

Paramus High School Student Handbook 2019-2020



High School Administration

Principal	Mr. Raymond J. Kiem
Vice Principal	Ms. Alicia Angione
Vice Principal	Mr. Thomas Montuori
Athletic Director	Mr. Donald Roll

District Administration

Superintendent	Dr. Michele Robinson
Assistant Superintendent	Mr. Sean Adams
Business Administrator	Dr. Alfredo Aguilar
Director of Human Resources	Ms. Carla Alvarez
Director of Innovation, Instruction, and PD	Mr. Timothy Donohue
Supervisor of Assessment, Evaluation & Accountability	Ms. Christine Diaz
Supervisor of Student Personnel Services	Ms. Margaret Damiano
Elementary Education Supervisor	Ms. Dara Carr
Humanities Supervisor	Ms. Lina Gudelis
STEM Supervisor	Mr. Robert Lehmann
Supervisor of Visual and Performing Arts	Ms. Lisa Vartanian
School Counseling Supervisor	Ms. Tiffany Goodson
Physical Education and Wellness Supervisor	Mr. Donald Roll

School Counselors, Child Study Team, Student Assistance Counselor

<u>School Counselors, Child Study Team, Student Assistance Counselor</u>			
School Counselor	Ms. Shannon Moran	Psychologist	Ms. Melissa Meyers
School Counselor	Ms. Daura Schucker	Psychologist	Ms. Juliana Barbaro
School Counselor	Ms. Sandra Vanderzee	LDTC	Ms. Gina Mariano
School Counselor	Ms. Nicole Ives	Social Worker	Ms. Heather Russo
School Counselor	Ms. Ashwini Reddy	Student Assistance Coordinator	Mr. Joseph Traina
School Counselor	Mr. Joseph Gencarelli	SAGE Clinician	Ms. Krista Seabrook

PHS Mission Statement

The mission of Paramus Public Schools is to develop all students as open-minded lifelong learners who pursue their dreams and add value to the world.

Core Values

We believe that all individuals have intrinsic value and are defined by their character.

We believe that respect for diversity enriches community.

We believe that all individuals can contribute to strengthening the community.

We believe that a community thrives when it protects, nurtures, and educates all its members.

We believe that a family, in all its forms, is a critical element in shaping an individual.

Alma Mater

*Hail Paramus blue and white
for posterity
Sons and daughters, sing for praise
Till Eternity
Raise the chorus, Speed it onward
Let our watchword be
Hail all hail good fellowship
Paramus we love thee.*

STUDENT LEADERSHIP 2019-2020

Class of 2020 Officers	
President	Marcus Kang
Vice President	Jake Gandara
Secretary	Alan Okechukwu
Treasurer	Michael Sebastian
Senators	Jake Gandara, Daniel Ibrahim, Khushi Patel, Ronit Patel

Class of 2021 Officers	
President	Shlok Patel
Vice President	Katie Sinitsyna
Secretary	Rachel Kim
Treasurer	Haruna Akiyama
Senators	Chery Gada, Keziah Franks, Sujena Kang

Class of 2022 Officers	
President	Alice Ko
Vice President	Jillian Anderson
Secretary	Valerie Kilicyan
Treasurer	Anthony Gonzalez
Senators	Sara Brzovski, Alice Gu, Sophia Rodriguez

BELL SCHEDULES, PERIOD ORDER, LUNCH ASSIGNMENTS

Regular School Day

7:40 a.m.	Warning Bell
7:45 – 8:47	Block 1
8:51 – 9:47	Block 2
9:51 – 10:48	Block 3
10:52 – 11:30	First Lunch
11:34 – 12:31	Block 4 Class
10:52 – 11:49	Block 4 Class
11:53 – 12:31	Second Lunch
12:35 – 1:31	Block 5
1:35 – 2:31	Block 6

Delayed Opening Schedule

Block 1	9:45 - 10:22 (37 min)
Block 2	10:26 - 11:03 (37 min)
Block 3	11:07 - 11:44 (37 min)
First Lunch	11:48 - 12:27 (39 min Lunch)
Block 4	12:31 - 1:09 (38 min Class)
Block 4	11:48 - 12:26 (38 min Class)
Second Lunch	12:30 - 1:09 (39 min Lunch)
Block 5	1:13 - 1:50 (37 min)
Block 6	1:54 - 2:31 (37 min)

Alternative Day Schedule

Block 1	7:45 - 8:25 (40 min)
Block 2	8:29 - 9:09 (40 min)
Block 3	9:13 - 9:53 (40 min)
Block 4	9:57 - 10:37 (40 min)
Block 5	10:41 - 11:21 (40 min)
Block 6	11:25 - 12:05 (40 min)

Cycle Rotation / Block Schedule Class Meetings

Time	Day 1	Day 2	Day 3	Day 4
7:45 - 8:47	Period 1	Period 2	Period 3	Period 4
8:51 - 9:47	Period 2	Period 3	Period 4	Period 1
9:51 - 10:48	Period 3	Period 4	Period 1	Period 2
Follow 1 or 2 1-FIRST LUNCH 10:52 – 11:30 Lunch 11:34 – 12:31 Class 2-SECOND LUNCH 10:52 – 11:49 Class 11:53 – 12:31 Lunch	Period 5	Period 6	Period 7	Period 8
12:35 - 1:31	Period 6	Period 7	Period 8	Period 5
1:35 - 2:31	Period 7	Period 8	Period 5	Period 6

ACADEMIC ASSISTANCE: Teachers will be available to assist students **Tuesday through Thursday from 2:31 p.m. – 3:01 p.m.** Peer Tutors, available through the Counseling Office, also offer assistance as arranged based on students' schedules.

ACADEMIC INTEGRITY: The purpose of education is to develop students who are lifelong learners; dishonesty undermines and inhibits this process. As a result, plagiarism or any form of cheating is unacceptable. Representing someone else's work as one's own, using commercially prepared work in any form when none is permitted, collaborating with others when individual effort is required (copying homework, cheating on tests/ quizzes, plagiarizing papers or reports) are a disservice to one's own educational progress as well as that of others.

The classroom teacher determines whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what has been taught and what the teacher expects the student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate department supervisor. A referral will be sent to the student's Vice principal. The minimum penalty for cheating or plagiarism is a zero for the submitted work. This applies to any and all students involved. **Cheating or plagiarism also excludes academically eligible students from the National Honor Society (NHS) and will result in removal from the NHS for a current member.**

ANNOUNCEMENTS: Requests for announcements are made through a staff member, class or club advisor. The staff member sends an electronic correspondence, usually via email to the Vice principal or main office responsible for daily announcements. Written requests are due by 2:00 p.m. on the day prior to the announcement.

ATHLETICS- ELIGIBILITY REQUIREMENTS AND PROCEDURES FOR PARTICIPATION: Only one sports medical examination is required each school year. This medical examination is valid for 365 days. The New Jersey Department of Education Pre-Participation Physical Evaluation form must be completed by the athlete and his/her parents AS WELL AS the student's physician. A health history form (c), completed by the parent or guardian, is required if the physical exam is completed more than 90 days prior to the first practice and for each subsequent sports season. All physical forms should be given directly to the school nurse or athletic trainer. **All pages of the Pre-Participation Physical Evaluation form must be provided as a single document. Individual pages are not accepted. Also, paperwork not completed in full by the physician will not be accepted and will be returned to the student.** Finally, it is advised that all athletes keep a copy of the completed paperwork for his/her records. For convenience, all required forms can be found on the PHS Athletic website.

To be eligible to participate in extracurricular activities, including interscholastic and intramural athletics, a student must be in good disciplinary and academic standing. Regarding good disciplinary standing, a pupil is NOT eligible to participate in an extracurricular activity while serving a detention or

suspension of any kind. Also, pupils who demonstrate consistent and willful negative behaviors will be subject to administrative review in regards to participation in any / all extracurricular activities.

To be in good academic standing and to be eligible for athletic competition during the first semester (September through January) of the 10th grade and for each subsequent year, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year, with a minimum grade point average of “C.” To be eligible for athletic competition during the second semester (February to June) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

It is the student’s responsibility to ensure that program changes (including class “drops”) do not cause the student to fall below the necessary credit requirements set by the state.

For students planning on entering a Division I institution directly after graduating high school, students must present evidence of graduation from high school. All student-athletes who are interested in participating in Division I athletics at the university level are encouraged to check with the athletic director, their coach or their School Counselor for the most up-to-date NCAA requirements.

Athletes who are listed as absent from school or who arrive late (after the midpoint of the school day, 10:48 a.m.) will NOT be eligible to participate in practice sessions or athletic contests on that day. Any exceptions to this rule will be made by the Athletic Director or by the Principal.

An Athletic Handbook is available online at www.paramus.k12.nj.us

ATTENDANCE REGULATIONS AND PROCEDURES

On the day(s) of absence from school, a parent/guardian must call their Vice Principal's Office before 12:00 p.m. to report the student as absent.

The Attendance Office for Freshmen and Juniors: ext. 3144

The Attendance Office for Sophomores and Seniors: ext. 3139

Regular attendance is a requisite for success in school. New Jersey State law requires that students attend school regularly and that it is the parents' responsibility to see that their children attend school on the days/hours that public schools are in session in the school district. (N.J. 18:A 3825, 26). In order to maximize students' chances for success, it is necessary that the school and home collaborate to ensure that students attend their classes daily.

Regulations: The limit set on the number of absences and lates which may be accumulated before a student may lose course credit and/or may be retained provides amply for normal illness and emergencies. It should not be perceived that students should accrue the maximum number of absences for a course.

All students in grades 9-12 are expected to attend all assigned classes regularly and are not to exceed a set number of absences as designated below. Students exceeding the absence limit will be considered excessively absent and will lose credit in the course, receiving a either withdrawal (W) or withdrawal failing (WF) designation on report cards and transcripts.

Maximum number of allowable absences as per BOE Policy is:

Quarter course – three (3) absences

Semester course – six (6) absences

Physical Education – nine (9) absences

Full-year course – twelve (12) absences

A student who is absent from class without an excused reason is considered to have a "cut/truancy." This includes periods which are missed at the beginning of the school day without an excused reason. Absences from school without notification from a parent/guardian will be recorded as a cut/truancy. Students who cut classes face the following penalties: no make-up work, loss of credit for the day's work, detention, parental conference, suspension from school and activities, loss of privileges, and/or loss of credit for the class.

In addition to losing credit due to excessive absences, the assignment of a either withdrawal (W) or withdrawal failing (W/F) will result from excessive cuts or truanancies as listed:

Quarter course – two (2) cuts/truanancies

Semester course – three (3) cuts/ truanancies

Physical Education – four (4) cuts/truanancies

Full-year course – five (5) cuts/truanancies

Tardiness that exceeds ten (10) minutes will be treated as an absence for the class; the usual rules regarding absences will then apply. Three (3) tardies in a course will equal one (1) absence. Tardiness to class with a

pass from a school staff member shall NOT count against a student. Unexcused lateness to school or class will also count against a student for credit eligibility and a withdrawal (W) or a withdrawal failing (W/F) will result as listed below.

Maximum number of unexcused lates to class or school as per BOE policy is:

Quarter course – five (5) lates

Semester course – nine (9) lates

Physical Education – twelve (12) lates

Full-year course – fifteen (15) lates

The classroom teacher will be responsible for addressing student lateness in the following way:

1st lateness – conference with student

2nd lateness – conference with student; parental contact

3rd lateness – conference with student; assignment of teacher detention; notification to parent

4th lateness or more– notification to Vice Principal

Quarantine illness or other long-term illnesses that are verified by a written medical note from a doctor will be reviewed administratively and applied towards the appropriate designation.

Absences fall into two categories. The two categories of absences are (1) those that count against the total allowed and (2) those that do not count against the total allowed before a student loses credit for a course. The two categories are:

Countable absences toward established limits include but are not limited to:

1. Illness without proper documentation from a medical professional
2. Non-required college visit
3. Motor vehicle appointment

Non-countable absences toward established limits include but are not limited to:

1. Death in family
2. Observance of state-recognized religious holiday
3. Medical/dental appointment with confirmed note / documentation from a medical professional
4. School-sponsored or approved event or activity (field trip, guidance appointment, scheduled music lesson, early dismissal for athletic event, speech therapy, Nurse's Office visit)
5. Driver's license test (documented)
6. Suspension from school or placement in SAP
7. Court appearance (documented)

8. Mandatory college visitation/placement testing (documented)
9. Military obligation
10. Administrative Decision

Notification Procedures: The Principal or his/her designee, upon receipt of information from the teachers or attendance personnel, will have the responsibility for all notification to parents.

- ★ All students and parents will be notified annually at the beginning of the school year of the attendance policy.
- ★ In addition to orientation sessions for incoming ninth grade students, the administration will hold an orientation meeting for all interested parents to discuss various school rules including the attendance policy, much the same as the policies that are explained to the students.
- ★ As per BOE expectation, parents are asked to please call the high school when their child is absent indicating the reason for the child's absence. If a call is not received, administration will contact the parents to be certain that they are aware of their child's absence from the high school.
- ★ An additional important piece of information for students and parents is the expectation that the student is also required to submit a note signed by his/her parents/ guardians to the appropriate Vice Principal Office upon the student's return to school, in the event your parent did not call the school at extension 3144.
- ★ Notes from students, even if they have reached the age of 18, are not accepted as long as the student is living in a household with a parent. Only parental notes are accepted.
- ★ Parents will be notified at a minimum by the grade-level Vice Principal via an attendance letter on your child's Genesis Parent Resource page when your son/daughter reaches the 2nd absence in a quarter course, the 3rd absence in a semester course, the 4th absence for PE, and the 6th absence in a year-long course.
- ★ Loss of Credit Due to Excessive Absences: Upon a student's 4th absence in a quarter course, 7th absence in a semester course, 10th absence in PE and 13th absence from a full-year course, students and parents/guardians will be notified that the student has lost credit for the course. Students in a year long course who lose credit due to excessive absences must remain in the course through June in order to attend summer school for review work. *Students who are auditing a course may be removed from the course and placed in an assigned study hall thereby losing eligibility for summer school review work.*

Returning from an absence for one or more periods: A note signed by a parent or legal guardian is due the day of return from an absence even for one period of absence.

Students must report to their Vice Principal's office before classes begin with a note from home and will receive a BLUE PASS which carries with it an explanation and no penalty for the absence. The BLUE PASS must be

presented to each subject teacher whose class was missed. The teacher will note that the absence was legitimate in the teacher's attendance record. Students have three (3) school days to produce a note and receive a BLUE PASS.

Students who are absent without a legitimate reason will not receive a BLUE PASS from the Vice Principal's Office and may not make up missed assignments and assessments. The student has three school days to produce a note explaining his/her absence. Notes may also be emailed to the appropriate Vice Principal. Students who do not present a note from home, whose parents did not call in their absence to ext. 3144, or for whom the Attendance Office did not receive verbal confirmation when their parents were called will meet with their Vice Principal to discuss their absence/truancy.

Leaving School During the Day: Students who wish to leave school during the day must (1) sign out from the Nurse's Office if ill or (2) present a note from home to their Vice Principal's Office or ask the Vice Principal's secretary to call home **in advance of leaving**. Absences resulting from leaving school without signing out from a school office will be considered an unexcused absence.

Forged Notes: Students are not to sign the name of a parent/guardian or faculty member to any note of excuse. Such action is forgery. When a forged note is used to excuse an absence, the absence will be considered unexcused with resultant penalties. Parents/guardians will be notified and the student will be assigned up to three (3) extended detentions as decided by the Vice Principal. In those cases where a staff member's signature has been forged, or in multiple instances of forgery, the student will serve an all-day, in-school detention.

Extended Absence Policy: Classroom participation is the most crucial ingredient of the total educational experience. Absence from school for vacation purposes other than the regular scheduled holiday breaks creates a serious interruption in the student's educational experience. Therefore, parents are strongly urged to refrain from planning vacations when school is in session.

In the event that a student needs to be out of school due to extenuating circumstances, it is the district's policy that all tests and homework must be made up. In such cases, parents must notify teachers and grade level Vice Principal in writing at least two weeks in advance of the projected extended absence. The teacher or the Vice Principal may extend the time limit if extenuating circumstances are present. It is the student's responsibility to meet with his or her teachers to determine what work needs to be made up because of absence.

A student with a chronic medical condition that has created attendance or late-to-school problems in the past must submit a medical certification form signed by his or her physician explaining this and the current status for treatment by September 30th of each school year where it may apply. If the condition develops during the school year, the student must provide necessary documentation on the condition that would impact attendance in a timely manner, but no later than 15 days after diagnosis.

Homework Requests: Students must contact their teachers directly when they need to make up missed classwork, homework, and/or assessments due to excused absences. If students are unable to connect with their teacher, they should contact their school counselor for assistance.

Unexcused Absences: Unexcused absences, also known as class cuts, are disruptive to the educational process. The goal of the attendance policy is to keep students actively engaged in each of their subject classes. As such, each unexcused absence from class will accumulate one class absence under the attendance policy and will additionally be treated as a disciplinary infraction (deliberate disobedience of a school rule, the requirement of a student to attend all classes to which he or she is assigned). **Unexcused absences will result in no credit for the period missed.**

Students who cut class will be assigned to a detention after school for each unexcused absence. Detentions are held Tuesday through Thursday. Parents/guardians will be contacted by mail and/or by phone by the Vice Principal and/or teacher. Upon the third unexcused absence, the Vice Principal will contact the parent/guardian for a mandatory conference. (Cuts are cumulative and not on a class by class basis). Upon the fourth unexcused absence, students will be subjected to an administrative review which may result in an all-day detention. Parents will be required to meet with the student's Vice Principal each time a student cuts a class after the third time. Students who repeatedly cut class may lose privileges (i.e unassigned study hall, open campus, & lunch in the cafeteria, etc). and, most significantly, can be withdrawn (W) or withdrawn failing (W/F) from the class.

Detentions must be served on the day that they are assigned. Detentions will not be rescheduled based on a student's work schedule, after-school commitments, athletic practice or competition, co-curricular events, etc. A medical appointment that is verified with a doctor's note **or** illness verified by the school Nurse are the only reasons that a Vice Principal will reschedule a detention.

Attendance Appeal Process

Students who lose credit due to excessive absences and or unexcused absences may appeal their withdrawal from class as follows: The student must continue to attend class; the student must write a statement explaining why he/she believes there are compelling reasons or extenuating circumstances and a waiver from the Board of Education policy is justified; an appointment is made with the Attendance Appeals Committee.

Unassigned Study Hall Eligibility: Unassigned study halls are an earned **PRIVILEGE**, not a right, for juniors and seniors. Attendance and other parameters will be utilized to determine eligibility. To be considered for unassigned study hall, the student must meet or exceed the following criteria, thereby being considered "in good standing" with the school. The student must:

- ★ possess an overall grade average of "C"; and
- ★ have no suspensions, in-school or out-of school

The determination of eligibility for an unassigned study hall will be made at the end of a student's school year in June and then each subsequent marking period until graduation. The first time a student would be considered for unassigned study hall would be at the end of sophomore year.

Athletics, Extra-curricular Activities and Attendance: Participants in extra-curricular activities who are listed as absent from school or who arrive late after the midpoint of the school day will not be eligible to participate in practice sessions, activities or athletic contests on that day. The midpoint of the day is defined as the end of third block on a regular, full-block day (10:48 am). The midpoint of the day is defined as the end of fourth period on an abbreviated day. On a delayed opening schedule or alternative day schedule a student must have arrived at school by 10:45 am to be eligible for participation.

Participants in extra-curricular activities must attend all scheduled classes given the time frames listed above. If a student is dismissed early due to medical reasons or through the nurse's office, the student would only be eligible to participate in an activity or sport with administrative permission. Individuals who leave school without the knowledge and permission of the school may not participate in after-school activities, contests or practices and will face disciplinary consequences for class cuts.

BUSSES AND BUS SCHEDULE: Students who are not involved in extracurricular activities or athletic activities are required to board the 2:31 pm bus. A late bus is available for students who participate in after-school activities at 4:00 pm. A 5:30 pm bus is also available for students participating in school-sponsored events. Please note that video and/or audio monitoring devices may be used on school-owned and contracted vehicles.

CELL PHONES: Cell phones can be disruptive. Students who use cell phones without permission when classes are in session can have their devices confiscated by any staff member and turned in to the Vice Principal. A parent or guardian may be asked to pick up the confiscated device. In the case of a second offense, students may additionally receive detention time. For third or subsequent offenses, students will receive further disciplinary consequences. Failure to turn a cell phone or electronic device over to a staff member when asked to do so will be considered insubordination and will result in suspension from school.

Please note the practical guidelines for student devices at PHS:

- ★ *Students are using their devices in a non-disruptive & responsible way.*
- ★ *Students are not using their devices for videos or pictures (this includes APPS that use these features) unless under the direct supervision of a staff member.*
- ★ *Students are using devices in an academically honest way (not copying homework, texting answers).*
- ★ *Using headphones and talking on phones is not permitted as this is a safety concern. Phone calls can be made from an administrator's office.*
- ★ *Teachers can ask students to put away their devices and/or confiscate them if the device is not being used responsibly in the classroom and / or the hallways. Students are expected to respectfully comply.*
- ★ *Students must adhere to teachers' classroom rules for cell phone use. Teachers may confiscate cell phones that are not being used according to class rules.*

CHROMEBOOKS AND GMAIL: Every student will be issued a district owned chromebook and their own gmail account. It is strongly suggested that you obtain a cover for your chromebook. In addition, please check your gmail on a regular basis - this is the preferred method of communication between your teachers and peers on all academic and school related issues.

[Click here for the PHS Chromebook Student Handbook](#) or scroll to the bottom of this document.

CLOSING SCHOOL: In the event of severe weather conditions or other emergencies necessitating the closing of schools or the delayed opening of schools, an automated phone system call will be made. In addition, information will be posted on the district website. Under the Paramus delayed-opening plan, all schedules are delayed two (2) hours. Parents/guardians are responsible for updating their information in Honeywell, the system used for emergency reports. Instructions for Honeywell are posted on the Paramus District website.

COMPUTER USE - GUIDELINES FOR ACCEPTABLE USE: Access to telecommunications will allow students to explore databases, libraries, internet sites, bulletin boards and the like which can be used to enhance the educational process. The Board of Education supports access by pupils to these information sources and the potential they have to enhance students' educational experiences. Use of the school's computer network/computers and/or other websites used by the school district, however, is expressly limited to

educational purposes. No students will be allowed to use the district-provided computer network unless they have filed a consent form with the Principal. Consent forms are available in the Office of the Vice Principals. Any violation of District policy and rules may result in disciplinary action (detentions, suspension or expulsion) loss of privileges and, when applicable, legal action.

CREDIT ATTAINMENT/ GRADE PROMOTION: All students must successfully complete 120 credits to graduate from Paramus High School. Each year the 9th, 10th, and 11th grade students must attempt 35 credits and 12th grade students must attempt 32.5 credits (30 credits only with parental permission with 15 credits scheduled per semester). Students who fall below these levels will be assigned a study hall.

In the case of seniors, a student can have no more than two study hall assignments per semester. In the case of juniors, a student can have no more than 1 study hall assignment. In order to be considered a tenth grader, a student must earn a minimum of 30 high school credits. In order to be considered an eleventh grader, a student must earn a minimum of 60 high school credits. In order to be considered a twelfth grader, a student must earn a minimum of 90 high school credits and be eligible to graduate in June or August of the twelfth grade year.

At the end of each school year students will be placed in the appropriate grade level based on credit status.

DETENTION- ADMINISTRATIVE AND EXTENDED DETENTION GUIDELINES: (1) Students must follow the directions of the teacher in charge (2) Talking is not permitted (3) Students are expected to bring work to complete during detention (4) Eating, drinking, sleeping and/or listening to music or use of electronics is/are not permitted. Failure to follow these guidelines will result in further disciplinary action. Failure to report to an extended detention results in the assignment of an all-day detention.

DETENTION- TEACHER ASSIGNED: A teacher detention may be assigned for any infraction of school rules and regulations. Extended and Administrative detentions are assigned by administrators for violations of school policy or for failure to serve teacher detentions. Illness is a legitimate reason for missing a detention ONLY when it is verified by the school nurse prior to the assigned detention. Detention assignments have precedent over extra-curricular activities, student activities and personal obligations. Failure to serve a teacher detention leads to an administrative detention or extended detention.

DISCIPLINE CODE: The Code of Conduct for Paramus High School is designed to fulfill several purposes. It is designed to foster the health, safety, and social and emotional well-being of all students. The Code of Conduct establishes and maintains a civil, safe, secure, supportive and disciplined school environment which is conducive to learning. It promotes the achievement of high academic standards and seeks to prevent the occurrence of problem behaviors.

As such, responses to student violations of the Code of Conduct are progressive in nature based on the offense committed and the severity of that violation of the Code of Conduct. The Code of Conduct will intervene and remediate and can include a range of disciplinary responses such as restrictions, administrative and extended detentions, loss of privileges, in-school suspensions, out-of-school suspensions as well as counseling.

Paramus High School Code of Conduct Quick Reference Guide

Infraction	Consequence
Abusive Language / Profanity	Administrative or Extended Detention / ISS / OSS
Abusive Language / Profanity Towards Staff Member	2-5 Days OSS, Parent Conference
Assault on Staff Member	10 Days OSS, Board Hearing, Police Notified
Assault on Student	10 Days OSS, Board Hearing, Police Notified
Bus Misconduct	Warning, Administrative or Extended Detention, ISS, OSS, Bus Privilege Review / Revoked
Cell Phone Infraction	1 st Offense – Parent Pick Up or Administrative Detention 2 nd Offense – Parent Pick Up and Administrative Detention Continued Offense – Administrative Review for Consequences
Cutting	1 st Offense – Administrative Detention, Parents Notified 2 nd Offense – Extended Detention, Parents Notified Continued Offense – Administrative Review for Consequences
Dress Code	1 st Offense – Warning, Parents Notified, Student Changes Clothes 2 nd Offense – After School Detention, Parents Notified Continued Offenses - Administrative Review for Consequences
Disruptive Behavior	Warning, Administrative Detention, ISS, OSS, Parents Notified
Drug and Alcohol Offenses	5-10 Days OSS, Mandatory Screening, Police Notified
Failure to Serve Teacher Detention	Administrative Detention
Fighting	3 Days OSS – 10 Days OSS Continued Offense - Administrative Review for Consequences
Harassment / HIB Violation	Administrative Review for Consequences, Parents Notified
Horseplay / Inappropriate Behavior	Warning, After School Detention, ISS, OSS, Parents Notified
Insubordination <i>(failure to follow instructions, identify yourself, relinquish item, etc.)</i>	2–5 Days ISS / OSS
Insubordination <i>(safety risk)</i>	2-10 Days OSS
Leaving Class Without Permission	1 st Offense – Teacher Detention, Parents Notified 2 nd Offense – Administrative Detention, Parents Notified Continued Offense - Administrative Review for Consequences
Leaving School Grounds	1 st Offense – Administrative Detention, Parents Notified 2 nd Offense – Extended Detention, Parents Notified Continued Offense - Administrative Review for Consequences
Parking Violation	1st Offense – Administrative Detention, Move Car, Parents Notified 2nd Offense – Extended Detention, Move Car, Parents Notified Continued Offense – Privilege Reviewed / Revoked
Plagiarism	Administrative Detention, Academic Consequence, Deny/Revoke NHS, Parent Notified

Security Breach <i>(propping doors, false calls to school / rooms, failure to adhere to drill)</i>	Warning, Administrative or Extended Detention, ISS, OSS, Parents Notified
Smoking	2-5 Days OSS, Parents Notified, Police Summons Issued
Vaping or Possession of Device / Charger	2-5 Days OSS, Parents Notified
Theft / Vandalism	2-10 Days OSS, Police Notified, Restitution Due, Parents Notified
Verbal Assault / Threat to Staff Member	2-10 Days OSS, Police Notified, Parents Notified, CST Risk Assessment, Possible Additional Review
Verbal Assault / Threat to Student	2-10 Days ISS /OSS, Police Notified, Parents Notified, CST Risk Assessment, Possible Additional Review
Weapons	Immediate OSS, BOE Hearing, Police Notified, Parents Notified
<p>Please Note the following:</p> <p><i>All discipline consequences are subject to review and implementation by PHS administration.</i></p> <p><i>In areas where a range of “days” or “consequences” are listed, escalating and progressive discipline will be applied.</i></p> <p><i>Discipline infractions not listed above are subject to review and consequences.</i></p>	

DRESS CODE: Everyone entering Paramus High School is expected to dress in an appropriate manner. However, some forms of dress are simply inappropriate in the school environment where safe, distraction-free learning is the primary goal. [The specific details of the dress code are posted on the school's website](#) as well as in the school itself.

DRIVER EDUCATION PROGRAM: Paramus High School students can enroll in a Behind-the-Wheel Driver Education Program Offered by the Paramus Community School. 201-261-7800, ext. 3038.

DRIVER'S LICENSE: If your appointment to take the driving test is before noon, you must present a note on the day before the test requesting the morning off. You will be expected to return to school after you take the test. If your appointment for the test is in the afternoon, present a note from your parents before school on the day of the driving test.

EMERGENCY DRILLS: When the emergency alarm rings, students should line up quietly in their classrooms and, at the teacher's direction, proceed silently to the exit designated on the drill instruction card posted in each classroom. Students must remain with their class and teacher during the drill. Teachers will take attendance once students are safely out of the building. In the event the alarm is sounded during the changing of classes, students must leave the building by the nearest exit. No one should use the elevator during an emergency drill.

All drill procedures will be reviewed with students each year.

EQUAL ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES AND EQUAL ACCESS TO EDUCATIONAL PROGRAMS AND ACTIVITIES FOR HANDICAPPED STUDENTS: It is the policy of the Paramus Public Schools not to discriminate in its education programs, activities, employment practices, or admissions policies and practices on the basis of race, color, national origin, sex, or handicap.

Regulation No. 86.34 states that an institution or agency may not: provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on such basis, including health, physical education, industrial arts, business, vocational, home economics, music, and adult education courses.

Inquiries regarding affirmative action, employment practices, Title IX or educational practices may be directed to the Vice Superintendent, Mr. Sean Adams, at (201) 261-7800 ext. 3040. Inquiries regarding compliance with

the rules and regulations affecting the handicapped should be directed to the District 504 officer, Ms. Margaret Damiano, Supervisor of Student Services, at (201) 261-7800 ext. 3020.

A copy of the Board of Education's affirmative action policy, goals, and grievance procedure is available in the Principal's Office at any one of the district schools or in the Superintendent's Office at 145 Spring Valley Road, Paramus, NJ 07652.

EXTRA-CURRICULAR ACTIVITIES: Paramus believes that the educational goals and objectives of the district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside of the regular classroom program. Extra-curricular activities are those activities that are sponsored or approved by the Board of Education but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day, available to pupils who voluntarily elect to participate, marked by pupil participation in the process of initiation, planning, organizing and execution and shall ordinarily include band, clubs, dramatic or musical presentations as well as intramural and interscholastic sports.

All pupils in good disciplinary and academic standing shall have equal access to extracurricular activities. As noted earlier in the section under athletics, a student must maintain good disciplinary and academic standing to retain eligibility in the extracurricular program as well as the athletic program. A club fair is held each fall to introduce students to the many co-curricular opportunities at PHS. A description of each club will be available online. Students who leave school due to illness are not eligible to participate in co-curricular activities that day.

FIELD TRIPS: Students are required to hand in all paperwork five (5) days before a day-time field trip and ten (10) days prior to an overnight field trip. Paperwork is submitted to the teacher in charge of the trip. Teachers have the right to approach an administrator if the staff member believes that a student should not attend a field trip due to poor attendance, poor academic performance and/or behavior.

Final Exams – Students must take a final exam to receive credit for a course. They are scheduled for the end of the second-marking period for first semester courses and during four half days at the end of the fourth marking period in June for full year classes.

Final exams count as 10% of the grade for both semesters and full year courses.

1st Semester Course Final Exam Schedule: **taken during class time**

2nd Semester Course Final Exam Schedule: **see below**

June Final Exam Schedule: *Exam 1, 7:45- 9:50, Exam 2, 10:00 – 12:05.*

Students may be excused from taking a final exam during the regularly scheduled exam time only in cases of illness verified by a medical note, a college visitation requested by the college or as approved by the administration. Students with extenuating circumstances as determined by the principal or who are on homebound instruction must complete all course requirements including the final exam, by the end of July. Department supervisors are responsible for scheduling and administering exams over the summer.

Final Exam Exemptions – Seniors Only – Final exam exemptions will be based upon the academic performance of the student in each individual class. The student must achieve at least an "A-minus" average. In addition, the student must be in good standing with good attendance, no suspensions and no unfulfilled commitments in the class. Students will be notified of the exemption after the teacher finalizes the grade. Students are expected to attend classes until the last day.

GENESIS SYSTEM: Any questions about or problems with setting up and maintaining the parent portal to monitor student academic progress can be left on ext. 3144. Office staff will respond to any question in a timely manner.

GRIEVANCE PROCEDURE: The procedure for registering complaints or grievances regarding penalties or grades that the student feels are unjust or unwarranted is as follows:

- 1. Discuss the problem with your TEACHER.*
- 2. Discuss the problem with your School Counselor or with the Department Area Supervisor.*
- 3. Discuss the problem with your Vice Principal.*

If the problem is not resolved at this point, you may make an appointment to speak with the Principal.

HALL LOCKERS: Each student will be assigned a locker for his or her personal belongings. Freshmen may purchase a combination lock from the high school or bring one from home to secure their locker. Sharing lockers or locker combinations is discouraged. It is important that students do not keep an excessive amount of money or other valuable property in lockers. Please note that student lockers will be inspected periodically by the Principal or his designee during the school year. We reserve the right to remove any lock if the circumstances warrant it and will reimburse anyone when a personal lock is removed.

HARASSMENT, INTIMIDATION & BULLYING: It is the policy of the Board of Education to maintain a learning environment that is free from harassment, including sexual harassment, intimidation and bullying. No student shall be subjected to harassment by other students, staff members, visitors, volunteers or outside vendors.

Sexual harassment may include but is not limited to the unwelcome exposure to physical contact, pornography, sexual jokes, pressure for sexual activity, remarks with sexual or demeaning implications, violent threatening or cruel verbal or written remarks or gestures, offensive jokes or cartoons, and using one's position of authority along with implied or explicit threats to secure sexual favors.

More generally, harassment, intimidation or bullying means any gesture, written communication, verbal communication or physical action that takes place on school property or any school sponsored and/or related function or activity or on a school bus that (1) is motivated by any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical, or sensory disability; or (2) by any other distinguishing characteristics; and, (3) a reasonable person should know, under the circumstances, that the act will have the effect of harming a student or damaging a student's property, or placing a student in reasonable fear of harm to his or her person or damage to his or her property; or (4) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels that he or she may be the target of harassment, intimidation or bullying, is encouraged to report his/her allegation to his/her School Counselor, Vice Principal, the Student Assistance Counselor, or the school's EEO officer that same day. Disciplinary action may range from a documented conference and/or recommendation for counseling to a detention and/or suspension. Repeated incidents of harassment, intimidation and/or bullying by the same student toward the same or different students will result in school suspension and possible criminal charges.

As required by New Jersey State law, Paramus High School has established a School Safety Team with the objective of addressing any and all issues of harassment, bullying or hazing. That team is made up of the

Principal, the Student Assistance Counselor, a parent and a teacher representative. The Student Assistance Counselor, Mr. Joseph Traina, is also designated as the Anti-Bullying Specialist for the high school.

HAZING: Paramus High School requires all students, staff and visitors to demonstrate mutual respect in all their interactions. As a result, the high school has a strict policy against hazing or initiations of any kind. Hazing is a form of harassment or bullying. Any interaction among students which is considered hazing will result in suspension from school and interscholastic competition.

HEADPHONES/EARBUDS: Due to safety regulations students must remove their headphones and/or earbuds when entering the building. Wearing headphones or earbuds could prevent a student from hearing an emergency announcement and what emergency procedures to follow and compromises our student safety plan.

HOMEWORK GUIDELINES: Every teacher knows that effective classroom participation and learning by students is a result of clear motivation and interest in the subject. One method of assisting with motivation and learning is through the assignment of homework and/or reinforcement exercises that either prepare students for new work or reinforce skills already acquired. At Paramus High School, homework is assigned on a regular and systematic basis. Teachers will assign both long and short-term activities. Homework has as its goals the development of skills, the reinforcement of previously mastered material, or the enrichment of classroom experience. The length and format of homework assignments will vary according to the subject. Homework grades will be factored into a student's quarterly average. Homework and long-range assignments can be accessed through Genesis or through e-mailing the specific teacher.

HONOR ROLL: High achieving academic students will be placed on the high honor roll if they attain "A's" in all subjects. Students will be placed on the honor roll if they attain a minimum of three "A's" and no remaining grades lower than a B-minus in all subjects. Grades for all subjects will be used in computing honor roll status. Students would be ruled ineligible for both honor rolls if they had any unexcused absences or school suspensions for that marking period.

ID BADGES FOR STUDENTS: For safety purposes, students will be required to carry their identification badges at all times while they are on school grounds. Students will be expected to show their ID when requested by any school employee. Students may be required to show their ID badge to board a school bus. With the advance of technology, ID badges have become an integral part of a student's life. These badges are now used to enter the school's exterior doors, the Library Media Center and lavatories. In addition, ID badges can be used as a debit card for purchasing food at lunchtime in the cafeteria. For more information on the use of ID cards in the cafeteria, please visit www.payforit.com.

INSUBORDINATION: Paramus High School encourages mutual respect of all who study, work in or visit the building. Staff members are requested to be aware of students' rights and feelings and treat students with appropriate dignity. Students are asked to recognize that the staff at PHS has a variety of duties, some of which include the direction of students. Staff members who request a student's name, who question a student's behavior, who direct students to move to a different location or do not permit students to leave a certain location, or who ask students to turn over items that are not allowed in school are fulfilling their responsibilities. In this regard, students in both action and attitude must give staff members their cooperation. This applies to the classroom, all areas of the building and campus, sporting events, and all other school-sponsored activities. Students are expected to follow the directions of adult supervisors. This includes teachers, administrators, secretaries, custodians, cafeteria workers and any other adults employed at PHS. Students not willing to do so will be considered insubordinate and subject to school discipline.

INSURANCE: The Board of Education will make available to students and their families the opportunity to participate in the student accident insurance program. Application forms and information will be distributed to students on the opening day of school and may be available online.

LANGUAGE, UNACCEPTABLE USE OF: Expressions that are obscene, offensive, degrading or insulting are not tolerated at Paramus High School or at school-related activities. Please be aware that the use of unacceptable language will result in discipline penalties. Unacceptable language directed at a staff member will result in suspension. Such language can also be viewed as a means of harassing, hazing or bullying another individual or group.

LOST AND FOUND: Articles of value found by students should be taken to the Security Office, or the Vice Principal's Offices in room 417 or the Commons Office. Inquiries regarding lost articles should also be made in the same locations. Students are encouraged not to leave any of their possessions unattended in the school building. Students who wish to store items that do not fit in their locker or that are of significant value may do so in their Vice Principal's Office.

LUNCHROOM CONDUCT: Lunch period is an opportunity to relax and interact with friends. Students are expected to clean up after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. Trash barrels are available to deposit trash. There are also containers specifically designated for recycling. Students who display inappropriate behavior during lunchtime or who do not clean up after themselves may have restricted lunchroom access as a consequence.

MAKE-UP WORK PROCEDURES (due to school-sponsored activities or events and/or excused absences): Students who are absent from school because of school-sponsored activities or events and/or excused absences have the right to make up any missed work including tests and quizzes. Arrangements to complete makeup work will be decided upon by the teacher in consultation with the student. These arrangements should be based on fairness and common sense affording the student a reasonable amount of time to complete any and all missed work. If a conflict arises between a student and a teacher regarding makeup arrangements, the student may appeal to the Department Supervisor, Vice Principal and, finally, to the Principal to resolve a scheduling conflict. It is the student's responsibility to obtain class work missed due to absence. Parents and students can use the parental portal of the Genesis academic record system to ascertain what has been missed.

MARKING PERIODS/MARKING SYSTEM

Unleveled courses such as P.E./Health and most Creative Arts courses will be given the same weight as CP courses.

A student will receive a floor grade of a "50" for one out of four quarters in a year-long course and one out of two quarters in a semester course. A "floor grade" will not apply to the fourth marking period in a year-long course or to the second of two marking periods in a semester course.

A grade of "F" represents a score of less than 65 points. No credit is awarded for failing a course.

The following system exists for grades and GPAs:

Grade	PTS	Basic/CP/RR	Honors	AP
A+	97-100	4.33	5.08	5.83
A	93-96	4.00	4.75	5.50
A-	90-92	3.66	4.41	5.16
B+	87-89	3.33	4.08	4.83
B	83-86	3.00	3.75	4.50

B-	80-82	2.66	3.41	4.16
C+	77-79	2.33	3.08	3.83
C	73-76	2.00	2.75	3.50
C-	70-72	1.66	2.41	3.16
D+	67-69	1.33	2.08	2.83
D	65-66	1.00	1.75	2.50

In an effort to make colleges examine the whole student instead of just his/her rank in class, a student's class rank will only be calculated when asked by a college to do so. Otherwise, students will simply be told what their grade point average is. This is an average which reflects the grades they have earned and the difficulty (weight) of the courses they have taken.

When a student is doing poorly, a warning notice will be posted at the midpoint of the quarter or at any point during the marking period using the Genesis system. Parents may access this information using their computer. The marking period dates for the 2019-2020 school year are as follows:

Marking Period Dates 2019-2020	
MP 1	September 5th - November 14th
MP 2	November 15th - February 3rd
MP 3	February 4th - April 15th
MP 4	April 16th - June 16th

Interim Report / Mid-Marking Period Dates 2019-2020	
MP 1	October 18th
MP 2	December 18th
MP 3	March 11th
MP 4	May 13th
1st Semester Course Review and Final Exam Dates	
January 27th - February 3rd	

Review and Final Exam Days 2019-2020	
June 17th	Exam Review Day (Periods 1, 2, 5, 6)
June 18th	Exam Day 1 (Periods 1 & 5)

June 19th	Exam Day 2 (Periods 2 & 6)
June 22nd	Exam Review Day (Periods 3, 4, 7, 8)
June 23rd	Exam Day 4 (Periods 4 & 8)
June 24th	Exam Day 3 (Periods 3 & 7)
June 25th	Last Day of School (Periods 1-8)

MEDICAL SERVICES: Examinations - New students are not permitted to enroll in school until proof of all state required immunizations are provided to our medical staff.

- ★ All new students are required to submit a medical examination within thirty days and shall not be allowed to participate in physical education classes until such medical examination is filed with the school nurse.
- ★ Medical examinations are required for all ninth graders. A medical examination for any sport will meet the requirement for ninth grade or new student medical examination.

It is strongly recommended that the family physician who best knows the student's medical history complete the medical examination.

Medications: Nurses are not permitted by state law to administer any medication unless a form signed by the parent and their doctor is on file. Medication must be properly labeled with the student's name, the dosage, and times the medication is to be administered. All medication must be deposited with the School Nurse for safekeeping in the Nurse's Office.

Procedures for Return-to-School: Readmission after emergency or urgent care treatment, surgery or hospitalization: A student who is treated in an emergency room or convenient care clinic **MUST** present a physician's release to the **Nurse's Office** upon return to school. Likewise, a student who has been hospitalized for any length of time or had surgery **MUST** present a physician's release to the **Nurse's Office** upon return to school. This providing of information to the Nurse is **IN ADDITION** to the documentation provided to the Vice Principal's Office for re-admission and absence explanation/excuse.

Readmission after homebound instruction related to illness, injury or surgery: The district may request updated medical orders for students who return to school following homebound instruction related to illness, injury or surgery. These orders may include, but are not limited to medication orders and dietary expectations. A **physician's release MUST be given to the Nurse's Office** upon return to school in addition to the documentation provided to the Vice Principal's Office.

Students recovering from a communicable disease: Such students shall be readmitted to school according to the isolation/exclusion requirements in the Rules and Regulations for the Control of Communicable Diseases published by the New Jersey Department of Health.

Additional reasons for a physician's note:

- ★ a student returns to school with a cast, crutches or stitches;

★ a student must have a restricted physical education program or exemption for a set period of time.

Official medical notes must include the physician's name, physician's signature, office phone number and specific dates to be applied for attendance/participation. Medical notes must be brought by the student or parent to the Nurse's Office and the Vice Principal's Office BEFORE the student may go to class.

Elevator Keys: Such keys will be distributed by the Nurse's office ONLY. A physician's order is required for an elevator key. The need for an elevator key will be reviewed by the Nurse's Office personnel on a monthly basis and additional medical orders may be requested.

Medical Excuses for Physical Education Class: To receive a medical exemption from Physical Education, a doctor's note must be presented to the Nurse who will then make the necessary arrangements. Parental notes can be used but are valid only for up to two days of PE. Students must continue to attend the PE class until a study hall is officially assigned. Alternate work will be assigned by the Physical Education teacher so as to allow the student to earn credit for Physical Education.

Nurse Visitation: In cases of emergency, the student should inform the nearest adult who will assist. If students become ill during school hours and wish to see the Nurse, they must get a pass from the classroom teacher first. Students must sign in and out of the Nurse's Office. Only in the case of emergency should the student report directly to the Nurse's Office. Students can be sent home for sickness only after the Nurse speaks with a parent or any other responsible adult listed on the student's emergency card. **Students may NOT leave school without properly signing out.**

All accidents resulting in any type of injury to the student must be reported to the School Nurse as soon as possible (within 24 hours). An accident report will then be completed by the Nurse, the Coach or the Athletic Trainer.

NATIONAL HONOR SOCIETY: To apply for membership to the National Honor Society, the student must have achieved a 3.55 grade point average at the end of the second marking period of the junior year. The student will also need to have six (6) points in the area of **service**, six (6) points in the area of **leadership** as well as be a student of good **character** and in good standing in the school. The qualifications for membership are determined by the 4 Pillars of NHS: Scholarship, Service, Leadership, and Character.

A list of all NHS candidates will be given to the NHS Advisor to review and verify each student's good standing. Lastly, each student-candidate for the NHS must sign off that he/she has never been suspended.

Members of the senior class who were previously barred from membership in the PHS chapter of the National Honor Society as a result of failing to achieve the minimum scholarship criterion of 3.55 may re-apply for membership in the National Honor Society at the start of their 7th semester at PHS provided the applicant's G.P.A. has risen to 3.55 or higher. The senior applicant's G.P.A. will be calculated based on course work taken through the summer prior to senior year. Assuming the scholarship criterion is met; all other criteria then apply and are used to determine membership in the NHS.

Eligibility Requirements Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

OUT-OF-SCHOOL AND EVENING ACTIVITIES: School rules apply at all school-sponsored functions including those held in the evening and/or off school grounds. Limits on when students may enter such events, restrictions on leaving and entering, and restrictions on non-PHS students attending these events may be put into place in order to ensure the safety and enjoyment of participants. For permission to leave a school-sponsored event prior to the scheduled dismissal time, students must see their coach or teacher in charge of the event. Only in extenuating circumstances will students be permitted to leave a school-sponsored event with a parent.

PARKING: Seniors and juniors with parking privileges are permitted to park only in the student lot on Century Road between the tennis courts and George Hodgins Stadium. This is the only approved site for student parking. Reserved areas for "Disabled" and/or "Visitor Parking," regardless of their location on the campus, must be observed. Students who park on school property are required to register their vehicles with the Security Office and obtain a parking decal to be displayed for safety purposes. Students must exercise extreme caution when operating a vehicle in the student parking lot and on school property. Any violation of the provisions of the policy for student parking and motor vehicle operation may result in disciplinary action that could include parental notification, extended detentions, suspension and/or loss of privileges. **Finally, students are advised that the school reserves the right to conduct searches of any vehicle parked on school property based on reasonable suspicion.**

PHYSICAL EDUCATION LOCKERS AND ATTIRE: Each student will have a locker for his/her gym clothing. All students are responsible for the security of their personal belongings in the locker room. Paramus Board of Education regulations make it mandatory that all students must wear proper gym apparel and sneakers prescribed by the Physical Education Department. The gym locker is to be locked at all times except when the student is using it. Any valuables such as rings and wallets containing money are to be checked with the physical education teacher before the student enters the locker room to dress. Student-athletes should not bring valuables of any type to practices or games. If a student-athlete does bring valuables, the athlete is responsible for safekeeping, not the coach or other school official. Students may only utilize the physical education locker rooms during their assigned physical education period. Once the class has begun, no student shall be in the locker room area without teacher permission.

POSTERS/POSTINGS: If any student wishes to hang a poster or sign anywhere in the school building, he/she must first speak to a Vice principal and have the poster initialed by a Vice principal. All posters must be removed by the students the day after the advertised activity.

REMEDIAL LABS: One semester state-mandated compensatory courses are offered in language arts and mathematics. The services are provided for all students who have not yet achieved the minimum level of proficiency in each area. The student receives 2.5 credits upon the successful completion of each course.

SCHOOL COUNSELING & COUNSELING SERVICES:

Counselor's Role: The Counselor's role is to help every student function optimally in the areas of academics, personal/social, and career development by working with a student, teacher and parent.

Classroom Presentations: Throughout the school year, Counselors will present information to students in a classroom setting and/or in small groups.

Naviance: Paramus High School utilizes Naviance, a web-based college and career resource. Students are given access to their Naviance account in the winter of their freshman year. To access Naviance, please visit connections.naviance.com/paramus.

Counseling Office Visits: In order to schedule an appointment with a school counselor, students must submit a request. Appointments may be requested electronically (preferred method) by accessing the "Request an Appointment" button on the school counseling page of the high school website and completing the linked Google Form or in-person in the Counseling Office by completing a paper request form and submitting it to one of the office assistants. An appointment will be generated within 24 hours and a PDF of the pass will be visible in the student's Genesis account. On the day of the appointment, students must show the pass to their teacher before reporting to the Counseling Office. Students must always first ask the classroom teacher for permission if requesting to see the counselor during class time. It is at the teacher's discretion whether the student will be permitted to leave class. Signing in and out of the Counseling Office is required. When returning to class, the teacher will verify the sign-in/sign-out times. With the exception of an emergency, students may not sign into the office without an appointment.

Independent Study: A student may request an Independent Study for a course in the Program of Studies when a scheduling conflict arises. The student requesting the Independent Study must first meet with his/her teacher to discuss the proposal. The student then meets with the school counselor to complete the appropriate forms. Approval by the High School Principal and appropriate Department Supervisor is required. Students completing the Independent Study must meet all of the course requirements within the regular school grading format and timeframe.

Grade Reporting Procedures: Parents and students are encouraged to use Genesis and e-mail to monitor student progress. PHS is "paperless" for interim progress reports and report cards. No progress reports or traditional report cards will be mailed home. If for some reason other than an unfulfilled obligation to the school, a family is unable to have access to the Genesis system to view these reports a parent should contact the student's School Counselor to make other arrangements.

1. Interim Reports: Student progress is reported at the midpoint of each marking period by an interim report. However, at the discretion of the teacher, supplementary reports may be provided during the marking period. **Students in danger of failing the course for the marking period and/or year MUST receive an interim report to that effect, otherwise the student cannot receive a failing grade.**

2. Incomplete Grades: Students may receive an incomplete grade on their report card because of illness or extenuating circumstances that prevents them from completing the work by the end of the marking period. **All incomplete grades must be resolved within two weeks of the close of the marking period.** Students who fail to complete work in this time frame will receive the grade they have earned at that point.

3. Report Cards: Reports of student academic progress are posted four times a year. All questions regarding grades should be directed first to the classroom teacher. Grades will be posted four times per year.

Dropped Courses: Students must have approval from a parent/guardian to drop a course. As per Board Policy, seniors are required to carry a minimum of 32.5 credits (30 credits with written parent permission) All other students are required to carry a minimum of 35 credits. Students will not be permitted to drop a

course unless they will be able to meet these minimum credit requirements. No more than two study halls per semester will be permitted. The following dates apply to the recording of a dropped course on a student's transcript:

DROP/ADD DEADLINES			
Schedule Changes (FY & S1 Courses) - September 11 (5th Day of Class)			
Schedule Changes (S2 Courses) - February 10 (5th Day of Class)			
Course	No Record on Transcript	WF or WP on Transcript	Grade of "F" on Transcript
Full Year Course	Dropped by Nov. 14 (End of MP1)	Dropped between Nov. 15 - April 15 (Duration of MP2 & MP3)	Dropped after April 15 (After the close of MP3)
Semester 1 Course	Dropped by Oct. 18 (Midpoint of MP1)	Dropped between Oct. 19 - Dec. 18 (Through midpoint of MP2)	Dropped after Dec. 18 (After midpoint of MP2)
Semester 2 Course	Dropped by March 11 (Midpoint of MP3)	Dropped between March 12 - May 13 (Through midpoint of MP4)	Dropped after May 13 (After midpoint of MP4)

SMOKING/USE OF/POSSESSION OF TOBACCO PRODUCTS AND RELATED ELECTRONIC DEVICES/VAPING: Smoking and/or use and/or possession of tobacco products is/are not permitted in the school building or on school grounds. Any students smoking or using tobacco products in the building or on school grounds will serve a suspension. In addition, a complaint will be signed with the town of Paramus. Parents will be required to meet with an administrator. Students will be offered an opportunity to participate in a smoking/tobacco-use cessation program. The possession of any tobacco products including smokeless tobacco by any student inside the school building or on school grounds while school is in session or while any school activity is taking place is prohibited. Likewise, any use or possession of an electronic "e" cigarette or other such electronic delivery device, whether or not it contains a fluid containing the highly addictive chemical, nicotine, is prohibited in school, on school grounds or at a school-related event at any time.

STUDENT GOVERNMENT : The Student Government is the representative government voice of the PHS student body. It takes action on the students' behalf in all areas of their educational and social experience at Paramus High School, and is the organization through which the student body can take collective action on any matter of general concern. All PHS students are eligible to submit petitions and run for Student Senate and Class Officer positions. Elections take place in the spring. Elections for the Freshman Class Officer and Senate positions will be in the fall.

STUDENTS' RIGHT OF PRIVACY/SEARCH/SEIZURE: The US Supreme Court ruled that "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student

has violated either the law or rules of the school.” Student belongings are also subject to search by school officials. Belongings may include automobiles on school property. The school owns **district issued Chromebooks**, student lockers, desks, and other such property; therefore, school officials are empowered to conduct reasonable searches and seizures in the interest of school safety, sanitation, discipline, and enforcement of school regulations. A student should not expect privacy regarding items placed in school property because items placed in school property are subject to search at any time by school officials.

SUBSTANCE ABUSE: Consistent with New Jersey State law and School Board policy, Paramus High School is a drug-free, alcohol-free, and tobacco-free campus. The rules which apply in the case of substance abuse on campus apply to any and all events associated with the high school including field trips, athletic events and other school-sponsored activities. In addition to traditional consequences for such behavior such as suspension, students who engage in such behavior also risk the loss of privileges associated with the high school such as, but not limited to, unassigned study hall, open-campus, and senior activities. All are subject to revocation at administrative discretion.

SUSPENSION: During all-day detention or in-school suspension, students are required to (1) work quietly on school-related items (2) listen to the direction of the teacher-in-charge and (3) leave school grounds immediately upon school dismissal. Students may not (1) use musical listening devices/electronic communication (2) talk to others (3) sleep (4) eat (except during lunch) and (5) leave the detention room unsupervised. Students who fail to comply with the above guidelines may be subject to further disciplinary action.

Out-of-school suspension is recognized as the most severe form of disciplinary action with the exception of expulsion. It should be considered as such by the entire school community. During out-of-school suspension, students are not allowed on school grounds. Students found on school grounds will be considered trespassers and may be subject to further disciplinary or police action.

Suspended students are allowed to make up all class work without penalty. In addition, absences due to suspension do not count toward the total number of absences allowed for the year.

TARDINESS TO SCHOOL DUE TO A LATE BUS: When a bus is delayed causing students to arrive after the 7:45 a.m. bell, an announcement will be made giving the number of the late bus. Students who ride the bus will not be counted late.

TEXTBOOKS, CHROMEBOOKS, EQUIPMENT, SUPPLIES: All students are responsible for the textbooks, equipment and supplies that they are issued. Fines will be assessed for lost, damaged or stolen school property. Students should write their name and their teacher’s name in each textbook on the day the book is issued. If a book is found, it can then be returned to the student without delay. Textbook covers are available in the high school Library Media Center and in the Student Store. Also see “Unfulfilled Commitments.”

THREATENING STATEMENTS (WRITTEN OR VERBAL): Statements threatening the health, safety or well-being of staff or other students are taken very seriously and can subject the student making such statements to detention, suspension, psychological evaluation and police notification.

UNFULFILLED COMMITMENTS: Students must settle all unfulfilled commitments (fines, books owed to teachers, the library, uniforms, calculators, etc.) prior to the end of the marking period, semester, and/or year. Students who do not do so will not receive the results of exams or their report cards and no records will be sent to schools and/or colleges unless cleared within a designated time frame. In addition, access to the parental

portal in Genesis will be disabled for the student with an unfulfilled commitment. Unfulfilled commitments are resolved in the **Commons Office**.

VISITORS TO THE BUILDING: All adult visitors must first report to the security desk at the school entrance. Students are not to bring guests or invite outsiders to the school. Administrative approval is required at least 48 hours in advance to deal with extenuating circumstances. Lunch hour is part of the regular school day and the limitations noted above apply to visitors at that time as well.

WEAPONS: Everyone has a right to feel safe at Paramus High School. To that end and consistent with NJ State law, possession of any kind of weapon or look-alike weapon on the campus of Paramus High School or at a Paramus High School event is strictly prohibited. Violation of this prohibition will result in extended out-of-school suspension from school, involvement with the police department and referral to the Superintendent of Schools.

WORKING PAPERS: Working papers are issued in the Main Office. A form may be picked up during the hours of 9 a.m. to 3 p.m. The child labor laws of the State of New Jersey indicate that no minor under the age of 18 years shall be employed, permitted or suffered to work in, about or in connection with any gainful occupation more than six consecutive days in any one week, or more than eight hours in any one day; nor should any minor under 16 years of age be so employed, permitted or suffered to work before 7 o'clock in the morning or after 6 o'clock in the evening of any day; nor shall any minor between 16-18 years of age be so employed, permitted or suffered to work before 6 o'clock in the morning or after 11 o'clock in the evening of any day. The law requires that when applying for working papers, a student must have his or her personal Social Security number. The telephone number for all Social Security offices is 800-234-5772.



PARAMUS HIGH SCHOOL DAY SCHEDULES

<u>DAY 1</u> <u>SCHEDULE</u> PD 1 PD 2 PD 3 PD 5 PD 6 PD 7	<u>DAY 2</u> <u>SCHEDULE</u> PD 2 PD 3 PD 4 PD 6 PD 7 PD 8	<u>DAY 3</u> <u>SCHEDULE</u> PD 3 PD 4 PD 1 PD 7 PD 8 PD 5	<u>DAY 4</u> <u>SCHEDULE</u> PD 4 PD 1 PD 2 PD 8 PD 5 PD 6
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<u>REGULAR TIME</u> <u>SCHEDULE</u> 7:45-8:47 8:51-9:47 9:51-10:48 <u>1-FIRST LUNCH</u> 10:52-11:30 11:34-12:31 <u>2-SECOND LUNCH</u> 10:52-11:49 11:53-12:31 12:35-1:31 1:35-2:31	<u>ALTERNATIVE SCHEDULE</u> (Note: This does NOT apply to delayed opening/testing AS days – those schedules will be determined) Block 1 7:45 – 8:25 Block 2 8:29 – 9:09 Block 3 9:13 – 9:53 Block 4 9:57 – 10:37 Block 5 10:41 – 11:21 Block 6 11:25 – 12:05	<u>MARKING PERIOD CLOSING</u> <u>DATES</u> Wednesday 11/07/18 Friday 01/25/19 Friday 04/05/19 Monday 06/17/19
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EX	Exam Day
SC	School Closed
AS	Alternate Schedule
PD	School Closed / Professional Development for Teachers



PARAMUS HIGH SCHOOL

2019-2020 DAY SCHEDULE

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
05 Thur Day 1	01 Tues S C	01 Fri Day 3	02 Mon Day 3	01 Wed S C
06 Fri Day 2	02 Wed Day 2	04 Mon Day 4	03 Tues Day 4	02 Thur Day 2
09 Mon Day 3	03 Thur Day 3	05 Tues SC/PD	04 Wed Day 1	03 Fri Day 3
10 Tues Day 4	04 Fri Day 4	06 Wed Day 1	05 Thur Day 2	06 Mon Day 4
11 Wed Day 1	07 Mon Day 1	07 Thur S C	06 Fri Day 3	07 Tues Day 1
12 Thur Day 2	08 Tues Day 2	08 Fri S C	09 Mon Day 4	08 Wed Day 2
13 Fri Day 3	09 Wed S C	11 Mon Day 2	10 Tues Day 1	09 Thur Day 3
16 Mon Day 4	10 Thur Day 3	12 Tues Day 3	11 Wed Day 2	10 Fri Day 4
17 Tues Day 1	11 Fri Day 4	13 Wed Day 4	12 Thur Day 3	13 Mon Day 1
18 Wed AS- 2	14 Mon Day 1	14 Thur Day 1	13 Fri Day 4	14 Tues Day 2
19 Thur Day 3	15 Tues Day 2	15 Fri Day 2	16 Mon Day 1	15 Wed Day 3
20 Fri Day 4	16 Wed Day 3	18 Mon Day 3	17 Tues Day 2	16 Thur Day 4
23 Mon Day 1	17 Thur Day 4	19 Tues Day 4	18 Wed Day 3	17 Fri Day 1
24 Tues Day 2	18 Fri Day 1	20 Wed Day 1	19 Thur Day 4	20 Mon S C
25 Wed Day 3	21 Mon Day 2	21 Thurs Day 2	20 Fri Day 1	21 Tues Day 2
26 Thur Day 4	22 Tues Day 3	22 Fri Day 3	23 Mon S C	22 Wed Day 3
27 Fri Day 1	23 Wed Day 4	25 Mon Day 4	24 Tues S C	23 Thur Day 4
30 Mon S C	24 Thur Day 1	26 Tues Day 1	25 Wed S C	24 Fri Day 1
	25 Fri Day 2	27 Wed AS-2	26 Thur S C	27 Mon Day 2
	28 Mon Day 3	28 Thurs S C	27 Fri S C	28 Tues Day 3
	29 Tues Day 4	29 Fri S C	30 Mon S C	29 Wed Day 4
	30 Wed Day 1		31 Tues S C	30 Thur Day 1
	31 Thur Day 2			31 Fri Day 2

PARAMUS HIGH SCHOOL

2019-2020 DAY SCHEDULE

FEBRUARY			MARCH			APRIL			MAY			JUNE		
03	Mon	Day 3	02	Mon	Day 4	01	Wed	Day 2	01	Fri	Day 3	01	Mon	Day 3
04	Tues	Day 4	03	Tues	Day 1	02	Thur	Day 3	04	Mon	Day 4	02	Tues	Day 4
05	Wed	Day 1	04	Wed	Day 2	03	Fri	Day 4	05	Tues	Day 1	03	Wed	Day 1
06	Thur	Day 2	05	Thur	Day 3	06	Mon	S C	06	Wed	Day 2	04	Thur	Day 2
07	Fri	Day 3	06	Fri	Day 4	07	Tues	S C	07	Thur	Day 3	05	Fri	Day 3
10	Mon	Day 4	09	Mon	Day 1	08	Wed	S C	08	Fri	Day 4	08	Mon	Day 4
11	Tues	Day 1	10	Tues	Day 2	09	Thur	S C	11	Mon	Day 1	09	Tues	Day 1
12	Wed	Day 2	11	Wed	Day 3	10	Fri	S C	12	Tues	Day 2	10	Wed	Day 2
13	Thur	Day 3	12	Thur	Day 4	13	Mon	Day 1	13	Wed	Day 3	11	Thur	Day 3
14	Fri	S C	13	Fri	Day 1	14	Tues	Day 2	14	Thur	Day 4	12	Fri	Day 4
17	Mon	S C	16	Mon	Day 2	15	Wed	Day 3	15	Fri	Day 1	15	Mon	Day 1
18	Tues	S C	17	Tues	Day 3	16	Thur	Day 4	18	Mon	Day 2	16	Tues	Day 2
19	Wed	Day 4	18	Wed	Day 4	17	Fri	Day 1	19	Tues	Day 3	17	Wed	AS
20	Thur	Day 1	19	Thur	Day 1	20	Mon	Day 2	20	Wed	Day 4	18	Thur	EX
21	Fri	Day 2	20	Fri	Day 2	21	Tues	Day 3	21	Thur	Day 1	19	Fri	EX
24	Mon	Day 3	23	Mon	Day 3	22	Wed	Day 4	22	Fri	Day 2	22	Mon	AS
25	Tues	Day 4	24	Tues	Day 4	23	Thur	Day 1	25	Mon	S C	23	Tues	EX
26	Wed	Day 1	25	Wed	Day 1	24	Fri	Day 2	26	Tues	Day 3	24	Wed	EX
27	Thur	Day 2	26	Thur	Day 2	27	Mon	Day 3	27	Wed	Day 4	25	Thur	AS
28	Fri	Day 3	27	Fri	Day 3	28	Tues	Day 4	28	Thur	Day 1			
			30	Mon	Day 4	29	Wed	Day 1	29	Fri	Day 2			
			31	Tues	Day 1	30	Thur	Day 2						

Paramus High School

Chromebook Student Handbook 2019-2020



Paramus High School has implemented a 1:1 Chromebook student computing program in grades 9-12 to facilitate 21st century teaching and learning. The individual use of Chromebooks is a way to empower students to learn at their full potential, to communicate and collaborate on analytical thinking and problem solving, and to prepare them for college and the workplace. As web-based devices, Chromebooks provide students with instant access to resources and information for student learning, online, anywhere, at any time. Chromebooks are intended for use each school day. Therefore, students are responsible for charging the Chromebook battery before the start of each school day and bringing their Chromebooks to all of their classes. Students should read the following handbook information and policies carefully to understand and follow best practices regarding care for, and use of, the Chromebook.

Components of the Handbook:

Part I: Chromebook Logistics

- Accessing and Using the Chromebook
- Returning the Chromebook

Part II: Google for Education Features

- Google for Education - G Suite Products
- Apps and Extensions
- Gmail

Part III: Student Responsibilities

- Responsibilities/Digital Citizenship
- Electronic Recording Capabilities

Part IV: Chromebook Care

- Appropriate Care and Precautions
- Chromebook Screen Care
- Damage/Repairs

In addition to using the information in this handbook, students should consult the online [Chromebook Training Orientation](#) that Google provides. This orientation is particularly helpful in getting to know the nuances of the Chromebook keyboard, including shortcuts. Follow Internet safety guidelines in accordance with the [Paramus High School Technology Agreement](#)
