

**PENNSVILLE
MEMORIAL
HIGH SCHOOL**
110 S. Broadway
Pennsville, NJ 08070
(856) 540-6220
www.psdnet.org

BOARD OF EDUCATION

Mrs. Nancy Phillips, President
Mrs. Lisa Ascali, Vice President
Mr. James M. Carpenter
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Mrs. Mary E. Herz
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Mr. Jack Nugent

Dr. Mark T. Jones – Superintendent
Mr. John Recchinti – Business Administrator
Dr. David Dilks – Director of Instruction

**A PRINCIPAL’S PLEDGE
TO STUDENTS**

As principal of Pennsville Memorial High School, I pledge to you, the students:

1. To provide you with a safe and conducive learning environment.
2. To be polite, courteous, respectful, responsive, fair, and consistent.
3. To willingly listen to your concerns and solicit your opinions on issues that affects you and your life at PMHS.
4. To be dedicated to our mission this is to provide you with a quality education.
5. To convey our expectations of your conduct academically, behaviorally, and socially.

BELL SCHEDULE
8:00 – 8:55
MORNING MINUTE 8:58 – 9:05
9:05 – 10:00
10:03 – 10:58
10:58 – 11:39 LUNCH A
11:01 – 11:56
11:56 – 12:37 LUNCH B
11:39 – 12:34
12:37 – 1:32
1:35 – 2:30

The times for classes are the same each day, but two different classes each day do not meet.

PENNSVILLE HIGH SCHOOL STAFF
2009 – 2010
SCHOOL YEAR
(856) 540-6200
www.psdnet.org

PRINCIPAL Mr. Matthew D. McFarland
ASST. PRINCIPAL Mr. John B. Ogbin

DEPARTMENT SUPERVISORS

Athletics, Physical Education/Health	Mr. Jamison Thomas
Guidance	Ms. Robin Bunch
Humanities	Mr. Mark Zoppina
Related Arts	Mr. Warren Gardner
Science/Math	Mrs. Julia Walls
Special Education	Mrs. Ann M. Murphy

COUNSELORS' ASSIGNMENTS

Mrs. Lisa Colna	12 th Grade, 9 th Grade (R-Z)	540-6220, ext. 2177
Mrs. Lori Gerstein	10 th Grade, 9 th Grade (A-F)	540-6220, ext. 2168
Mr. Jerry Grasso	11 th Grade, 9 th Grade (G-Q)	540-6220, ext. 2110

SECRETARIES

Principal	Mrs. Susan Millard
Assistant Principal	Mrs. Ammey Kennedy
Athletics/Attendance	Mrs. Judy Kimber
Guidance	Mrs. Shari Chase

TECHNOLOGY

Technology Coordinator	Mr. Jon Hall
Computer Repair Technician	Mr. John Straub
Technology Facilitator	Mrs. Susan Bestwick

PENNSVILLE PUBLIC SCHOOL DISTRICT
PHILOSOPHY

The responsibility of Pennsville Public School District is to provide for the academic and social development of the individual. Opportunities should be provided for individual growth according to ability, aptitude, interest, and need.

It is our belief that the three primary purposes of education are (1) to encourage the student to develop intellectually, so that he might achieve within the confines of his potentialities, (2) to help the student to develop socially, so that he might willingly accept his obligations to live cooperatively with his fellow citizens, and (3) to encourage the student to develop functionally, so that he might have a basis for becoming a contributing member of society.

We further believe that within this educational program the cultivation of democratic ideals is important, and that the right to an education is guaranteed to all members of our society.

We believe that our educational program must have the flexibility that is necessary to meet the ever-changing social conditions, the resultant emerging needs of individuals, and the complex problems of a constantly shrinking world.

COUNSELING OFFICE

The counseling office exists to help you seek assistance with educational planning, interpretation of test scores, career information, study assistance, help with home, school, or social concerns and/or any questions you feel you would like to discuss with a counselor. In order to see your counselor, you must sign up with the guidance secretary. You will be called as soon as possible.

Confidentiality – Professional school counselors are bound by the laws of confidentiality. This means that they will not tell anyone what students tell them within the confines of the counseling office. Thus, students may feel safe sharing their thoughts and feelings with a counselor. Some exceptions to this general rule are: (1) When the student's health and/or safety may be in jeopardy. (2) When information shared by a student has possible legal ramifications. Then, counselors must, by NJ State Law, notify parent(s) and/or support agencies or school authorities. If you have any questions or concerns about the limits of confidentiality, ask your counselor for information.

As per Board policy, student directory information (name, address, and phone number) may be shared with the following agencies: educational, occupational and military recruitment personnel. If you do not wish your information shared, have your parent/guardian contact the Superintendent's office in writing.

GRADUATION REQUIREMENTS

In order to be graduated from Pennsville High School and receive a state-endorsed Pennsville Board of Education diploma, a student must:

1. Pass the High School Proficiency Assessment as required by the State of New Jersey; and
2. Demonstrate at least the minimum proficiency required by the state in communication, computational, and writing skills; and
3. Complete satisfactorily the state-required credit years plus the elective credit years required to meet the district's minimum of 130 credits. "Successful completion" means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the district goals for the particular course, and has attended the required number of course sessions.

The credits **must include** the following:

1. Four years of English
2. One year for each year in high school, of health, physical education and safety.
3. Three years of social studies.
4. Three years of mathematics.
5. Three years of science
6. One year of world language
7. One year of visual and/or performing arts
8. One year of career education and/or consumer, family and life skills and/or vocational-technical education
9. Two years of visual, performing and/or practical arts

In order to be classified a sophomore (10th grade); a student must have accumulated 32.5 credits.

In order to be classified a junior (11th grade), a student must have accumulated 65 credits.

In order to be classified a senior (12th grade), a student must have accumulated 97.5 credits.

Note: A failure in Health Class must be made up in summer school or rescheduled the following year. No student will be rescheduled for Health during the year in which it was failed.

PROGRESS REPORTS

Teachers may issue progress reports at any time during the year. These are not necessarily failure reports, but are used to keep everyone informed about a student's progress or lack of such progress. We encourage students and parents to regularly check student progress using Power School.

GRADING

We are under a numeric grading system. This means grades are issued on the basis of 0 to 100. A minimum grade of 70 is needed to pass any course. Grades can be equated to 92-100 A, 85-91 B, 78-84 C, 70-77 D. In weighted courses, the top grade may be 105.

MID-TERM AND FINAL EXAMS

Students will be required to take final exams in every course and mid-term exams in all year long courses. These exams will serve as an indicator of the student's achievement of specific course proficiencies. **Seniors** with an "A" average **may** be exempted by their teacher. In a semester course, the final exam will equal 20% of the final grade. In year long courses each exam will be equal to 10% of the final grade.

EXAM ATTENDANCE:

All students must be present for the scheduled exam time. If you are not present you will receive a ZERO for the exam. Exceptions: A note from a doctor, a death in the family, or written approval of a note from the principal or assistant principal **PRIOR** to the exam.

EXAM LATENESS:

Punctuality is very important in a testing situation therefore lateness will not be tolerated and will be subject to the following penalty:

- If a student is 5 or more minutes late for an exam that student will not be permitted to take the final exam and must take the exam on one of the make-up dates listed below.

NO STUDENTS WILL BE PERMITTED TO TAKE EXAMS EARLY

EXAM MAKE-UP GUIDELINES:

The make-up exam sessions will take place as follows:

Mid-Term Exams: Approved make-up mid-terms will be taken during the week immediately following Mid-Term Exams during the PMHS Learning Center Program from 2:45pm – 4:45pm. Days and times will be scheduled by the Assistant Principal.

- Final Exams: Approved make-up final exams will be taken during the week immediately following the July 4th holiday in the Credit Completion Program from 8:00am – 12:00pm.

Senior Final Exams:

Seniors will take exams during the scheduled underclassmen review period: an exact schedule will be sent home in May. Seniors will take period 1 & 2 exams during the regular exam schedule.

FINAL EXAM EXEMPTION

Eligibility. Only seniors may exercise this option. Seniors who have earned an “A” average are eligible.

Academic Requirement. Students must have a 92 or better average for all schoolwork proceeding the exam period. For a semester course, it would be all semester work; for a year-long course, the student’s average would be calculated on four quarters and the mid-term exam. Students are **not** required to have an “A” average in each quarter, just an “A” average for the course.

Declaration Process. The students must declare his or her intention to seek exemption from the final exam. This would be submitted in written form to the teacher no later than mid-marking period progress report. Teachers would calculate the student’s grade by the first day of the review period and notify the student in writing, if his or her average meets the requirement, and is therefore exempt from the exam.

Attendance During Exams. Those students who are exempted from the exam do not report to the classroom during the exam period, but are to follow the procedures expected if a study hall was in their schedule.

Right of Refusal. Any course with a proficiency demonstration, as part of the exam cannot be exempted. Also, any teacher who determines the value of the exam warrants non-exemption status, has the prerogative to refuse exemption. The non-exemption must be consistent for all courses with the same course name and content.

INCOMPLETES

A student being issued an incomplete, “I”, has **ten school days** to resolve the grade with the issuing teacher. Students with incompletes on their report cards cannot be considered for the honor roll or extra-curricular eligibility. Students are responsible for addressing incompletes.

MAKE-UP WORK

As a result of any legitimate absence, it will be the responsibility of the student to speak with each of his/her teachers and obtain all work missed as a result of the absence. The student will have **one school day for each absentee day** to make up the assignments/tests, etc.

The student will be held responsible for any tests, assignments, quizzes, etc. announced prior to his/her absences. For example, on Monday a test is announced for Wednesday. The student is absent on Tuesday, he/she will be required to take the test on Wednesday.

PHYSICAL EDUCATION GRADING SYSTEM

All students will start the marking period with 100 points.

The following points will be deducted for unprepared students:

1st unprepared – 5 points

2nd unprepared – 6 points

3rd unprepared – 7 points

4th unprepared – 8 points

5th unprepared – 9 points

6th unprepared – 10 points

On the 3rd unprepared class, the student will be sent to the office.

2 points will be deducted for the following:

- a) poor effort during activity
- b) not following directions or rules
- c) not participating in warm-ups
- d) profanity
- e) unsportsmanship behavior
- f) leaving class early
- g) leaving lock on large locker
- h) no sneakers

Students can make up one unprepared class during the marking period and have 5 points added to their grade. Make up times are 2:45-3:15

3 points will be deducted for more than 5 absences per marking period.

Students will be able to make up any classes missed over 5 absences. This must be done before the end of the marking period. Make up of absences consist of a 1 page written report or physical activity.

A medical excuse may only be issued by a licensed physician. A student with a medical excuse from his/her own private physician must report to the nurse before school begins. If a student wishes to see the nurse for a medical emergency, he/she must change into the PE uniform first, report to squads, and then ask to report to the nurse. A student shall be permitted one excuse (not medically by his/her physician) per marking period without penalty. A student who is medically excused “UFN” from PE shall be excluded from extra curricular activities and may not rejoin that activity until medically cleared by his/her physician

Proper Uniform

All students are required to wear the school uniform and **ONLY** the school uniform. No other clothing will be accepted including Pennsville athletic team apparel. In addition to the school shorts and t-shirt, please wear white socks and sneakers. Students must “tuck” shirts in. Gray, blue or gold sweat pants and sweat shirts may be worn over the uniform. Sweat pants and sweat shirts must be of plain color – no logos. The uniform is not to be worn to your other classes. Students are not permitted to wear cleats, hats or sunglasses except prescription. Students are to remove jewelry or tape pierced ears, noses, eyebrows, and other exposed body parts for obvious safety reasons. If the student fails to follow any of the above “proper uniform” requirements, points will be deducted.

Remember: Pennsville Memorial High School will provide gym locks. Each student is responsible for securing his/her own valuables. A student may leave his/her gym clothes in any of the small lockers. A student may not leave a lock on a large locker. We will require that each student write his/her name on their uniform.

HONOR ROLL

Students who receive grades of 85 or better in all subject areas will be selected for the Honor Roll. Students having a 92 or better in all subjects will be named to the All "A" Honor Roll. No student carrying an incomplete will be considered for the Honor Roll.

CLASS RANK

1. Class rank shall be determined using Grade Point Average (GPA). GPA shall be calculated using the sum of final numeric grade averages for each course, multiplied by the number of course credits to produce the Total Quality Points. The Total Quality Points is then divided by the number of credits taken.

$$\text{Sum of (Course Grade X Course Credits) = Total Quality Points}$$
$$\text{Total Quality Point } \div \text{ Total Credits = GPA}$$

2. All courses taken are included in calculating GPA
3. Calculations will be computed using as many decimal places as provided by the software being used for grades.

Senior Honors

The following academic awards shall be honored:

1. **Valedictorian** (ranked #1) and **Salutatorian** (ranked #2) shall be determined using GPA as mentioned above plus the following criteria:
 - A. The students must have been enrolled at Pennsville for the last two full years leading to graduation.
 - B. Students in the academies housed at PMHS also qualify for these positions including those that come here from other districts. However, letter "A" must be met by attending an academy housed here for the required minimum time (two full years) leading to graduation.
2. Students with a GPA greater than or equal to 98.0 will be designated Summa Cum Laude – with highest honor and recognized at graduation ceremonies.
3. Students with a GPA greater than or equal to 95.0 and less than 98.0 will be designated Magna Cum Laude – with high honor and recognized at graduation ceremonies.
4. Starting with the 2009-2010 school year – Zero period classes will NOT be calculated in class rank. The grade will still appear on the student's final transcript.

COURSE CHANGE PROCEDURE

Students are strongly encouraged to remain in the classes they originally selected. There may be times, however, when it is necessary to alter a student's schedule. This procedure shall be followed:

1. The student is responsible for contacting his/her guidance counselor to discuss and/or request course changes.
2. The student is responsible for initiating a conference with a parent/guardian and teacher. The counselor may also be included to provide student's historical information if necessary. The teacher may initiate the conference if he/she does NOT recommend a course change.
3. During the conference, parent, teacher and counselor will decide whether or not a change is warranted.
4. The student must return completed and signed Course Change Request Form to his/her school counselor within 5 school days.

Making course selections is an important process which must include the parent, the student and the teaching staff. It is important for students to make the best and most appropriate course selections.

Classes may only be changed during the first 15 school days of the school year. All other course change requests will be considered on a case-by-case basis following the parent or guardian/teacher conference. No schedules will be changed during 4th marking period.

WEIGHTED COURSES

A certain number of courses in our curriculum have been designated as weighted courses. These courses deal with the subject matter in greater depth and also to a greater extent than do comparable courses at the same grade level. These weighted courses have been designed for those students who are preparing for further study in a very competitive academic environment.

Please note: Students in Honors and AP courses will receive an additional **3 points** for **Honors classes** and an additional **5 points** for **AP classes**. These points will be added into the student's final grade at the end of the school year. The practice of adding points is only for averages of **"78"** or above. These additional numerical points will compensate not only for the depth of study involved, but also for the time and effort entailed.

INDEPENDENT STUDY OPPORTUNITIES

Independent study is available only to students who have been recommended by their teachers. They must have successfully completed all courses available in a particular subject area and continue to meet their requirements towards graduation. Independent studies do not replace required courses.

Students must meet the following prerequisites:

1. Meet with his/her teacher to determine the nature of the study;
2. Develop course of study, including objectives and evaluation procedures;

3. Meet with department supervisor for review and approval;
4. Sign an independent study contract, which includes the signatures of the following individuals: student, parent/guardian, teacher/advisor, and supervisor. A copy of this contract will be kept in the student's cumulative record file.

Daily classroom attendance is expected; students are not permitted to leave the classroom without express written permission from the mentoring teacher. The student must submit a written summary report of his/her progress at the end of each marking period. Furthermore, students must submit a final written report on their project at the conclusion of their independent study. Students in independent study will receive a grade that is part of their GPA.

HOMEWORK

Homework is a natural part of schooling. In order to gain the most from your education, there is work to be done outside of the classroom. Teachers are encouraged to provide homework of a meaningful, preparatory, challenging nature. Students are expected to hold school as their priority and their homework is a part of that priority. Failure to complete homework or being ill-prepared for class may carry academic penalties.

IMPORTANT TEST DATES (Administered at PMHS)

PSAT	Saturday, Oct. 17, 2009 at 7:30am
SAT	Saturday, Nov. 7, 2009; Saturday, May 1, 2009 at 7:30am
ACT	Saturday, Oct. 24, 2009; Saturday, Apr. 3, 2009
HSPA	October 6 - 8 (Seniors only); Oct.13-15, 2009 (Make-ups) March 3-5 (Juniors.), March 10-12, 2009 (Make-ups)
ASVAB	End of Course Biology & Algebra 1 – May 2010 Friday, Dec. 4, 2009
College Planning Part 2	– Thursday, Oct. 8, 2009 at 7pm
College Planning Part 3	– Thursday, Jan. 21, 2010 at 7pm
AP Testing:	Calculus AB – Wednesday, May 5, 2010 English Literature – Thursday, May 6, 2010 Biology – Monday, May 10, 2010 Music Theory – Monday, May 10, 2010

SUGGESTED TIMETABLE FOR COLLEGE DECISION-MAKING

All aspiring students should check the announcement sheets, guidance newsletters, and guidance bulletin board daily for information about visiting college representative, scholarships, news, and testing deadlines.

JUNIOR YEAR

October – PSAT/NMSQT
 December, January – College Fair, discussion with parents and counselor
 February – Registration for SAT or ACT, write for college catalogs, use COIN
 March, April, May, June – Attend college conferences and take SAT/ACT
 Summer – Visit colleges, consider early admission

SENIOR YEAR

Fall – With counselor, narrow college choices and process applications, arrange interviews, take SAT or ACT again in November
 December – Complete application process, pursue financial aid workshop, arrange CLEP, AP, and achievement tests

TUTORIAL ASSISTANCE

Students seeking tutorial assistance should begin with their guidance counselor. Through the National Honor Society we are able to lend effective peer assistance. Math tutoring will also be available after school with math department staff according to posted days.

ATTENDANCE

ATTENDANCE POLICY

The Pennsville Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district boundary. Compulsory school attendance has been upheld by the courts of New Jersey and the United States Supreme Court as a matter of public concern and legislative regulation.

The Pennsville Board of Education upholds the New Jersey Statutes, Title 18A, Education, which provide broad power to the Board of Education on the governance of schools. Sections 18:38-25 and 26 specifically deal with attendance.

The education process requires a regular continuity of instruction, classroom participation, learning experiences, and study for each student to obtain the maximum benefits of a thorough and efficient educational program. Frequent absences disrupt this continuity.

The curriculum is designed for the length of the academic year and every absence reduces the ability of the student to satisfactorily complete the prescribed courses of study.

The school cannot be accountable to the students nor the public in terms of educational results unless students are in regular attendance. Students who are excessively absent do not comply with the prescribed condition for granting course credit.

The student has the major responsibility to learn and prior to the age of sixteen, the student and parent/guardian are accountable for his/her attendance.

Once a student declares the age of majority (eighteen) and exercises his/her rights, the school will sever all educational ties with the parent/guardian and will deal directly with the student regarding all educational matters.

The student upon returning to school must present a written note from his/her parent or guardian stating the date of and an explanation for the student's absence. If a student declared the age of majority, this student may write his/her own note of explanation which is to include the day of absence. The administration reserves the right of verification of all notes.

A medical excuse may only be issued by a licensed physician. A student with a medical excuse from his/her own private physician must report to the nurse before school begins. If a student wishes to see the nurse for a medical emergency, he/she must change into the PE uniform first, report to squads, and then ask to report to the nurse. A student shall be permitted one excuse (not medically by his/her physician) per marking period without penalty. A student who is medically excused "UFN" from PE shall be excluded from extra curricular activities and may not rejoin that activity until medically cleared by his/her physician.

A student, age sixteen or older, voluntarily withdrawing from school attendance who wishes to re-enter shall appear before the Drop-Out Re-entry Committee. This committee shall have the power to review the student's records and to determine the time and conditions of re-entry.

The Board of Education shall not grant course credit to any student not meeting the requirements of the attendance policy.

The school year for the purpose of this policy shall be the number of days adopted by the Board of Education as the school calendar. Course credit may be denied if a student is absent **14 class days** of a yearly course or **7 class days** of a semester course during the school calendar year.

This is not a permissive policy establishing or "licensing" a limit which may be missed with no harm, but rather assumes absences will occur due to personal illness and serious personal or family problems.

Quick Reference:

- Students are required to be in school for **NO LESS than 166 days**.
- More than **14** missed class periods is considered **excessive**.

Once you pass 14 days in a class:

Attendance Review Committee will decide one of the following:

- **Waive Attendance Policy = you are okay**
- **Grant Credit Completion (During Summer only)**

DENIAL OF COURSE CREDIT

- **The 14 days is for BOTH Excused & Unexcused days!!**
The Review committee will review all days not just those over 14.
- **You must bring a NOTE for every absence.**
Note must have Student Name, Reason for Absence, & Parent Signature (unless other documentation is provided - medical, court, etc.)
- Your parent/guardian **MUST** call the school to report your absence.
- Any unexcused day **REQUIRES** a corrective attendance action plan.

The Pennsville Board of Education considers the following cause for an EXCUSED ABSENCE:

- Disabling illness
- Recovery from an accident
- Required court attendance **with court documentation**
- Death in the family
- Religious observance in accordance with the New Jersey statute of designated days

For Lateness only - Medical or dental appointment with a physician's note turned into the office upon returning to school

- Such good cause as is acceptable by the principal

Even if the Pennsville Board of Education considers a day "excused," if you go over 14 days IT IS EXCESSIVE!!

- **DON'T MISS MORE THAN 14 DAYS – Or you will be in review.**
- **IF YOU ARE OUT – Call the Attendance Secretary at 540-6200**
- **WHEN YOU RETURN – Bring a note.**

EXTENDED ABSENCES AND HOME INSTRUCTION

Continuity in education is critical to student success. Realizing that serious illness may keep a student out of school for an extended period of time, we can provide home instruction. In order to provide home instruction, a parental request (in writing) and a physician's certificate stating that the student is unable to attend school on a normal basis are to be submitted to the principal. If the anticipated absence will be less than two weeks, home instruction will not be provided. Most home instruction will take place by using district staff either in the student's home or in a mutually convenient location.

Home instruction may also take place through a contracted agency. In the event that an agency is contracted by the district, the student will receive instruction by the agency while completing the necessary work/assessments forwarded by the regular class room teachers. It may also be necessary while being instructed by a contracted agency that formal assessments be administered during the learning center program after school hours from 2:45 to 4:45 Monday through Friday. Please note that when on home instruction, elective classes may not be offered due to the specialized nature of the classes – therefore, home instruction may result in a lower number of credit hours, and possibly jeopardize progress toward a timely graduation.

RELIGIOUS HOLIDAYS

The State of New Jersey and the Pennsville Board of Education recognizes that some religious holidays fall on regular school days. If a student intends to be absent from school in observance of a religious holiday, we request a parental note at least one week prior to the absence.

EARLY DISMISSAL

As we have stated, students need to be in school to fully benefit from the educational program provided. On rare occasions, a student may need an early dismissal for a doctor visit or important family business. In order to obtain an early dismissal, a parental note must be delivered to the office before the start of the school. The note should explain the reason for the request, a phone number, time of departure and a parent/guardian's signature.

Early dismissals to go to work are unacceptable and illegal. We frequently receive request for early dismissals on days when student assemblies are scheduled. These assemblies are an integral part of the total educational program, and requests to be excused will be denied.

If an early dismissal is approved, it is the responsibility of the student to obtain any missed class work, homework, tests, or quizzes. **Parents should pick students up in the attendance/main office. The student will be required to report to the office in order to be excused. Any student leaving school early without authorization from the office will be disciplined for cutting.**

18 Year Old Students At NO time will 18 year old students be permitted to sign out of school without officially declaring the age of majority and demonstrating his/her emancipation from his/her parent(s)/guardian(s). Please note that once a student declares the age of majority (18) and effectively demonstrates his/her emancipation, the school will sever all educational ties with the student's parent(s)/guardian(s), and will deal directly with the student regarding all educational matters.

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

LATENESS (Punctuality) AND DEADLINES

Punctuality is a very desirable habit. Individuals who are on time for school and class are positively affording themselves maximum opportunity to learn. It is our task as educators to develop this characteristic of punctuality. Students who report to school after 8 am must obtain a pass. There are very few acceptable excuses for lateness, and students should anticipate disciplinary action. Oversleeping, car troubles, missed rides, are not acceptable reasons for lateness.

Lateness to class is equally undesirable. Teachers will refer lateness problems to the assistant principal for disciplinary action. We provide three minutes passing time, (four minutes to the Middle School and

Pennsville Memorial High School District Office Child Care which is more than adequate. Remember, excessive lateness could result in credit denial.

Deadlines are also critical. The ability to meet deadlines is a life skill.

CUTTING

Students may anticipate severe penalties for each class "cut." Field trips, class or club meetings, guidance interviews, etc., must be recognized by the affected teachers prior to the student missing the class. Failure to get approval will be considered a "cut." Any student who goes to the nurse's office without the written permission of his/her classroom teacher will be subject to the above enforcements. Spending class time in the lavatory, rather than with the nurse, when ill is considered a "cut." Students are to be in supervised situations throughout the school day. A "cut" class will count against the student's attendance.

REPORTING TO SCHOOL

In appreciation of our neighbors and in an effort to extend simple courtesies, please do not congregate, park, or loiter on the properties adjacent to the school. The area by the cafeteria and Pat's Pizzeria is off limits.

EMERGENCY CLOSINGS, DELAYED OPENINGS

Emergency school closings or delayed openings will be announced through our "CONNECT-ED" phone system. Announcements will also be made on major television stations and radio stations WAMS, WDEL, WJIC, and WILM. Our emergency school closing number is 909.

Broadcasts can be heard between 6:45 am and 8:00 am. Please DO NOT CALL the school because our telephone lines must be kept open for emergency purposes.

STUDENT RESPONSIBILITIES

PROPERTY

The students, staff, administration, and community take great pride in the appearance of our facility. Your efforts and cooperation in maintaining the building is greatly appreciated. Students who deface or abuse property are liable for damages, disciplinary action and possible legal action.

BOOKS AND MATERIALS

The Board of Education furnishes all books necessary for each course. Throughout the year reasonable wear is anticipated with use; however, excessive wear and damage will be assessed to the student. Textbooks and materials lost will be replaced at full cost.

LOCKERS

Each student will be assigned a locker at the beginning of each school year. Combinations should not be shared in order to maintain security. **Students are responsible for personal property in their lockers. Lockers and gym lockers are to be secured at all times.**

In order to reduce lateness, **students should go to their lockers before school, before lunch, and after school.** Damaged lockers should be reported to the office.

In the interest of maintaining the health and welfare of students and staff, periodic inspections of lockers will be conducted by the administration or the principal's designee. (refer to Policy 5145.12)

STUDENT CONDUCT

As young adults, you are expected to maintain your conduct in a fashion that will enhance your education. We take great pride in our school community and seek an atmosphere that is conducive to learning. Each of you should be proud of your achievements and conduct. Activities such as cutting class, truancy, fighting, smoking, lateness, disruptions, disrespect, theft, defiance, profane language, behaving in an inappropriate manner, etc. and violating Board Policy or school regulations, seriously detract from the educational atmosphere. Remember, if you are not proud of it, you should not do it.

The Pennsville Board of Education, PMHS Administration and staff, the New Jersey Board of Education, and the Commissioner are in agreement that disruption of schools, or interference with their normal operation, offends the rights of children of school age to receive a suitable education, violates the law and cannot be condoned or tolerated.

Events that occur outside the school can impact on the safety and educational process of school and may result in Disciplinary Action. We recognize that situations arise whereby students and/or parents may wish to have their concerns expressed and considered. This may be done by contacting the principal, superintendent and Board of Education in that order. The grievance procedure is contained within this book and may be exercised at any time.

WEAPONS

Weapons of any kind, (guns, knives, pocket-knives) or any device, which can be used as a weapon, will not be tolerated. Any student bringing a weapon to school will be suspended pending a hearing with the Superintendent or Board of Education.

CONDUCT IN CLASS

Students are responsible to be prepared for class each day. Upon arrival, get seated, attentive, and actively learning. Always be equipped with pencil, pen, adequate paper, and any other unique materials necessary for various classes.

STUDY HALL

This is a time for completion of classwork, homework, reading, or other school-related work. No student may be excused from study hall without prior permission of the supervising teacher. Students are permitted to visit the Media Center and guidance facilities with permission from the supervising teacher. NO card playing.

LUNCH

Our cafeteria is a comfortable environment for students to dine and socialize. Well-balanced, economical, and enjoyable meals are available as well as a la carte items. Students may elect to bring their own bag lunch from home or purchase a lunch for **\$3.10** from the cafeteria. Please deposit all waste and litter in the appropriate containers. Of course, **food and beverages are not permitted outside the cafeteria.** Please make all lunch account deposits in the cafeteria **before** the school day begins.

ON THE BUS

For safety, all students must cooperate with the bus operator. No activity, which distracts the operator or endangers any of the passengers on the bus, will be tolerated.

Only authorized students may use our transportation services. Students must board and disembark the bus at their designated stop. At the end of the day, students are to board the buses at the high school only. For any violation of bus regulations, a student may be denied transportation privileges, be suspended or accrue disciplinary points. Riding on a bus is considered the school environment. If a student's action(s) on the bus cause the driver to stop the bus to regain control of the offending student(s), that student(s) will be suspended from bus privileges at the principal's discretion, and may also be administered administrative penalties and/or police charges.

FIELD TRIPS

All school rules are in effect on any field trip. Common sense should be exercised at all times. No student may go on a trip without a completed permission slip. Any student failing to gain written release and still attends the trip will be disciplined for truancy. Completed permission slips must be submitted a week prior to the trip. Students must be in attendance the day before a trip in order to be considered eligible to attend the field trip.

FIGHTING

Any student or students found to be **involved in a fight**, assault, battery, or any other action, which jeopardizes the safety and well being of another individual(s) will be suspended and have a complaint signed with the Pennsville Police Department. Every fight can be avoided.

HARRASSMENT, INTIMIDATION, OR BULLYING

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board prohibits acts of harassment, intimidation, or bullying against any pupil.

"Harassment, intimidation or bullying" is defined as any gesture or written, verbal 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 school property, at any school-sponsored function or on a school bus.

Administrative interventions resulting from Harassment, Intimidation, or Bullying may include, but not be limited to; peer mediation, individualized counseling, detentions, suspensions, affirmative action hearings, superintendents conferences, and any other means deemed necessary by the administration.

SMOKING

The Surgeon General of the United States has proven that smoking is hazardous to your health. Similar evidence has been presented regarding chewing tobacco. As an educational institution, we will not condone use of tobacco products and will enforce the Board Policy 5131.6 as well as normal disciplinary interventions to inhibit the use of tobacco on school grounds. This includes pressing charges against smoking offenders in the Municipal Court.

CHEATING

We are proud of our students and want them to be proud of themselves. Cheating in any form is not an ethical behavior and cannot be condoned. Cheating will result in disciplinary action and/or reduction in grades.

Cheating does reflect on your character which is a dimension evaluated for admission to the National Honor Society. We are confident that you will succeed without cheating if you put forth an honest effort.

BEEPERS, CELL PHONES, IPODS/MP3 GAMING SYSTEMS, CAMERAS, PERSONAL A/V EQUIPMENT

Students should NOT bring Beepers, Cell Phones, IPods/MP3, Gaming Systems, Cameras, personal A/V equipment to school. These items are not necessary to the learning process and are often misplaced and/or stolen. Use in the classroom will earn a teacher detention. Continued

use will result in referral to the office, points, parent contact, administrative detention, or confiscation of the item. Beepers = police complaint.

The school can not be held responsible for lost or stolen items.

DRESS CODE – Policy #5132

In keeping with the goals of the Board of Education to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced. In all cases in accordance with Policy #5132, school administrators will determine what "appropriate attire." is

1. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other students is beyond typical behavior.
2. Pants shall be worn fastened and at the waist.
3. All shoelaces must be tied. Flip-flops may be worn at student's own risk.
4. Skirts, dresses, and shorts of appropriate length are permitted. They must be long enough to reach **2 inches below fingertip length** (past mid-thigh).
5. Midriff (bellies) must be covered with clothing at all times.
6. No revealing/provocative clothing of any kind:

The following items are **NOT PERMITTED**: **transparent or see-through tops; tank tops, spaghetti strap, strapless, and halter tops; muscle shirts; low-cut clothing or tops; and outfits that provide minimum coverage. (Sleeveless shirts that are cut close around the arms are acceptable; otherwise tank tops should be worn underneath sleeveless shirts.)**

7 Underwear shall not be visible. Garments that are perceived as or resemble underwear (i.e., bra/spaghetti/camisole straps; boxer shorts) are not permitted to be visibly exposed.

8 Sleepwear and items perceived as or that resemble such are inappropriate for school (i.e., No Pajamas or slippers).

9 Offensive items are prohibited. Anything that promotes, advertises, depicts or mentions anything associated with drugs, alcohol, tobacco products or things of a violent or sexual nature are not allowed. Anything that is vulgar, obscene, rude, lewd, or is aimed at demeaning a specific group or individual(s) is prohibited.

10. Hats, caps, headgear/headbands, sunglasses, or bandanas of any kind may NOT be worn in school. These items must be removed upon entrance to the building and may not be worn until the completion of the school day; glazed and/or tinted lenses that obstruct the view of a student's pupils are unacceptable and a health issue. Gloves/fingerless gloves are not permitted.

11. Any article of jewelry considered to be a safety hazard is prohibited. This includes heavy chains; large earrings; choker, spiked, studded, or sharp jewelry; and long, hanging straps on clothing.

12. If you are not sure if something may or may not be worn, check with your Principal before wearing it to school.

13. Exceptions for special events (prom, Spirit Days, etc) or individual exemptions (health, religious, etc.) may be granted by an administrator.

Students are expected to meet the dress code guidelines each day of school. Students who choose not to meet the dress code will not be permitted in class until acceptable clothing is secured. Repeated violations of the dress code will result in further disciplinary actions.

School Administrators may require special clothing for health and safety reasons for students participating in the Physical Education or Applied Technology.

Surveillance Cameras – Cameras will be used to assist in monitoring various locations throughout the building and grounds.

DISCIPLINARY INTERVENTIONS

Teacher Detention – These may be assigned by any teacher for a variety of infractions. The length of a teacher detention will be set by the individual teacher. **Failure to satisfy a teacher’s detention will be treated the same as cutting a class.**

As an overview you are advised that a student will be disciplined for the following offenses: lateness, cutting class, failure to report to an appointed destination, disrupting class, damaging property, theft, profane or offensive language, inappropriate behavior, creating a disturbance, fighting, threatening a student or teacher, harassment (sexual or other), reckless endangering self or others, disturbing the school environment, or any other action that is not fitting to the school setting.

Under our **POINT SYSTEM**, students may be assigned discipline points upon referral to the office. A general description of the points is listed as follows:

ConnectED The automated telephone system ConnectED will be used to inform parents of special school events/activities, emergency situations, and school closings. When possible the ConnectED system will be used to inform parents of student’s lateness to class/school, lack of student ID, and administrative detentions.

LEGAL NOTICE: Please read prior to contacting administration regarding any disciplinary concerns.

In addition to our Broad Discretionary Powers, the following are our general guidelines for our “Code of Conduct.”

Lateness to School – Students will be assigned 1 ADMINISTRATIVE DETENTION, for every 5 late to school. **A doctor’s note will be the only excused lateness.**

Lateness to Class – Individual classroom teachers will assign 1 teacher detention for every 3 late to class (except 1st period teachers). After 20 minutes, it is considered a cut class.

Chronic lateness to school/class will be handled in a stronger disciplinary manner.

If a student cuts a detention, the student will be assigned 2 detentions. If the student cuts either of those detentions, the student will receive an external suspension.

Truancy – 10 points for each offense

Class Cut – 5 points for each offense

1st Cut – 1 Day Administrative Detention

2nd Cut – 2 Days Administrative Detention

3rd Cut – 1 Day External Suspension

Dress Code Violations – 2 to 5 points

Chronic violations will be handled in a stronger disciplinary manner

Leaving School Grounds during the school day (not in vehicle) –

1st offense – 10 points

2nd offense other subsequent offenses – External Suspension

Smoking on School Property – External Suspension/police complaint/State Statute 26:3D58

Chew/Snuff, Tobacco Products and Smoking Paraphernalia on School Property – External Suspension

Fighting/Assault – External Suspension, 4 to 10 days – **Police Complaint**

Physical contact – Points, Administrative Detention, External Suspension

Class Disruption – student sent out of classroom – 2 to 5 points

Eating/Drinking in hallways and classrooms – 2 to 5 points, chronic violations will be handled in a stronger disciplinary manner

Student IDs – Every student will be issued a student ID. Students are expected to CARRY their ID at all times while on school property.

Failure to CARRY ID = 1 – 5 points. ID’s will be used for: general identification, lunch accounts, library book circulation, and after school events such as athletic events, dances, and other school sponsored events. Temporary ID’s will be issued in the main office. Replacement cost for lost/damaged/stolen ID’s will be \$5.00.

Beeper, Cell Phones, iPods/MP3, Gaming Systems, Cameras, personal A/V equipment – Use in the classroom will earn a teacher detention. Continued use will result in referral to the office, points, parent contact, administrative detention, or confiscation of the item. Beeper – police complaint.

Driving Violations – no driving or being in a vehicle during lunch

1st offense – 2 days External Suspension
2nd offense – External Suspension/Parent conference with Principal and/or Superintendent

POINT SYSTEM

Every 5 points equals an administrative detention. Upon accumulation of **20, 35, and 45 points**, 2 days External Suspension and/or removal of school privileges will be applied.

Upon accumulation of **50 points** students and parents/guardians will be referred to the Superintendent of Schools for a Readmission Conference. If there is no change in behavior, there will be an expulsion hearing before the Board.

Note: Administrative Detention will consist of 1 evening after school (1.5 hours).

ANY WEAPON'S OFFENSE WILL RESULT IN A SUSPENSION PENDING A HEARING WITH THE BOARD OF EDUCATION.

Readmissions are scheduled at 7:45 on the day of a student's return. A parent must accompany the student.

EMERGENCY DRILLS

Emergency drills (FIRE & LOCK-DOWN) are required at regular intervals and are an important safety precaution.

FIRE DRILL: It is critical that upon the first sound of the alarm, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The supervising teacher in each classroom will give students instructions as to the evacuation procedures. All windows and doors must be closed. Classes must stay together upon departure from the building – Attendance WILL be taken during all fire drills and evacuation procedures.

LOCK-DOWN: When the announcement is made that the building will be going into "LOCK DOWN MODE." ALL students are to immediately enter the nearest classroom and await further instructions. Attendance will be taken during the lock down period. NO students are to exit any classroom until the school administration announces the end of LOCK DOWN MODE.

DAILY ANNOUNCEMENTS

It is the student's responsibility to listen to the daily announcements each day. Any announcements, including signs & posters must be submitted by a teacher and approved by an administrator. ANY Sign or Poster without the administration stamp will be removed.

PASSES

Any student who leaves an assigned class for any reason must have a written pass signed by the supervising teacher of that class. The pass must state the student's name, time of departure, destination, origin of departure, and the date. It is the student's responsibility to secure a pass. Any student who leaves class without a pass will be subject to disciplinary action. We enforce this for the safety and welfare of students.

MEDIA CENTER

We are fortunate to have a well-stocked Media Center. Within this facility you will find research material, fiction, and non-fiction books, magazines, newspapers, and a variety of supplemental information sources. The facility is open from 7:45 am to 2:45 pm. Students may obtain a pass from study hall to visit the Media Center. Additional hours will be posted for afternoon and evening use.

Students who abuse the Media Center by failing to return materials or misusing the facility will have this privilege revoked.

NURSE

For your benefit we do have a full time nurse on staff. The nurse is available to tend to those in need of medical attention and to counsel students on health problems. A student may request a pass from his/her teacher to visit the nurse. If a student is too ill to remain in school, the nurse will make arrangements for an early dismissal. At no time may a student be dismissed without prior parent authorization. Students who take it upon themselves to leave or have parents call after the fact, will be considered cutting. Remember, the nurse is the only person who may excuse you from school for illness.

Medications – ALL over-the-counter medications, prescribed medications and herbal/food supplements that a student may need during the school day must be administered through the school nurse. It is the parent's responsibility to contact the nurse and arrange the necessary details of supply and distribution. **At no time is a student to be in possession of medications on school property.** Disciplinary action will result, if this rule is violated.

DRIVING REGULATIONS

We have limited on-campus parking available for students. When the student lot is full, a portion of the district office (red-brick building) lot will be used – Park facing the softball field. At no time during school should a student park near the middle school building or any other non-designated area. Parking permits are required and are available in the main office (free of charge). Careless, reckless or discourteous drivers will lose their privilege.

AFFIRMATIVE ACTION

Pennsville Memorial High School is a firm believer in equal opportunity for all, regardless of sex, religion, race or ethnic origin. Dr. David Dilks, Director of Instruction, is the Affirmative Action Officer for the school district. Any concerns regarding affirmative action should be directed to Dr. David Dilks. He can be reached at 30 Church Street, Pennsville, New Jersey (856) 540-6202, ext. 1126. If any student elects to grieve an issue regarding affirmative action, the Student Grievance Procedure should be exercised.

INTERNET

The internet is available to all students of PMHS. It is meant to be used for curriculum-related research. Under specifically authorized circumstances it may be used for other pursuits of an educational nature. We reserve the right to monitor students on the internet when accessed from our school building or through one of our school programs.

Use of the Internet is a privilege and may be restricted or revoked similar to a library card. When “on-line” the code of conduct provided students in the Student Handbook is in effect. Courtesy and good judgment must prevail. Do not use vulgar or obscene language. Do not reveal your home address or phone number (you have no control over who may access this information once it is on the “net”). We share a common e-mail address at PMHS, and you should not have private messages sent to one of our terminals.

Piracy, copyright violations, and plagiarizing from the Internet are strictly forbidden. Not only do you place yourself at risk in terms of disciplinary action by the school, but you may be subject to criminal prosecution or civil suit.

Some material that can be accessed over the Internet is inappropriate for the school setting. Accessing anything of an offensive or demeaning nature will result in curtailment of the internet privilege, points or suspension.

You must keep in mind that the internet at PMHS is not for entertainment. Playing games, downloading excessive amounts of material, and generally “surfing” are not the objective. Those who abuse the system in this manner will lose this privilege. Also, no student is to make purchases over the Internet or incur any phone charges.

Any problem of any nature should be reported to the teacher in charge immediately.

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.

1. Present the grievance to the building principal who will arrange for conference between the aggrieved person, the teacher, an administrator, or a supervisor.
2. 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.
3. 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.
4. The Board of Education will meet with the aggrieved person and will answer the grievance in writing, within twenty (20) days of the hearing.

NO TRESPASSING

During the time that a student is suspended or expelled, they are not allowed on school property. If a student is enrolled in an out-of-District placement, they are not allowed on school property without the specific written permission of a Child Study team staff member or other administrative person. Students found to be trespassing on school property will have a police complaint filed against them.

MONEY AND VALUABLES

The school district is not responsible for the loss or theft of a student’s money or valuables. We strongly recommend that students bring a minimum amount of money and other valuables to school.

VIDEO SURVEILLANCE

For the safety and protection of our students, faculty and staff cameras will be used to monitor various entrances and corridors throughout the high school buildings.

Unauthorized photography of students, faculty or staff is strictly prohibited during school hours and/or school sponsored activities.

ATHLETIC TEAMS SPONSORED BY PMHS

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cheerleading	Cheerleading	Baseball
Cross Country	Basketball (Boys/Girls)	Golf
Field Hockey	Winter Track	Softball
Football	Wrestling	Tennis
Soccer (Boys/Girls)		Track (Boys/Girls)
Tennis		

ACTIVITIES

Art Club	Dupont Acad. League	Quill
Audio Visual	FBLA	Rebel
Band	German Club	Signet
Cheerleading	Golden Eagle	Spanish Club
Choir	Graphic Arts Club	Stage Manager
Class of 2010	History Club	Student Council
Class of 2011	Interact Club	Teen Institute
Class of 2012	Mock Trial	Tri-M Music
Class of 2013	Multicultural Club	TSA
Computer Club	National Honor Society	Yearbook
Community Service Club	Orchestra	
Drama Club	Pride Crew	

ELIGIBILITY

In order to participate in any extra-curricular or co-curricular activity, students must have a 78 average in the quarter preceding the activity as well as any report card during the season. Students are required to be passing 32.5 (or the equivalent) in the semester preceding the activity.

ART CLUB

The Art Club is an extension of the art classroom. Membership involves you in a variety of activities which include field trips, competitive events and displays or showings.

BAND

Even though band functions as a regular part of the curriculum, its extra-curricular activities are many and varied. The Marching Band performs at football games, special events, as well as occasional trips, competitions, and other such extended activities.

The Concert Band performs at several concerts each year and outstanding members participate in All-County, All South Jersey, and All State Bands.

For those who play wind and percussion, band is the place to be.

CLASSES OF 2010, 2011, 2012, and 2013

As a member of these classes, you are eligible to participate in a variety of activities. The sophomore class sponsors the Hop each year, the junior class sponsors the Prom each spring, and the senior class has the class trip and Project Graduation. There are several other activities conducted such as dances, fundraisers, charitable events, class competition, and much more. Follow your daily announcement sheet for details as to how you can help the class and participate in social events.

CONCERT CHOIR/EAGLE SINGERS

If you enjoy singing, these are the groups for you. Concert Choir is for singers who can sing well. The group sings quite a variety of music. Eagle Singers is for the advanced singer in grades 10 through 12. To be a member, students must audition. All Vocal Academy students (grades 9-12) must participate in this prestigious ensemble. Both groups are performing groups and must participate in required concerts and other events some of which are held outside school time.

DRAMA CLUB

For students interested in acting, or behind the scenes stagework, the Drama Club is an excellent activity.

DPAL (DUPONT ACADEMIC LEAGUE)

This is a Jeopardy-style team competition where participants compete against various local schools.

FBLA (FUTURE BUSINESS LEADERS OF AMERICA)

This organization is extremely active in our business community. As an enhancement to your educational program, you will have experiences dealing with the public and private sectors in fundraising, learning about production, and in competing with other FBLA chapters.

GOLDEN EAGLE

In order to become a Golden Eagle, a student must have an 85 average and gain nomination for outstanding performance in a diverse combination of extra-curricular activities. A nominee must demonstrate leadership, dedication, and ability in an activity/sport. Disciplinary and attendance records are also examined.

Through an established formula, 33 activity points must be accrued. Details are available from the advisor. A selection committee evaluates all students who are nominated.

INTERACT CLUB

Interact is an International Organization with clubs in middle/junior high schools, high schools, and colleges throughout the world. The Pennsville Chapter of the Interact Club is a youth service organization and is a chartered subsidiary of the Pennsville Rotary Club. They assist the Rotary with many of their community projects at holidays and also plan many other service projects: collect and donate turkeys, clothing, food, hats, gloves, scarves, toys, school supplies for an orphanage in Santo Domingo, volunteer at Southgate Nursing Home, Ranch Hope, and have an active team in Relay for Life. They also provide and deliver individual dictionaries to all 3rd graders in the Pennsville School District as part of their "literacy project."

Although GPA is not a prerequisite to be a member of Interact, each month 2 seniors are chosen to attend Rotary dinner meetings on Tuesday nights (priority is given to Interact members who do maintain good grades).

JAZZ BAND

Obviously, this group plays music of the jazz idiom. Students who have demonstrated above average ability on the needed instruments are welcome to audition for this group. The group plays concerts and other events outside of school time.

LANGUAGE CLUBS

We currently have a German Club and a Spanish Club. The focus of these organizations is to expand student's cultural experiences with the language. Field trips, guest speakers, and food festivals highlight the year. During Foreign Language Week, friendly competition takes place between the clubs and the International Dinner is held. Language clubs are tremendous cultural experiences.

MOCK TRIAL

Mock Trial is a student simulation of the American legal system in both criminal and civil court cases. Students are involved in the research, preparation, and conduct of actual trials in competition with other schools in Salem County, New Jersey, and other states.

MULTICULTURAL CLUB

Multicultural Club is a place where students of all cultures and backgrounds interact and learn from each other. We enjoy a variety of activities and field trips, culminating in our International Evening. All students are welcome to join.

NATIONAL HONOR SOCIETY

As a junior or a senior, you may be a candidate for the Pennsville Chapter of the National Honor Society. In order to be nominated, you must be classified as a full time college preparatory student. This would be defined as a student taking college preparatory classes in all of their major courses required for high school graduation. Also the student must have maintained a 92.0 or above accumulative grade point average over the previous two years. In addition to the scholastic requirement, the student will be evaluated on their service to the community, their leadership involvement, and their demonstration of good character. Nominees will be evaluated by a faculty committee based upon the above criteria, as well as their disciplinary record, and a faculty commentary.

ORCHESTRA

The natural creative outlet for string players is the orchestra. Our orchestra performs concerts each year which take place outside school time. Small string ensembles, comprised of orchestra members, play for various civic functions during the course of the school year. Select members are also called upon to perform as part of the pit orchestra for stage musicals. Outstanding members may participate in All South Jersey and All State Orchestra.

P.V. Teen Institute – The Lindsay Meyer Teen Institute

The Teen Institute is an alcohol, tobacco and other drug prevention, education and leadership training program. High School students from throughout New Jersey are involved in this program.

QUILL

Those with an interest and flair for writing or visual art should pursue The Quill, our literary magazine. Published at least once a year, this is a great vehicle for self-expression.

REBEL (REACHING EVERYONE BY EXPOSING LIES)

The mission of the REBEL movement is to reach, educate and empower New Jersey youth to make healthy lifestyle decisions and to support non-smoking as the social norm.

SIGNET

For those who enjoy writing, layout, and reporting, the Signet, our school newspaper, is an excellent opportunity.

STUDENT COUNCIL

The PMHS Student Council's objectives are as follows:

1. Provide a democratic form in which students can address those school-related issues which affect their lives.
2. Maintain a continuous communication channel from students to both faculty and administration, as well as among the students within the school.
3. Offer a year-long program of social functions and community involvement projects for students.
4. Approve charters of school clubs and student organizations.
5. Run a profitable Student Council store.

TSA (Technology Students Association)

TSA incorporates all of the curricular areas of industrial arts with the practical sciences. This group provides several services to the school, such as building the stage set for school plays, and holding charitable fundraisers, while providing students with practical technological experiences.

YEARBOOK

Students who work on the Sentinel, our school yearbook, compose a chronology of the year's events that students hold forever. The yearbook is our history. Students desiring to work on the yearbook should contact the advisors.

Purchasing a yearbook may be done in advance during the announced order period or in June when yearbooks are delivered (Note: there will be a limited number of yearbooks available in June – Seniors have first choice in June yearbook sales).

PLEASE NOTE: the yearbook is a student publication. Every attempt is made to make every yearbook an accurate account of the year; however, some errors are bound to occur. The school will not reimburse anyone for a yearbook due to errors such as; inaccuracies, missing photographs, incorrect spelling of names, or incorrect labeling of student names. Any questions or comments regarding the yearbook should be brought to the attention of the yearbook advisors – Mrs. Bobjak and/or Ms. Mulligan.

FUNDRAISING

No door to door solicitation is permitted for any PMHS fundraiser.

DANCE REGULATIONS

Homecoming

Pennsville Students

Guests – must be at least 9th grade; may not be older than 20 years of age; must be approved at least 3 weeks in advance of the dance date; must bring a photo ID to the dance

Sophomore Hop

Pennsville Students

Guests – must be in at least 9th grade. Students may not be older than 18 years of age; must be approved at least 3 weeks in advance of the dance date; must bring a photo ID to the dance

NO 8th grade student will be permitted into ANY HS Dance.

Prom

Pennsville Students

Guests – must be in at least 9th grade; may not be older than 20 years of age; must be approved at least 3 weeks in advance of the dance date; must bring a photo ID to the dance

- **Any potential guest with a criminal record (on probation, etc.) will be considered ineligible.**
- **Any Pennsville High School dance not mentioned here should conform to the guidelines set forth for the Homecoming Dance.**
- **The administration reserves the right to refuse any guest's attendance upon review.**

ALCOHOL DETECTION DEVICE – PROCEDURES FOR USE WITH STUDENTS

Purpose: The Alcohol Detection Device (ADD) is an instrument that measures the presence of alcohol emitted from the exhaled air of a person or from the evaporation of alcohol from a drink. In a word the device will be used as a PREVENTION technique to encourage all students to attend school events completely sober. The ADD is simply a device to be used to implement our existing drug and alcohol policies.

TOBACCO PRODUCTS

By NJ State Law and School Policy, students are not to be in possession of, or engaging in the buying, selling, using or any tobacco product on school property. Students found to be in possession of, or engaging in the buying, selling, using of any tobacco products on school property will have police complaints filed against them.

POWERSCHOOL

Power School is a leading Web-based Student Information System where students and parents can access grades, attendance, and online educational sources in real time. Students and parents will be better able to track progress with a touch of a button. It is each teacher's responsibility to update grades in a timely fashion (within 1 week). Students and parents will be assigned usernames and passwords to access their information.

PENNSVILLE COMPUTER NETWORK

In order for students to be able to use the Pennsville School District's network of computers, they will be required to log-in to the network in order to access their information. Username and password will be required and instruction for this will be provided during the first few weeks of school.

HONOR CODE POLICY:

This policy is an extension of the Drugs, Alcohol and Tobacco Policy and Procedures #5131.6, adopted by the Pennsville Board of Education, which is incorporated herein by reference. The procedures herein are in addition to those already adopted by that policy. The primary purpose is to ensure a healthy alcohol and drug-free setting for students who participate in extracurricular activities and athletic programs.

It shall be a major violation of this policy for any student to possess, use, distribute, and attempt to distribute or be under the influence of alcohol and/or other drugs at any time in or out of school during the school year.

It shall be a minor violation of this policy for any student who participates in athletics, band or clubs to possess, use, distribute, and attempt to distribute or be under the influence of tobacco products out of the school environment.

It shall be a major violation of this policy for any student who participates in athletics, band or clubs who commits two minor violations.

If the administration determines a violation has taken place, the student and his/her parents will be notified of the need for a meeting. This meeting will take place within five school days after the investigation has concluded. In the case of a minor violation, the penalties will be a suspension of **20 school days** from the activity. If the student accumulates two minor violations during the school year, this will equate to a major violation. In the case of a major violation, the following penalties apply:

FIRST MAJOR OFFENSE – Student will be suspended for 45 school days as determined by the faculty council. Suspension to be carried into the next school year, if penalty requires it.

SECOND/SUBSEQUENT MAJOR OFFENSE Student will be suspended 46 school days to termination from the activity and/or activities as determined by the faculty council. Suspension time to be carried into the next school year, if penalty requires it.

MEDIATION

The Board of Education and the staff of the Pennsville School district believe that all fights can be prevented. Each student is responsible for their own actions related to the building tensions that may develop between two or more people. To support a timely and constructive resolution of tensions and fighting, the high school counselors encourage students to join them in the process of mediation. Mediation is a simplistic, yet effective process of controlled dialogue between two people that leads to meaningful communication and peaceful resolution. Conflicts that are resolved through the involvement of a counselor in the mediation process are unlikely to become a school disciplinary matter or end up as a police complaint.

NOTES: