1 course in World History).
- Successfully completed 20 credits of English.
- Successfully completed 15 credits of Mathematics. (A student must take a minimum of one math course in his/her Freshman year, one math course in his/her Sophomore year and one math course in his/her Junior year).
- Successfully completed 15 credits of Science.
- Successfully completed 5 credits of Fine, Visual and Performing Arts.
- Successfully completed 5 credits of World Language.
- Successfully completed 5 credits of 21st Century Life and Careers or Vocational Technical Education.
- Successfully completed 2.5 credits of Financial Literacy Course.
- It is the responsibility of all seniors to check with their guidance counselor to verify their credit status in order to walk during graduation.

GRADUATION CREDITS EARNED THROUGH ALTERNATE LEARNING EXPERIENCES

Students may apply to receive high school credits for alternative learning experiences that enable them to fulfill or exceed the expectations set forth in the New Jersey Core Curriculum Content Standards. Option II (N.J.A.C. 6A:8-5.1(a) 1ii) of the high school graduation requirements allows local school districts to design and/or approve educational experiences that serve as an alternative to traditional instruction and provide meaningful learning experiences which support student achievement of the New Jersey State Learning Standards. Option II allows schools to provide enhanced educational opportunities for all students through the use of multiple and diverse pathways, including On-Line Courses taken at a nationally certified institution.

- An application is to be completed by the student/parent/guardian seeking approval for the earning of credit outside the traditional district courses offered as described in the high school Program of Study booklet. *Students using Option II On-Line courses as a method of*

satisfying NJDOE and local requirements for graduation and/or electives not needed as graduation requirements will be limited to taking four (4) such courses during their high school career and no more than two (2) in any school year. These On-Line courses may not be factored into the Grade Point Average (GPA). Exception to the rule will be students taking summer online courses as part of graduation requirements.

- The application must be completed and submitted at least thirty (30) days prior to the beginning of the proposed program. All required information must be attached to this application. The application should be submitted to the student's counselor.
- A limited number of Option II programs/courses during the high school years are available to students in grades ten (10) through twelve (12).
- This application will be reviewed by a committee of the district faculty, administrators and Supervisors, and a decision will be made within twenty-one (21) days. The applicant will be notified in writing. If additional information is requested by the review committee, this information must be submitted within one (1) week.
- It is the student's responsibility to maintain academic standing and enrollment in an approved Option II program. Any failure to complete an approved program may jeopardize the student's ability to meet graduation requirements. The district cannot guarantee placement in an equivalent district course in the case of a student withdrawing from an approved Option II Program.
- The Board reserves the right to determine the number of credits to be awarded. Any credits earned via this Option II procedure will not be calculated toward the overall grade point average; therefore, these courses will have no effect on a student's class rank. However, the course and actual grade earned will be noted on the student's official transcript.
- Students must complete 70% of the course and take a final exam. Students will have the opportunity to "test out" of the course when applicable.
- The cost of the online course will be covered only if required as a graduation requirement not offered by the district. Parent/Guardian is responsible for covering the cost of courses taken outside graduation requirements.

Additional information and applications are available in the Guidance Office.

REPORT CARDS

Report cards are issued two (2) times a semester (4 times a school year). Each marking period is approximately 9 weeks long. Report card dates will be distributed at the beginning of the school year district-wide.

INTERIM REPORTS

Student interim reports may be sent any time between marking periods to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction. Interim report dates will be distributed at the beginning of the school year district-wide. Acknowledgment of this report by note, a phone call or visit is appreciated.

INCOMPLETE GRADES

A student being issued an incomplete has seven school days to resolve the grade with the issuing teacher and in the Achieve Beyond program. Students with an incomplete on their report cards cannot be considered for the honor roll or extracurricular eligibility.

HOMEROOM PLACEMENT

The following credits are required to be placed in the following homerooms:
30 total credits for a 10th Gr. Homeroom
60 total credits for an 11th Gr. Homeroom
90 total credits for a 12th Gr. Homeroom

GRADING

Grades will be established as follows:
A 90-100
B 80-89
C 70-79
D 60-69
F 59-0

The student must adhere to the school's attendance policy in order to receive credit for all classes.

For a year long course, the average of four marking period grades will count as 80% of the final grade. The exam grades will count as 20% of the final grade.

Example:
MP #1 – 93
MP #2 – 95
MP #3 - 95
MP #4 - 93
AVERAGE: 94 x 80% = 75.2
MID-TERM EXAM (10%) and FINAL EXAM (10%): 95 x 20% = 19.0 FINAL
GRADE: 94.2%

A final grade for a 2.5 credit course, or 5 credit semester courses, is determined by counting the two marking period grades as 80% of the final grade and the exam as 20% of the final grade. In summary, the marking period grades will count as 80% of the final grade. The mid-term and final exam grade will count as 20% of the final grade.
Only officially medically excused absences for missed final exam days are accepted for participation in Final Exam Make-Up Days.
Please note the GPA will not be affected by an “NC” grade on the report card.

CLASS RANK

Class rank and GPA will be determined and reported in numerical fashion. Class rank will be determined by averaging the final numerical grades of all courses. Grade Point Average will not be calculated until the end of the sophomore year.

For example:
Grade x credit
English 95 x 5 = 475
History 90 x 5 = 450
Math 93 x 5 = 465
Science 88 x 5 = 440
Spanish 80 x 5 = 400
Art 85 x 2.5 = 212.5
Health 90 x 2.5 = 225

30 2667.5

2667.5/30 Credits = 88.92

Example numerical average--88.92

WEIGHTED CLASS RANK

In order to place more "weight" on Honors and Advanced Courses in Penns Grove High School, the following procedure shall be utilized to determine class rank for the high school students:

- 1. Rank in class is the position of any student in a class in relation to all other students in the class based upon a computed cumulative average carried to four decimal places and rounded to three.
- 2. The weighted academic ranking system encourages students to enroll in Honors and Advanced College Preparatory Courses and rewards the students for their efforts.
- 3. The courses listed below will be weighted for class rank:
    - a. All Advanced Placement courses.
    - b. All Honors level courses.
    - c. The last two years of all foreign language classes.
    - d. "College" courses (Academy).
- 4. A total of ten points (8) will be added to the final average of all weighted

  courses. **HONOR ROLL**

The Honor Roll systems for the high school will be as follows:

- Superintendent's List All A's
- Honor Roll A & B's
- *No U's and/or Incompletes

The Honor Roll is based on unweighted grades.

PASS/FAIL SENIOR OPTION

- Senior students who have 100% average GPA or higher may take any elective course during their senior year on a Pass/Fail basis.

- Eligible students must inform their guidance counselor that they wish to select the Pass/Fail option no later than 5 days after the start of the class.
- An elective class is defined as any class, which is not required to meet local or state graduation requirements. (The 5 credits of fine or performing arts required by the state cannot be taken Pass/Fail)
- Once a student selects the Pass/Fail option for a course, it will remain in effect for the length of the course and will not be changed.

SCHOOL-WIDE TUTORING/EXTRA HELP

Tutoring/extra help is available daily from 2:30 – 3:30 in the PGHS library. It is advisable that students stay for tutoring, speak with their teachers, and meet with their guidance counselor at the first sign of academic difficulty or upon receipt of a progress report. If there is a conflict with an activity, students must notify the coach or advisor of the intent to go for extra help. Academic performance is vital to future college and careers.

APEX LEARNING QUARTERLY COURSES

Penns Grove High School provides alternative routes and remediation opportunities for students to recover portions of credits or full credits and still graduate on time. Students who score below 60% during any marking period may be assigned a Quarterly course through Apex Learning digital curriculum to remediate portions of their course(s) before receiving a failing grade in the course for the school year. Students who fail a course may be assigned to the Achieve Beyond program which is staffed by full-time, certified teachers.

Students may also choose to enroll into a Quarterly course to reinforce/review specific academic concepts or to increase their grade if his/her marking period grade fell below an 83%. Students who wish to enroll in Quarterly course(s) need to schedule a meeting with his/her guidance counselor.

Students will have 45 days to complete 100% of the Apex Learning Quarterly course.

PGHS Pride Card

The PGHS Pride Card is designed to recognize students for outstanding effort. The goal of the PGHS Pride Cards are to increase grade point average, to increase attendance, to reduce discipline referrals, and to raise school spirit. Students earn rewards depending on the criteria in each level. The cards are awarded to students for receiving good grades, exhibiting positive behavior, having excellent attendance and exhibiting civic pride. A PGHS Pride Card designation, regardless of level, qualifies students to earn certain incentives. Strive for Pride!

2026-2027 Criteria	2025-2026 Incentives

GOLD ● 98+ GPA ● Maximum two (2) unexcused latenesses per marking period. ● Maximum two (2) unexcused absences per marking period. ● No discipline referrals/no office detentions, EACs, ABs, or OSS. ● Participation in two (2) school-sponsored clubs, sports, service organizations or similar, community-based organizations approved by the school.	GOLD ● Four (4) late homework passes (not to be used in the same class, must be pre-approved by the teacher). ● Free admission to ten (10) Home Athletic Contest (NJSIAA Tournament does not apply). ● Three (3) additional excused latenesses to school (at administrative discretion). ● Certificate of Recognition
SILVER ● 93-98 GPA ● Maximum two (2) unexcused latenesses per marking period. ● Maximum two (2) unexcused absences per marking period. ● No more than 1 administrative detention, no EACs, ABs, or OSS. ● Participation in one (1) school-sponsored clubs, sports, service organizations or similar, community-based organizations approved by the school.	SILVER ● Three (3) late homework passes (not to be used in the same class, must be pre-approved by the teacher). ● Free admission to seven (7) Home Athletic Contest (NJSIAA Tournament does not apply). ● Two (2) additional excused latenesses to school (at administrative discretion). ● Certificate of Recognition

BRONZE ● 88-93 GPA ● Maximum two (2) unexcused latenesses per marking period. ● Maximum two (2) unexcused absences per marking period. ● No more than 2 administrative detention, no EACs, ABs, or OSS. ● Participation in one (1) school-sponsored clubs, sports, service organizations or similar, community-based organizations approved by the school.	BRONZE ● Two (2) late homework passes (not to be used in the same class, must be pre-approved by the teacher). ● Free admission to four (4) Home Athletic Contest (NJSIAA Tournament does not apply). ● One (1) additional excused latenesses to school (at administrative discretion). ● Certificate of Recognition

Criteria Clarifications:

- Calculation of GPA- Eligibility is based upon calculations using grades from the 1st through the 4th marking period of the prior school year.
- Attendance/Lateness/Early Dismissals- Students may not have more than two (2) unexcused lateness or early dismissals in the 1st, 2nd, 3rd, or 4th marking period of the school year. Caution: Three unexcused lateness in the same semester will result in discipline, including loss of PGHS Pride Card privileges.
- Discipline- Suspension for any reason during the 2024-2025 school year, will result in immediate revocation of any card and its privileges.

Incentive Clarifications:

- When using an excused lateness to school, the student must sign in prior to 8:00 AM.
- Late homework passes are for daily homework assignments, not major projects or assignments. The pass can only be used one time in a class per semester and must be pre-approved by the teacher. The deadline to turn in the assignment must be agreed upon by the teacher.
- A student's PGHS PRIDE Card will be revoked if they are caught cheating or plagiarizing.

Marking Period Celebrations Clarifications:

- Each marking period students who earn a Pride Card will be invited to a quarterly celebration during the school day.
- Attendance at the celebration is at teacher discretion.
- Students are responsible for all work missed during their attendance at the celebration.

End of the Year Pride Card Celebration Clarifications:

- Students are eligible to attend the end of the year Pride Card Celebration by earning a Pride Card in 2 of the first 3 marking periods of the school year.
- Prizes will be randomly drawn for students at the end of the year celebration.
    - For each gold card earned students will receive 3 entries into the drawing.
    - For each silver card earned students will receive 2 entries into the drawing.
    - For each bronze card earned students will receive 1 entry into the drawing.

The student's eligibility for each level below will be analyzed against their record from the 1st-4th Marking Period of the prior school year. Cards will be valid in the current school year from the first day of the school year, through June 1st.

ACTIVITIES

SENIOR CLASS TRIP AND JUNIOR/ SENIOR PROM

A student must meet eligibility requirements for extracurricular programs/activities by the end of the first semester in order to participate in the class trip. Any student who has exceeded the limits of the Attendance Policy or are on NC status for the current school year at the time of the Senior Class trip or Prom will NOT participate in these activities.

Any student who has been suspended out of school two times in the senior year and/or has 4 or more occurrences of AB, prior to the class trip will not be permitted to participate in the class trip, senior picnic, or the Prom. Further, ANY STUDENT suspended two or more days prior to any dance including homecoming will not be permitted to attend any school sponsored event, homecoming, or prom. No guest beyond age 20 will be admitted to the Junior/Senior Prom, Homecoming, or any school sponsored event.

Furthermore, student(s) with outstanding fines will not be permitted to participate in any extracurricular activity or school sponsored function including homecoming dance, prom, senior trip, graduation, etc.

All rules and regulations specified under “Dances” are in effect for Homecoming and the Junior/Senior Prom and any school sponsored event.

DANCES

Throughout the school year, we have scheduled several dances for your enjoyment. In order to ensure each and every student's safety and welfare, the following rules will be enforced for each and every dance:

- All tickets will be sold in advance. No student will be admitted to the dance without having purchased a ticket before the dance. Tickets will be limited to two (2) per student-one for yourself and one for your guest.
- Any student bringing a guest who is not a student of Penns Grove High School is responsible for their guest. Guests must present a valid high school student ID with a picture when entering the dance. All students must complete the out-of-district guest form at least (2) weeks prior to the date of the dance to be approved by the administration. Students not receiving permission to attend will be notified prior to the date of the function.
- No student will be permitted into the dance 30 minutes after the start of the dance.
- Students leaving the dance will not be readmitted.
- Anyone suspected of being under the influence of alcohol or drugs will be subject to disciplinary and legal action.
- Anyone whose conduct is inappropriate will be asked to leave the property and is subject to disciplinary action. Students are expected to dance in a respectful school-appropriate manner.
- Students are expected to follow school rules.
- No jeans or sneakers are to be worn to the dance.
- No middle school student will be admitted to the dance.
- No student may purchase a ticket with the intent of buying it for someone who is not presently a student of PGHS. Tickets are not transferable.
- Only graduates of PGHS may attend as guests.
- PGHS Administration has the right to deny admittance to the dance to any person based on justification in accordance with school policy.
- All tickets must be purchased at least two (2) weeks prior to the dance.
- All students attending a dance must obtain a form from the dance advisor. The form must be signed by the student and the student's parent or guardian. Failure to do so will prevent the student from attending the dance.
- Students with 8 or more unexcused latenesses to school in a semester and/or 10 or more unexcused absences in a semester will not be able to participate in co-curricular activities, including dances and field trips. Students and parents will be notified by the appropriate staff/faculty member.

STUDENT CONDUCT AT EXTRACURRICULAR FUNCTIONS

While attending any extra-curricular activity, students are required to obey all school rules and follow the student dress code. Students who display inappropriate conduct at any such event are

subject to disciplinary action and will jeopardize their future attendance and/or participation in any extra-curricular activity. The wearing of hats during extra-curricular activities, which take place inside the building, is prohibited. A student or spectator who refuses to conduct themselves in an appropriate manner and comply with all rules and regulations will be asked to leave, as well as being restricted from further school-sponsored activities.

STUDENT ACTIVITIES

Participation in school activities is important. Clubs and sports are open to all students. It is possible for students to request any new club or activity if enough students are interested in it, if a faculty sponsor is available, and if space and facilities can be provided. Students with any outstanding fines will not be allowed to participate in any athletic program or extra curricular activities, including dances, until all fines are paid. Participation on the senior class trip will also be prohibited if any outstanding fine exists.
Students suspended out of school or placed in Achieve Beyond are prohibited from attending school sponsored events or activities.
Finally, Pride Cards will not be issued to any student with an outstanding fine. Library fines can be paid in the library. Books and uniforms owed must be returned to the appropriate teacher and/or coach. All other fines can be paid to the Principal's Administrative Assistant.

ATHLETIC INFORMATION

Athletic information is available at www.tricountyconferencenj.org

CROWD CONTROL
PGCPS BOE Policy on Crowd Control will be enforced.

ELIGIBILITY FOR INTERSCHOLASTIC AND EXTRA-CURRICULAR
PROGRAMS AND ACTIVITIES
The Penns Grove-Carneys Point Regional Board of Education has adopted the following eligibility rules for student participation in interscholastic and extra-curricular programs/activities:

- Students who are in block scheduling must be passing a minimum of 15 credits during each semester to be eligible for participation in the extra-curricular program for the following semester.
- The eligibility of a student will be determined by the grades received in the preceding marking period as long as they were eligible at the beginning of that semester.
- In addition, in order to participate in any extra-curricular or co-curricular activity students who meet all the eligibility requirements outlined above must have a 70% average in the quarter preceding the activity as well as any report card during the season.
- In the month of August, all freshmen student-athletes, and student-athletes identified as being in need of Math/ ELA, or ELL support must attend scheduled Achieve Beyond academic support sessions, if offered.
- The final grades in June will determine eligibility in September. Students who are ineligible in September cannot become eligible to participate until February 1st of the following year.

- To be eligible to participate in the second semester (February 1 to June 30), a student must have passed at least 15 credits during the first semester. A student participating in any extra-curricular activity must adhere to these rules. Students will become ineligible upon publication of the failure list.
- The head coach and athletic director or the advisor, with the approval of the principal, retain the right to suspend temporarily from competition any student that he/she feels fails to abide by the rules and regulations established for the activity or sport.
- Any student who leaves school early or arrives after 10:30 am will not be permitted to practice or participate in an interscholastic or extracurricular event that day unless a legal excuse is presented that is acceptable to the principal and/or director. Excuse to be presented prior to leaving school.
- Abuse of early dismissals will be considered by the High School Administration and the specific individual director, and may have an effect on a student's continued participation in a given interscholastic or extra-curricular event. (See lateness to school policy.)
- For certain extra-curricular activities, eligibility will be determined by the building principal on a case-by-case basis if the above guidelines do not pertain to the activity involved. It should be noted that the spirit of the above eligibility rules will apply.

Athletic Eligibility Rules

ELIGIBILITY RULES apply to ALL Varsity, Junior Varsity, and Freshman teams representing a high school (Girls and Boys).
STUDENTS, IT IS RECOMMENDED THAT YOU DO NOT PARTICIPATE ON ANY TEAM OUTSIDE OF YOUR SCHOOL under any circumstances until you have permission from your Director of Athletics. Transfer students are encouraged to contact the Director of Athletics or their counselor to determine eligibility. Athletes will abide by the PGHS Athletic Code of Ethics.

- ELIGIBLE if a student has not reached the age of 19 prior to September
- ELIGIBLE to represent High School eight (8) consecutive semesters following a student's entrance into ninth grade.
- ELIGIBLE for Fall and Winter sports if a student has passed a minimum of 30 credits from the preceding school year. For Spring sports a student must have passed 15 credits from the first semester of the current school year.
- ELIGIBLE if incoming ninth-grader.
- ELIGIBLE if in full residence.
- ELIGIBLE if transfer because of change of residence by parents or as approved by the Executive Committee.
- ELIGIBLE if no influence is used to retain or secure the student.
- NOT ELIGIBLE after the completion of eight (8) semesters following a student's entrance into the ninth grade, regardless of the fact that a sports season may not be completed.
- NOT ELIGIBLE after the class in which a student originally enrolled graduated, regardless of transfers during the 3 or 4-year period.
- Students with 8 or more unexcused latenesses to school in a semester and/or with 10 or more unexcused absences in a semester will not be able to participate until assigned AB days have been completed and student shows attendance improvement, if offered.

Athletic Awards Policy

General:

- All students, except post-graduates, are eligible for awards.
- Any and all awards will be made only if in the judgment of the awarding coach, the student's performance has merited the award.
- At the end of each season students will receive written documentation from the coach as to their eligibility for any awards.

Specific:

- Certificates - Awarded to non-senior athletes who qualify in all freshmen, J.V or varsity sports.
- Chenille Monogram - Awarded to athletes who have qualified in first varsity sport.
- Plaque - Awarded to senior athletes who have qualified in a given sport(s).
- Jacket - Awarded to qualifying team members, student manager(s) and coaches who have won conference, group or district championships in a particular sport for the first time. All athletes earning this first championship jacket will receive the same basic award.
- In the event a team does not win a championship (conference, group or district) but a team member wins an individual championship, the High School Administrator will recommend an appropriate award to the Board of Education for that team member.

Under no circumstances should any member of the staff other than the School Business Manager or Superintendent of School authorize the purchase of awards. The purchasing procedures and Board of Education approvals must be completed prior to commitments being made.

PROTECTING ELIGIBILITY FOR HIGH SCHOOL ATHLETES, PER NJSIAA

- Accept only awards of trophies, pins, jackets, i.e., approved by Board of Education- do not accept any merchandise or cash.
- You may caddy or work in a golf or tennis shop – but do not give instruction for compensation on a per lesson basis.
- You may bowl in an adult league – but you may not accept or have anyone accept for you any merchandise or cash. Same must remain with the sponsoring committee.
- You may not accept gratis, on loan or on a discount basis, any equipment or merchandise for personal use under any circumstances whatsoever.
- Consult your athletic director if you are in doubt.
- Make sure you understand the rules governing your collegiate eligibility.
- PARTICIPATE ONLY FOR PHYSICAL, MENTAL, SOCIAL AND EDUCATIONAL BENEFITS.

STUDENT CONGRESS

The objectives of the Student Congress are to provide an open forum for student expression, illuminate student responsibilities, develop bonds of trust between students and administration, coordinate and plan activities, and assist in school management.

Each year, representatives are selected from the Freshman, Sophomore, Junior and Senior Classes. Elections are held for a president, vice president, secretary, and treasurer from each class.

Anyone running for Student Congress or class officer must be a student in good standing and abide by the student code of conduct. Note: A student in good standing is one who has met the eligibility requirements found in the Eligibility for All Interscholastic and Extra-Curricular Programs - Activities section.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Penns Grove High School is a duly chartered and affiliated chapter of this prestigious organization. Its purpose is the creation of enthusiasm for scholarship, the stimulation of a desire to render service, the promotion of worthy leadership, and the encouragement of character in all students.

Selection process:
Membership in the National Honor Society is both an honor and a responsibility. Students may not apply for membership or consider it a right. Eligibility in the Penns Grove High School chapter is open to juniors and seniors with a 90.0 or higher cumulative grade point average in academic subjects. Students must have been in attendance at this school for at least one semester.

Membership is granted only to qualified students who are accepted by the Faculty Council and approved by the Principal. The Faculty Council is a five-member board chosen by the Principal. The chapter advisor is a non-voting sixth member.

Membership is never considered on the basis of grades alone. Students who are academically eligible will be notified by the chapter advisor and informed that for further consideration for selection of NHS, they must complete a Student Activity Information Form and submit their 60 hours of verified community service hours. This form must be returned to the chapter advisor by the set deadline without exceptions. Failure on the part of a candidate to return this form within the allotted time will automatically eliminate the candidate from further consideration. Incomplete forms will also eliminate the candidates.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed: second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership.

Students and parents must understand that the form is not an application for membership, and the review of the information does not guarantee selection. The Faculty Council will carefully review candidates in the areas of leadership, service and character and in the recommendations of the faculty. Students must excel in all four areas. Candidates receiving majority votes will have their names presented to the Principal for final approval.

Non-selection:
A student not selected for membership may appeal to the school Principal, who decides if reconsideration is warranted. Schools are not obliged to share with parents and students information concerning the non-selection of specific students. Parents and students must understand that no

student has a right to be selected for membership and the NHS Faculty Council is entrusted with making the selection decisions. The National Council of the NHS will not review the judgment of the NHS Faculty council regarding the selection of individual members to local chapters.

Dismissal:
To assure they maintain the high standards of the Society, the chapter advisor monitors students inducted into the National Honor Society. Periodic reviews are made to assure that members are maintaining standards of excellence. A member may be dismissed after appropriate warnings from the advisor, failure to remedy the situation, and a majority of the Faculty Council votes for dismissal. Failure to maintain these standards will be reviewed by the NHS Faculty Council and the Principal and may result in either a probation period or dismissal. A student who is dismissed from NHS has a right to a hearing before the NHS Faculty Council.

NJTSS -New Jersey Tiered Systems of Support/ I & RS – INTERVENTION AND REFERRAL SERVICES

The I & RS team works with teachers to assist them with students who are at risk for school problems within the general education environment. The I & RS team does not replace existing resources for assisting students; instead, it complements them. Teachers can request assistance from the I & RS team by completing an RFA (Request for Assistance) in LinkIt and submitting it to the I & RS coordinator for the High School. After submitting the form, the teacher would then work with the I & RS team to develop solutions for success.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Penns Grove-Carneys Point Regional School District, with certain exceptions, obtain your written consent prior to the disclosure of your child's education records. In addition, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

Examples include:
A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists, graduation programs, or sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. '

If you do not want Penns Grove High School to disclose directory information from your child's education records without your prior written consent, **you must notify the District in writing by October 15th of the current school year.** Penns Grove High School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information as follows.]

*Student's name - Participation in officially recognized activities and sports *Address
*Telephone listing - Weight and height of members of athletic teams -Electronic mail address
-Photograph - Degrees, honors, and awards received *Date and place of birth
-Major field of study - The most recent educational agency or institution attended
-Dates of attendance
*Grade level

'These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.
* - indicates information to be released.

YOUTH WORKFORCE INVESTMENT COUNCIL WEBSITE

The Cumberland/Salem Youth Workforce Investment Council has designed websites for and in collaboration with young people, www.YouthJAVA.com, and www.njnextstop.org, to assist young people between the ages of 14 to 21 in making a smoother transition from school to the world of work and adulthood.

INTEGRATED PEST MANAGEMENT

The Board of Education of the Penns Grove Carneys Point Regional School District is responsible for timely notification to students, parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.
Penns Grove Carneys Point Regional School District 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. All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Penns Grove High School is:

Kevin Tocco, Director of Facilities
334 Harding Highway
Carneys Point, NJ 08069
856-299-6300 ext. 3044

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) when available, of each pesticide product that may be used on school property. The label and the MSDS

are available for review by a 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, Penns Grove High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (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 a 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.

In the event pesticides will be used in the building, proper notification will be made at least 72 hours prior to pesticide use.

The IPM Manual is located in the Main Office of the high school.