

September 2009

Welcome back! I hope that you will find this school year to be a memorable and exciting one. Preparation is the key to success. Therefore, I suggest that you read your child(ren)'s school handbook(s) thoroughly. It is a guide to aid you in understanding the policies of your child(ren)'s school(s) and, as such, will provide you with concise and readily available answers to questions and concerns that may arise throughout the school year. Students and parents are responsible for knowing the contents of their handbooks. Therefore, please keep it in a convenient location so that you are able to refer to it often. Additionally, please pay particular attention to those sections related to the new dress code policy, bullying, attendance, and participation in extra curricular activities.

For additional sources of information, I encourage you to watch Channel 19 in order to update yourself on the schools and community of the Pine Hill School District. A second source of information on our schools can be found on the district's website: www.pinehill.k12.nj.us. I encourage you to visit this site on a regular basis to learn more about school events, the scheduling of meetings, and classroom activities. Additionally, at the high school and middle schools, we will be using the Edline Communication System with the goal of expanding this program to the elementary schools in the spring of 2010. Edline is a web portal that provides an easy way for you to remain up-to-date on class news, your child(ren)'s latest grades, school events, and more. Our goal is to provide all students with an opportunity to excel so that they may become positive, contributing members of our schools and the community.

As always, if you have any ideas that you would like to share, please do not hesitate to contact me. I look forward to working with you, as your support is essential for a positive school experience. As partners in education, we can prepare the students of the Pine Hill School District for a rewarding future.

Sincerely,

Kenneth P. Koczur

Kenneth P. Koczur, Ed. D.

Superintendent of

Schools.

I would like to welcome you to Overbrook Senior High School. Whether you are a returning student or an incoming freshman, the school year will be new and exciting with many challenges and rewards ahead. Our total school enrollment is just under 1000 students. My goal is to be able to provide the best of educational opportunities to each of you. I hope you will support our efforts by participating in the wide range of student activities that are available at Overbrook Senior High.

The Pine Hill School District is dedicated to providing the best education and the widest variety of educational, social and athletic activities that you, the students, are willing to support with your participation and attendance.

This handbook contains valuable information about programs and procedures for this school year. Please review it. All of us at Overbrook are looking forward to this new school year as we refine our quest for excellence in all aspects of school life. With your cooperation, we will continue the successes of past years while forging ahead in new directions to continue our development and improvement as the "Best of the Best" among area high schools.

great year,

Harmelin

Have a

Paul J.

Principal

MISSION STATEMENT

The Pine Hill School District, in partnership with parents and the community, is dedicated to educating all students in a safe, nurturing environment in order to develop productive citizens who are committed to lifelong learning.

Commitment to Accomplishment

The district's program of accountability shall be systematic and specific, primarily utilizing the following major elements:

Clear statements of expectations and purposes (i.e. philosophy, goals, and objectives), coupled with specifications of how their successful achievement will be determined

Provisions for the staff, resources and support necessary to achieving purposes

Evaluation carefully designed to determining how well expectations and purposes are met

Revisions and modifications as needed to do better

Every effort shall be made by the Board of Education, the Superintendent and staff to fulfill the responsibilities required by the concept of system accountability.

Pine Hill Board of Education Members:

Mr. Les Gallagher, Jr., President

Mr. John Kammler, Vice President

Ms. Angela Nolan Cooper

Mr. Andrew Jelesiewicz

Mr. Joseph Keyek, Jr.

Ms. Natalie Maguire

Ms. Lois Parker

Mr. Roger T. Schwartz

Mr. William Stone

Ms. Irene Buchalter, Clementon

Ms. Mary Williams, Berlin Twp.

Board of Education Meetings are held on the fourth Tuesday of each month at 7:00 p.m. in the Auditorium of the Pine Hill Middle School, located at 1100 Turnerville Road, Pine Hill, NJ 08021.

If special accommodations are needed, please call 856-784-8887. Faculty and visitors are asked to park in the appropriate parking spaces. The designated disabled parking spaces are for vehicles which display the proper parking permit. Thank you for your cooperation.

Overbrook Senior High School (856) 767-8000
1200 Turnerville Road, Pine Hill, NJ 08021
Office hours are from 7:00 a.m. to 3:00 p.m.

Overbrook Senior High School Administration

Mr. Paul Harmelin, Principal

Ms. Evelyn Simpson-Buchanan, Assistant Principal

Mr. Doug Endee, Assistant Principal

Mr. Gary McGaurn, Athletic Director

Mr. William Alvaro, Guidance Director

Ms. Carol Evans, Special Services Supervisor

Important to All Parents:
Code of Conduct

All students and parents are required to read this handbook to familiarize themselves with rules governing student behaviors and penalties associated with violation of Board policy. Our authority is not limited to actions or responses described in this book of conduct. The power to educate includes the power to discipline.

Actions taken by school officials in response to violations of conduct codes will be carried out in order to maintain student safety, order and discipline. Disciplinary decisions made at the discretion of school administration and teaching staff will be guided by the following premise: "the safety of the child outweighs the child's civil rights. The safety of the group outweighs the rights of the individual child."

Parent Notification

School officials are not required by law to notify parents of any actions taken to intervene in student behaviors if and when they are following "standard operating procedures." Standard operating procedures are those responses and penalties that are outlined in policy, and which are used to maintain safety, order, and discipline in the school setting.

School officials will make an attempt to notify parents if and when a child is in danger or in the event of an arrest. An attempt to notify may not ensure that parent contact will be guaranteed. In order to increase the chance that the parent can be reached when necessary, we ask that parents complete and return EMERGENCY CONTACT CARDS and that they update this information when changes in residence, phone number and/or custodial care occur.

Web Site and Cable Channel 19

Information about our schools and special programs can be found online at www.pinehill.k12.nj.us and on Comcast Cable, Channel 19.

Telephone Answering System

In order to affect a more efficient communication process between the home and the school, the Pine Hill Public Schools have implemented a message board phone system. The message system provides you with pertinent school information without the need to actually speak to school personnel, which can free up the phone line for more immediate matters.

The system will be in operation at times when the main office is unoccupied, including evenings and weekends. You have the ability to leave a message, thus ensuring your communication is received and will be addressed when the office personnel return.

Should there be an emergency when you absolutely must talk to someone in school, call the Superintendent's office at 856-783-6900, extension

1115. It is our hope that this system proves to be a convenient communication tool for the district.

Global Connect

This district has a computerized home notification system, Global Connect, that will call the phone number of record for emergency closings, delayed openings, early dismissals and/or other emergency situations. In order to maintain up-to-date emergency lists, it is important that parents/guardians notify the school immediately if a change of address or telephone number has occurred. These include all addresses and telephone numbers of residence, work and alternative contact people. Please give one main phone number for all children living in household. This will eliminate duplicate calls, when the Superintendent dictates a Global Connect call for various events.

Edline Web Service

The District has contracted with the Edline web service with the goal of enhancing school-to-home communications. In its most basic function, this service will allow postings of important student information such as academic progress to a secure web portal, for access by parents/guardians. As you become more familiar and proficient in the system, you will see that it offers much more.

General Information

Where to Go For Help

Academic Assistance	Appropriate Teacher
Attendance	Attendance
Officer/Main Office	
Bus Information	Assistant
Principal	
Career Information	Guidance
Office	
Class Activities	Class
Advisor	
Club Activities	Club
Advisor	
I.D. Cards	Assistant
Principal	
Late Attendance	Attendance
Officer/Main Office	
Library Information	Media
Center	
Locker Information	Guidance
Lost and Found	Asst. Principal's
Secretary & Nurse's Office	
Lunch Information	Principal's
Secretary	

Holidays

School closings, Federal Holidays and Teacher in-services are listed on the school calendar in this handbook. Please be advised that the school calendar with regards to holidays/spring break can be revised

because of school closings due to weather or other circumstances. The district cannot be responsible for personal or family commitments because of conflicts with a revised calendar.

End of Marking Period Dates

1st -November 9, 2009

2nd -January 29, 2010

3rd-April 15, 2010

4th-June 18, 2010

2009-2010 School Calendar

	Sept. 2, 3	Teacher In-Service
	Sept. 4, 7	School Closed - Labor Day
	Sept. 8	Full day for students
	Oct. 12	School Closed - Columbus Day
	Oct 28,29,30	1st MP Benchmark Exams
- Full Days		
Days	Nov. 2	1st MP Benchmark Exams - Full
	Nov. 3	Teacher In-Service
Convention	Nov. 5, 6	School Closed - NJEA
	Nov. 11	School Closed - Veteran's Day
	Nov. 25	Half-day students and staff
	Nov. 26, 27	School Closed - Thanksgiving
	Dec. 9	Half day for students -
Teacher In-Service		
	Dec. 23	Half day students and staff
	Dec. 24-31	School Closed - Winter Recess
	Jan. 1	School Closed - New
Year's Day		
King	Jan. 18	School Closed - Martin Luther
Days	Jan. 26-29	2nd MP Benchmark Exams- Half
	Feb. 10	Half day for students -
Teacher In-Service		
Birthday	Feb. 12	School Closed - Lincoln's
Day	Feb. 15	School Closed - President's
	Feb. 26	Half day for students
	April 2	School Closed - Spring Recess
	April 5-9	School Closed - Spring Recess
	April 12-15	3rd MP Benchmark Exams - Full
Days		
	April 21	Half day for students -
Teacher In-Service		
	May 31	School Closed - Memorial Day
	June 6	Half day for students
	June 11	Half day for students
	June 15-18	4th MP Benchmark Exams - Half
Days		
	June 18	High School Graduation

Please note: If the school is closed for emergencies, the calendar will be extended at the end of the year. We reserve the right to use Spring Recess Days, if necessary.

Conferences

The high school has 2 days of evening conferences scheduled. Conferences are conducted on a first-come-first-served basis. The dates and times are as follows:

Tuesday, November 24, 2009 from 6:30 p.m. - 8:30 p.m.

and

Thursday, February 18, 2010 from 6:30 p.m. - 8:30 p.m.
State Testing

Standardized testing has become an important part of every school curriculum. The following standardized tests will be administered in the grade listed.

HSPA Retest - Grade 12	-	October 6,7,8
HSPA - Grade 11	-	March 2,3,4
S-Test - Grades 9 and 10	-	March 2,3,4
State End of Course "Biology"	-	May 17
State End of Course "Algebra I"	-	May

24

Emergency Closing

NOTE: Once we open for the day, we will not close early, but will remain open until 2:00 p.m.

Should the need arise to close school or to delay our opening because of inclement weather or other emergencies, Comcast Cable customers can now tune into our E & G TV Channel 19. Please look to E & G TV for any other school or local government information.

We will still continue to notify KYW Radio Station, 1060 AM in Philadelphia. Our school closing number is 583.

Delayed Opening

The Pine Hill Public Schools have in place a One-Hour Delayed Opening Schedule. Parents/Guardians should make special note of this schedule. You can tune to E & G TV channel 19 (for Comcast Cable customers) or listen to KYW Radio, 1060AM in the morning and listen for our school number: 583. Information will be given concerning our closing for the day or delayed opening for one-hour. Please note: For delayed openings, there will be a one-hour delay in bus pickups so make arrangements for students to be dropped off at school at 8:15 a.m., if your child walks or is driven to school.

PLEASE DO NOT DROP STUDENTS OFF EARLY ON THESE DAYS AS THERE WILL BE NO ONE HERE TO SUPERVISE THEM.

Daily Schedule
Standard School Day, 43 Minute Periods

PERIODS TIME	BELL SCHEDULE	INSTRUCTIONAL
Pre-Homeroom Minute Warning	7:15 a.m.	5
Homeroom	7:20 a.m. - 7:38 a.m.	18 Minutes
Period I Minutes	7:42 a.m. - 8:25 a.m.	43
Period 2	8:29 a.m. - 9:12 a.m.	43 Minutes
Period 3	9:16 a.m. - 9:59 a.m.	43 Minutes
Period 4	10:03 a.m. - 10:46 a.m.	43 Minutes
Period 5	10:50 a.m. - 11:33 a.m.	43 Minutes
Period 6	11:37 a.m. - 12:20 p.m.	43 Minutes
Period 7	12:24 p.m. - 1:07 p.m.	43 Minutes
Period 8	1:11 p.m. - 1:54 p.m.	43 Minutes

Recommended Course of Study

College Preparatory or academic directed students should follow a course of study recommended by most four year colleges. The high school units suggested are as follows:

College Prep English	4 yrs.	
College Prep Math	4 yrs.	(Alg. I, Alg. II, Geometry, Trig./Pre-Calculus)
Laboratory Sciences	3 yrs.	(Lab. Bio., Chemistry, Physics)
College Prep Social Studies	4 yrs.	(US I, US II, World History, Economics)
Foreign Language	2 yrs.	
Academic Electives	2 yrs.	

A grade of "C" is the minimum that most colleges/universities will accept as being proficient in a particular course of study. A student enrolled in an Advanced program is responsible for maintaining college acceptable grades within his/her high school curriculum. Therefore, a student must maintain at least a "C" in an advanced class (math and science, especially) to move into the next sequence of study.

Lab. Bio.	Chemistry I
Algebra I	Geometry

Grading

The course grade is part of a uniform grading system which must be employed by all teachers. This grade represents a composite statement reflecting various features of student performance such as, test and quiz scores, homework assignments, class work, book reports, term papers or other research projects, class projects and activities.

A student and his/her parent/guardian have the right, at all times, to know what grades their child(ren) has earned and upon what basis the grade was derived. Due process involving the student, parent/guardian, teacher(s) and other appropriate school personnel will be observed in solving a disagreement on a course grade(s). Grades will be reported in a numeric format to facilitate computation of class rank and college applications. The following scale will be used in determining student achievement and progress in each course:

A	=	93-100
B	=	86-92
C	=	76-85
D	=	70-75
F	=	69 or below

The lowest grade in the first three marking periods is a grade of 55. A grade lower than 55 may be given in the fourth marking period, with the exception of health classes, where a student may receive a grade lower than 55 during any of the four marking periods.

Honor Roll

Outstanding academic achievement at Overbrook Senior is recognized at two levels: The "Principal's" Honor Roll requires "A's" in all subjects taken. The "Regular" Honor Roll requires at least 2 "A's" and the remaining grades as "B's" in all subjects. The Honor Rolls are posted at the end of each of the marking periods. Letters and certificates are sent to each Honor Roll student.

Clubs and Organizations

The High School has many clubs and organizations to meet the need and interests of all its students. Information about these clubs and organizations are available from these resources

Guidance Department
The Club/Organizations Advisors
Homeroom Teacher

Adult/Community Education

Our Adult/Community Education Program has adopted the philosophy of the community school. The community school is a school which becomes a

center of service to all people of the community for assistance in fulfilling their basic needs. Our Adult/Community Program accomplishes this by providing the following community services: recreation programs, enrichment programs, vocational programs, and educational courses for people of all ages. The schools are available for use by community organizations on a scheduled basis. Adult/Community Education programs succeed when the community takes advantage of the services provided. We urge you to take part in our programs by suggesting ideas, volunteering to assist, sharing your skills or hobbies, by instructing a program or by enrolling in one. For further information, contact Mr. Rick Williams, Adult/Community Education Supervisor at 783-4100, ext. 1017.

Community Newsletter

During the school year, the Pine Hill Board of Education publishes a community newsletter which is delivered to each residence in Pine Hill. This publication informs citizens about school activities and educational issues. Remember to look for this newsletter in the fall and spring. All community organizations are welcome to publicize their activities in the community calendar. Please feel free to submit such information to the Adult-Community Education Supervisor at 783-4100, ext. 1017.

Community Library

In December of 1995, the Pine Hill Public Schools and Borough Government jointed resources to open the Pine Hill Community library (formerly at the John Glenn School). Now located in the Media Center of the Pine Hill Middle School, it affords patrons the opportunity to order books via the computer and download magazine articles from the Camden County Library, explore and do research on the Internet and borrow materials from the School's book collection. Patrons are able to work on class projects, type college and work-related resumes, explore the Internet and avoid the driving and parking hassles frequently encountered when utilizing the County Library in Voorhees. Library hours are Monday and Thursday from 6:30 p.m. - 8:30 p.m.

Student Services

Breakfast and Lunch Programs

A breakfast and lunch program is offered daily to all students attending the high school. Menus are distributed monthly. Also, ala carte items such as pretzel sticks, ice cream and cookies are available during lunch periods. Type "A" lunch is \$2.25 and breakfast is \$1.00.

Applications to determine free, reduced or paid status are mailed home in August and are also available at the main office. Returning students will continue on the same status as they were at the close of the previous school year until either September 30th or until their applications are processed. New students must pay for their meals in full until their applications are processed. Please be advised that this information is kept completely confidential. Students who qualify for free or reduced lunches also qualify for free or reduced breakfast.

Home and School Association

The objective of the Pine Hill Home and School Association is to bring the home and the school in closer relationship so that parents and teachers may cooperate intelligently to encourage improved education of our children.

Counseling Department

The students in high school are provided with counseling services in four basic formats: individual counseling, group counseling, classroom instruction and summer family conferences. Students are assigned to

counselors by grade level, enabling each counselor to work with the same group throughout high school.

Implementation of all counseling programs is supported and enhanced through the use of two web-based systems, Edline and Naviance. Edline is a Learning Community Management System that focuses on gradebook and classroom/content management. Naviance is a planning and advising system that helps manage the advising process; communicate with parents, students, and staff; and analyze data.

Director	Mr. William Alvaro
Grade 9	Mrs. Patti Israel
Grade 10	Ms. Karen Parker
Grade 11	Mr. Joseph Giammona
Grade 12	Mrs. Nicole Kerber

Affirmative Action Notice

Any person who feels there has been committed against another, a violation of human rights on the basis of race, religion, sex, age, or national origin has the right and obligation to file a complaint against such discriminatory action. A copy of the procedure for complaints of discrimination and a grievance form are available and will be used to conduct an immediate and effective investigation. Also located within all school district offices are copies of the Affirmative Action Plans.

Any questions regarding this matter can be referred to the district affirmative action officers: Mr. James Vacca at 783-4100, ext. 1010; Mr. Thomas Diaz at 767-8000, ext. 3028; Ms. Karen Parker at 767-8000, ext. 3063 or Ms. Carol Mascioli, School Business Administrator at 783-6900.

Section 504 of the Rehabilitation Act of 1973 Handicapped Persons Rights Under Federal Law

Section 504 states: "No otherwise qualified handicapped individual in the United States shall solely by reason of his handicap, be excluded from the participation in, be denied the benefit of, or be subject to discrimination under any program or activity receiving federal financial assistance". Any person who has a complaint that discrimination on the basis of physical or mental handicap exists in any school program funded by HEW may contact the district 504 officers: Dr. Kenneth Koczur, Superintendent of Schools or Ms. Carol Evans, Supervisor of Special Services at 767-8000, ext 3020.
Highly Qualified Teaching Staff

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now the No Child Left Behind Act (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title 1 funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives Title 1 funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers who teach in core content areas must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title 1 funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four year college degree
2. A regular teaching certificate/license
3. Proof of their knowledge in the subject they teach

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Pine Hill School District. All of our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. Teachers in the state of New Jersey and the Pine Hill

School District are working together to help teachers meet the requirements of the federal law by providing several options. Teachers may take a content Praxis test, or they can demonstrate their expertise through a college major in the content.

A highly qualified teacher knows what to teach, how to teach, and has full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we will do everything possible to help our teachers who may not yet meet the legal definition required by the federal government.

I encourage you to support your child's education and communication with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education Web site at www.ed.gov/nclb. By partnering, families and educators can provide your child with the best education possible.

Military Recruitment

The No Child Left Behind Act (NCLB) (Title IX, Part E, Subpart 2, Section 8528) states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. Secondary school students or their parents can request that the information not be released by notifying their guidance counselor with a written statement on or before September 15th.

Policies

Graduation Requirements

	Graduation Credits	=
120		
Course Requirements:		
1 year Physical Education for each year in High School		
20		
4 years of English		
20		
3 years of Math		
15		
3 years of Science		
15		
3 years of Social Studies		
15		
1 year of Practical Arts		
5		
1 years of Foreign Language		
5		
1 year of Fine/Performing Arts		
5		

Student must elect at least 20 elective credits

20

TOTAL CREDITS 120

School Personnel Liability

All school personnel are protected from liability in actions taken in good faith and with the intention to protect any and all students. As indicated in our coverage of all previous topics, administration, police officers, teachers, counselors, secretarial, transportation and custodial staff have been afforded broad discretionary power to act to protect the students. Exhibition of good faith as shown by behavior driven by intent to provide safety in the school environment is supported by the Pine Hill Board of Education and upheld by law.

Promotion

A student must earn 120 credits to graduate from high school unless otherwise indicated in the student's Individual Education Plan. Grade placement is determined by the total number of credits earned. Placement in grade 10 is based on successful completion of 30 credits; in grade 11 on 60 credits and in grade 12 on 80 credits. For extra-curricular and inter-scholastic sports, participation is referred to in the Eligibility Requirements section.

A student is not permitted to take courses to be credited for high school graduation outside of the regular school program during the school year. A student may attend an accredited summer school or engage a tutor (see guidelines for summer school) but only for course failed, not for original credit. Administrative approval to attend summer school or be tutored must be obtained prior to summer school registration.

Administrative Review of Student Progress Grades 9-12

The implementation of the promotion policy is subject to the usual appeals process. Any student who is retained in Grades 9-12 must be seen by the guidance counselor regularly in an effort to closely monitor the student's progress. Regular parent-school communication must take place.

Any student who has been retained once in Grades 9-12 and whose progress to the next grade seems at risk at the end of the first marking period should be referred to the Intervention and Referral Team by the counselor. The committee will then review the situation and propose possible strategies for improvement.

National Honor Society

The National Honor Society recognizes students who reflect outstanding accomplishments in the areas of scholarship, character, service and leadership. The Honor Society member has exhibited academic achievement, leadership, honorable and admirable character, and service to his school. Once selected, members are to maintain and extend the qualifications that won them selection. Membership is both an honor and a commitment.

CRITERIA FOR SELECTION TO NATIONAL HONOR SOCIETY

1. Student must be a junior or a senior
2. GPA is calculated after the second marking period based on grades from ninth grade through the current courses. The school's official GPA is used with a minimum of 3.50 required.
3. Faculty have an opportunity to comment on those students with the appropriate GPA. They rank students in character, scholarship, leadership, and service using 1 to 4 with 1 being lowest and 4 being the highest. Faculty are only to comment on students that they personally know and in the areas with which they are familiar. A weighted average is then calculated rounded to the hundredth's place. Correction is made for disciplinary infractions with .1 subtracted for each administrative detention, ASP Program (3-7 School) and .5 for each suspension. A minimum of 3.30 is required for selection.

4. The faculty council reviews the students with GPAs of 3.50 along with their faculty rating. The final decision regarding each candidate is acted upon by a vote of the faculty council.
5. Each student passed by the faculty council is then required to have a recommendation from an extracurricular advisor for an activity in the current school year.
6. Students may elect to accept or reject the offer of membership.
7. Once students have been selected, they are required to maintain a GPA of 3.50 and not acquire disciplinary infractions. Students who fail in these areas are placed on probation. Continued failure will result in removal from membership.
8. The faculty council reviews the selection criteria each year.

Tri-M Music Honor Society

Rules and Guidelines

1. Enrolled in the Overbrook High School music program.
2. Be of excellent character.
3. Students must maintain a "A" average in music. Students must also maintain a "B" average in other academic classes.
4. Students will be selected through the following:
 - a. Obtaining points by participating in different ensembles.
 - b. Participation in ensembles includes good standing and finishing the season or activity.
 - c. Assisting the director.
5. Students will need to acquire 12 points to be eligible for selection.
6. Acquiring the necessary points does not guarantee acceptance.
7. The ensembles will have the following rating:

*Concert Band - 1	*Concert Choir - 1
*Jazz Band - 1	*Lab Band - 1
*Overtones - 1	*Marching Band - 1
*Musical - 1	*Music Theory - 1
*Conference Honors Band - 1	*All State
Choir/Band/Orchestra - 1	
*All SJ Honors Choir/Band/Orchestra - 1	*East Coast/Nat.
Grammy Band - 1	
*All SJ Honors Jazz Band - 1	*Honors
Choir/Band - 2	
*Pit Orchestra - 2	
8. The Overbrook Honors Recital will take place the same night as the induction. Additional inductees may perform at the recital/induction ceremony.
9. The Overbrook High School Band and Choir will pay for half of the cost for membership fees and additional items i.e. chords for senior members. The students will pay for half of their membership dues.
10. Junior members will receive a junior pin and certificate. Senior members will receive a senior pin, certificate and honors chord.

Benchmark Testing

The high school will be administering "Benchmark Tests" at the end of each of the four marking periods. The tests will be standardized by departments, i.e. English, Mathematics, Science, Social Studies and various electives. The test grades will be averaged with other marking period grades for class participation, homework, quizzes, etc. Students MUST be on time for each benchmark test. Lateness will not be tolerated and may result in zero credit for the benchmark exam. Students who are absent for a scheduled benchmark exam may make up the test with a doctor's note only. All other absences must be appealed through the Principal's office.

Summer School

The Pine Hill Public School District will accept grades from any approved summer school program, or the use of a tutor, with prior approval from the guidance/principal's office. Those students wishing

to employ a tutor for the summer are advised of our criterion which is as follows:

All charges associated with a summer tutor are completely borne by the student or student's parent/guardian. The district bears no financial obligation related to this program.

The summer tutor must present a NJ permanent teaching certificate (must be for the appropriate subject) to the high school guidance department.

Must complete a questionnaire provided by the district.

District will supply two student editions that the tutor must sign for and return. No grade will be changed or accepted until texts are returned.

A prepared statement will be given to the tutor to certify sixty (60) hours of instruction and that the grade submitted

is an accurate evaluation of the student's work. A log from the tutor and parent/guardian, certifying the tutoring sessions actually took place will be required.

All tutoring MUST be completed by August 31st, NO EXCEPTIONS, this includes the submission and completion of all the items mentioned above.

Only those students approved by the high school guidance director will be permitted to participate in this process.

If you should have any questions regarding summer tutoring, other summer schools, or adjusting your schedule due to failures, we recommend that you call the guidance office at 856-767-8000.

Homework

The Board of Education recognizes the educational validity of homework as an adjunct to and extension of the instructional programs of the schools. "Homework" is defined as assignments to be prepared by the student outside of the school or independently while in attendance at school. The District policy on homework states that it should be a properly planned part of the curriculum which reinforces the learning experience and serves to remediate learning problems. Completing homework assignments should help develop the student's sense of responsibility and use of independent judgement. The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student and homework should always serve a valid learning purpose, never being used as a punitive measure.

Assignments Missed Because of Absence

Students must make up all class assignments missed because of absence for whatever reason in all subject areas. All major assessments should be made up as soon as possible but must be made up by the last day of the marking period. Daily assignments must be made up in direct proportion to the number of days missed. For example, a student who is absent from class for one day would have one day to make up the work; two days missed would give a student two consecutive days to turn in makeup work, etc. Only days when school is in session will be used when determining the number of days to make up the assignments.

If a student is absent at the end of the marking period, the student would receive an incomplete and the deadline for submitting makeup work would be extended for seven school days following the end of the marking period. Major assessments must be made up by the middle of the next marking period (progress reports due date). Daily assignments follow the same formula outlined above. Seniors must make up all 4th marking period assignments by the last regular school day before senior final exams begin. Assignments missed because of cutting class cannot be made up for credit. When there are cases that involve extenuating circumstances, a determination will be made by the school principal.

Academic Eligibility for Sports and Extra Curricular Activities

1. This section outlines the eligibility requirements for all students participating in all extra-curricular activities. Students (grades 9-12) who wish to participate in student activities must comply with these rules and any other policies and directives issued by national, state and local governing bodies.

The academic eligibility requirements for participation in all school activities shall be those established by the NJSIAA guidelines for student athletes. These academic requirements will affect the activities listed below and any other that may be approved by the Board of Education:

- * Interscholastic Athletics and Intramurals
- * School Clubs and Organizations
- * National Honor Society
- * Marching Band
- * School Newspaper
- * School Yearbook
- * Office Aides (guidance, library, AP office, main office)
- * A.V.A.
- * Academic Challenge
- * School Plays
- * Stage Crew
- * Science League
- * Student Government
- * Class Officers
- * Youth and Government
- * Model U.N.
- * Junior-Senior Prom
- * Freshman-Sophomore Cotillion
- * School Dances
- * "Mr. Overbrook" Competition
- * "Varsity Queen" Competition

2. General Eligibility Requirements:

Academic eligibility for participation in extra-curricular activities is determined twice during the school year. For the first semester, September 1-January 30, eligibility is established September 1. Eligibility for the second semester, January 30 - June 30, is established January 30, as per NJSIAA rules.

A. Newly placed ninth grade students are automatically eligible during their first semester.

B. Returning students in grades 10,11 and 12 must have earned 27 1/2 credits in the immediate preceding academic year. Summer school grades or those from an approved tutor may be used in determining eligibility. Eligibility for the second semester (January 30 - June 30) for all grades, 9-12, is dependent upon a student passing the equivalent of 27 1/2 credits during the immediately previous first semester.

C. Students carrying less than 27 1/2 credits (early release) in any semester, must pass all courses on their schedule.

D. Once a student is determined to be academically ineligible for any semester, that student may re-establish eligibility in the next semester by meeting the requirements as detailed in Section B or C above.

E. For high school athletes, NJSIAA rules allow for athletes who are participating in a particular sports season to finish their season if they should become ineligible mid-year. The student athlete would then be ineligible for the next sports season.

3. NON-ACADEMIC REASONS FOR BEING DECLARED INELIGIBLE:

- A. Violation of the Board of Education Attendance Policy
- B. Violation of the "3 Suspension Rule" which shall also keep a senior from participating in the graduation ceremony.

Three Suspension Rule

If a student is suspended a third time, he/she will not be allowed to participate in any of the following activities:

Extra curricular activities include but are not limited to the following:

- | | |
|--------------------------------|----------------|
| Intramural Athletics | Prom |
| Aides (Nurse, Library, Office) | School |
| Plays | |
| A.V.A. | Science League |

Clubs or Organizations		School Events
Debate Team	--	Sponsored Trips
National Honor Society		School Dances
Stage Crew		Youth & Government
Student Government		Yearbook
Marching Band		Varsity Queen
Contest		
Newspaper		Weight Room (after
school)		
Overnight Trips		
Peer Counseling		

If a student is suspended a third time in his/her 12th grade year, they will not be allowed to participate in graduation.

Students in all grades forfeit the right to participate in extra-curricular activities including school trips, clubs, dances, athletics, holding class or student government offices. Students and their parents may not appeal the 3 suspension rule itself. They may, however, appeal any of the suspensions that comprised the 3 suspensions.

In all matters of discipline, the Superintendent of Schools has the ultimate authority. He may refer the matter to the Board of Education.

The Superintendent's Conference, using the standards of due process, may:

- require a Child Study Team evaluation
- set a program of probation and limitations
- seek other remedies in the school's best interest.

Attendance

Introduction

Pupils who are absent from school cannot benefit from important teacher directed instructional activities. The loss of such valuable instruction can prevent a pupil from realizing maximum competence or skill. Excessive absence almost certainly will reduce competency below tolerable minimum levels.

The Pine Hill Board of Education cannot condone or permit excessive and unnecessary absence from school and hereby establishes the following policy to establish attendance requirements and to deny credits and/or privileges to pupils who do not meet those attendance requirements. This is not a permissive policy which licenses a given number of absences. It does spell out consequences for absences due to truancy, class-cutting, lateness to class or school and other violations of statutes and/or school rules. Absences due to such violations shall be considered unexcused and shall lead to a "NO CREDIT" status.

Definition of Excessive Absence:

Most courses are designed and implemented in such a way that an eight percent absence can be overcome with make-up work by many pupils. Beyond that point, only pupils who receive additional instruction

through home instruction and/or summer school are able to attain minimum expected competence.

Excessive Absence:

Pupils shall not receive credit in any course from which they are absent more than 20 times in a full year course or 10 times in a semester course.

Students falling into any of the above categories will not earn credit for the course(s) affected regardless of grade

earned. Students will also not earn student of good standing status.

Mitigating Circumstances:

The following circumstances are those which will be considered as "mitigating circumstances" as per Board policy and State Law:

Illness which is documented by a physician's written certificate, received within three school days after returning from that absence;

Illness or disability which requires assignment of home instruction by the child study team;

IEP

Absence which is excused in advance to meet religious obligations permitted by statute;

Death in the immediate family

College visitations with documentation from college certifying visit.

Family Vacations:

Family vacations with prior notification will not be considered truancy, but will not be a mitigating circumstance in terms of the attendance policy.

Appropriate documentation must be provided when family vacations coincide with the Senior class trip.

Physician's Certification:

Any pupil who is absent for five (5) or more consecutive school days due to illness, shall be required to furnish a physician's certification that he/she is free of contagion as a condition for returning to class.

Any unusual chronic illness should be documented with a physician's note in the nurse's office.

Parent or Guardian Notes:

Notes from parents or guardians are required to explain pupil absence:

Pupils are to submit such notes to their homeroom teachers, who in turn will send them to the attendance office with the daily attendance form.

Such notes shall be on file in the attendance office.

Legitimate, verified notes from parents, which explain pupil illness, may be considered in determining if a "no credit" status shall be assigned. Unless very unusual circumstances exist, no more than eight (8) days per year shall be affected by "mitigating circumstances".

Absences not explained by parental, adult pupil, doctor, etc. within three (3) school days after the pupil returns to school, may not be considered in the absence "no credit" appeal process.

Telephone calls from parent(s) or guardian(s) advising school officials of pupil absence shall be encouraged; however, such telephone calls may not be considered in lieu of required written notes to be entered into the pupil's record.

Lateness and Early Dismissal:

Lateness to class and lateness to school should be treated according to the provisions, however, if lateness to school overlaps into instructional class periods, pupils shall be assessed 1 unexcused absence for every 3 latenesses to class after 7:45 a.m. Rules relating to the accumulation of absences shall also apply to lateness.

Late to school (arriving after the start of homeroom) Student will receive a warning for the first and second latenesses, on the third through the tenth lateness, one administrative detention is assessed. For lateness eleven or more, a student will receive an out of school suspension.

After the homeroom period, lateness to scheduled classes will result in counting toward "no credit" status of 20 total absences.

For the purpose of the Excessive Absence Policy, early dismissal will count as a class absence and will be

tallied into the total class absences. NO EARLY DISMISSALS WILL BE GRANTED TO STUDENTS IN ATTENDANCE JEOPARDY.

The administration shall communicate this policy and practice to parents/guardians, and pupils at the start of each year through student orientation, student handbook, morning news announcements, "Back to School Night" and all other parent orientation meetings.

Make-Up Work:

Pupils returning to school shall be afforded a reasonable opportunity to make-up missed work equal to the number of days missed. Additional time may be requested by the student. The student is responsible to see their teacher immediately upon return regarding work missed during an absence to make arrangements for completion of that work. Only excused absences can offer the privilege of make-up work (this includes out of school suspension as per state rulings).

Matters of Law:

In instances where a pupil is absent from school for 10 or more consecutive school days and is not determined to be medically disabled, the pupil's parent(s) or guardian(s) shall be issued a notice via certified mail to return the pupil to school.

Pupils Below Age 16

If the first notice is unsuccessful in achieving pupil's attendance, the parent(s) or guardian(s) of a pupil who is below age sixteen shall be sent a five-day notice to cause their child to attend school. Failure of the parent(s) or guardian(s) to respond to the second notice (ten-day) shall result in an administrator filing charges against the parent(s) or guardian(s) before the appropriate juvenile authorities in accordance with NJSA 18A:38-31 and a follow-up meeting with pupil's guidance counselor. After the 15th day of absence, a meeting with the Director of Guidance is required.

* Pupils Age 16 or Older

If the first notice is unsuccessful in achieving pupil attendance, parent(s) or guardian(s) of pupils who are age sixteen or older and adult pupils, shall be presented with a second notice requiring the pupil to attend school within five days or be dropped from the attendance roll. If the second notice is unsuccessful, the pupil shall be dropped from the roll.

a. Parent(s), guardian(s), or adult pupils may appeal to the principal for readmission.

b. Attendance at a summer school shall not be an option for such pupils.

c. A withdrawal/failure shall be entered on the permanent record for each course taken at the time the pupil was dropped.

Excessive Absence Appearance:

Any pupil who is absent more than 20 days from a full-year course, (or more than 10 days from a semester course), shall be required to appear before the principal with his/her parent(s) or guardian(s).

Pupils shall remain in class and continue to participate.

On the 20th day of absence from school or a class, the school shall notify the parent(s) or guardian(s) of the final violation of the attendance policy which will require a formal conference with the principal.

Procedure:

Teachers are responsible for classroom attendance records and the determination of when a pupil has reached levels of excessive absence.

Warning Notices:

After the pupil has missed 5 days of school in a full-year course, the pupil will be required to meet with his/her

guidance counselor. Written notification will be sent to the pupil's home. On the 10th absence, the pupil's parent(s) or guardian(s) must accompany the pupil to a meeting with the pupil's counselor.

The 10th absence will require a meeting with the Director of Guidance. After 20 absences a meeting is required between the pupil, parents and school principal.

No Credit Assignment:

Within five (5) school days after a pupil has exceeded the maximum absence level permitted by Section A - 1 of this policy, the school shall mail a "No Credit" status notice to the parent(s) or guardian(s) and pupil's guidance counselor. Prior to sending the notice:

The administration shall examine the pupil record to determine if the level of absences warrants consideration of a "no credit" status.

If the record reveals no mitigating circumstances, the administration shall require the pupil and parent(s) or guardian(s) to come to a conference where the consequences and implications of a "no credit" status shall be explained and the pupil's attendance records will be reviewed to determine if a "no credit" status is appropriate.

Appeal Process:

To preserve doctrines of fairness and due process, pupils and/or parent(s) or guardian(s) shall have the following appeal rights:

Request to meet with the principal and others to explain mitigating circumstances. The principal may grant or deny the appeal, but if granted, the principal shall establish the number of days which have been considered "mitigating". Additional absence exceeding that number will result in reassignment to the "no credit" status.

Write a request to meet with the superintendent, if not satisfied with the action of the principal.

Write a request to meet with the Board of Education, if not satisfied with the action of the superintendent.

Discipline

Administrative disciplinary actions include reprimands and warnings, administrative detentions, lunch detentions, disciplinary notices, exclusions from class or school, suspensions, referral to the Principal's Review Committee, police notification, possible complaint filed and referral to the Superintendent's Review Committee. Disciplinary notices, exclusions and all suspensions shall be classified as "formal citations."

When a student is suspended for the first time, he/she will be excluded from participation in extra curricular activities and sports pending an appeal. If the appeal is granted and the student is suspended a second time, the following disciplinary action will result:

The student will not be allowed to participate in any extra curricular activities for the remainder of the season and/or, at the discretion of the Principal.

PROHIBITING HARASSMENT, INTIMIDATION, AND BULLYING

Policy Statement 5512.01

Approved 4/28/09

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment;. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated 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 disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate

discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for

positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;

9. Classroom participation; and
10. Academic performance.

Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;

8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Targeted use of monitors (e.g., hallway, cafeteria, bus);
10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
11. General professional development programs for certificated and non-certificated staff;
12. Professional development plans for involved staff;
13. Disciplinary action for school staff who contributed to the problem;
14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
15. Parent conferences;
16. Family counseling;
17. Involvement of parent-teacher organizations;
18. Involvement of community-based organizations;
19. Development of a general bullying response plan;
20. Recommendations of a pupil behavior or ethics council;
21. Peer support groups;
22. School transfers; and
23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out of-school counseling, professional development programs, and work environment modifications.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but

formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school

property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19
N.J.A.C. 6A:16-7.9 et seq.

Cyber-Bullying

Policy Statement (5512.02)

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated,

and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline. In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

School Bus Behavior

See "Transportation" on Page 34

Expulsion from School

While expulsion from school is the most severe form of disciplinary response, it will be recommended to the Board of Education by the Superintendent when, following suspension from school and a due process hearing at the Superintendent's level, it is determined that the student is guilty of a particularly grievous act or series of acts over time. Examples of such infractions include but are not limited to the following:

Possession of a firearm in the school or at a school sponsored event.

Possession of drugs with the intent to sell, transfer or distribute within the school or at a school sponsored event.

Participation, or placement of, a bomb threat or similar terroristic call or notice.

Assault (as defined by N.J.S.A. 2C:12-1) on a member of the Board of Education, teacher, administrator or any other employee.

These behaviors are specific to the "No Tolerance" position of the Board of Education.

Parents and students are hereby notified that grievous acts such as those noted above will always result in notification of the police, probable legal proceedings, and a recommendation for expulsion by the Superintendent, following the necessary procedural safeguards associated with due process and the laws of the State of New Jersey regarding expulsion from school.

5511 STANDARD OF DRESS POLICY FOR STUDENTS

Adopted: June 23, 2009

The Pine Hill Board of Education recognizes every student's right to freedom of expression in both speech, whether written or oral, and the wearing of apparel, as a right guaranteed by the United States Constitution and the United States Supreme Court.

The Board also recognizes its obligation to schools, parents, and students, where health, safety, and welfare of the students who attend our schools are given paramount consideration, and where a positive learning environment must be maintained. Additionally, the Board is aware of its obligations to make every effort to minimize the opportunities for student distraction and/or disruption in district schools.

The Pine Hill Board of Education believes school dress can influence pupil behavior and a school uniform policy will enhance a school's learning environment. Therefore, the Board adopts a dress code policy to require pupils at the following schools to wear a school uniform implemented in accordance with NJSA 18A:11-7 and 18A:11-8.

John H. Glenn School
Dr. Albert M. Bean School
Pine Hill Middle School

Overbrook High School

The school site councils requested the school uniform policy. The councils consist of the principal, staff and parents. The board of education held a public hearing on May 15, 2007 prior to the adoption and implementation of this policy. The policy may not be implemented in an individual school for at least three months after the board approval and after providing notice to the parent(s) or legal guardian(s) of the pupils in the school.

The school uniform policy does not prohibit pupils who participate in nationally recognized youth organizations, which are approved by the Board, from wearing organization uniforms to school on days that the organization has a scheduled meeting.

The Pine Hill Board of Education prescribes the standard of school dress (school uniforms) that will apply to every student within the Pine Hill Public School District, effective September 1, 2008.

STANDARD OF SCHOOL DRESS

Overbrook High School

Males

Bottoms

Colors: Navy, tan, black

Pants or shorts

No Jeans, Stretch Pants, Cargo Pants or
Cargo Shorts

Females

Bottoms

Colors: Navy, tan, black

Pants, skorts, shorts, skirts or capris

No Jeans, Stretch Pants, Cargo Pants or
CargoShorts

Tops

Colors: Navy, white, orange, black (solid colors)

Polos or dress shirts (short or long sleeve)

Shirts must be tucked in

Optional: Cardigans, sweaters or sweater vests
may be worn over shirts

Tops

Colors: Navy, white, orange, black (solid colors)

Polo or dress shirts (short or long sleeve)

Shirts must be tucked in

Optional: Cardigans, sweaters or sweater vests
may be worn over shirts

Acceptable for All Schools

1. Spirit wear purchased from the school store/school logo (without hoods).
2. Bermuda or walking shorts, should be no more than 2" above the knee cap.

3. Skirts, shorts, skorts must be no more than 2" above the knee cap.
4. Solid colored shirts and pants must be appropriately sized and worn at the waist with shirts tucked in (middle and high school).
5. Pants with belt loops must be worn with a belt at high school and middle school.
6. Head coverings for religious and/or medical reasons only.
7. Clear/transparent or mesh bookbags. Total exterior of pocketbooks, including exterior pocket, cannot exceed 8 « x 11 inches.
8. Acceptable footwear includes sneakers, dress shoes, all terrain shoes, and boots.
9. Neck ties.
10. Polo Shirt is described as a "golf style" shirt with a two or three button neckline and a collar.
11. All garments that are visible must be of an approved color.

Not Acceptable

1. Any clothing or belt buckles with offensive pictures, messages or logos of sexual, alcoholic, drug, tobacco, weapon or gang-related nature. Any clothing deemed unacceptable by administration and the school board.
2. Hooded sweaters and sweatshirts, jackets, coats, vests, hats, gloves; anything associated

with outdoors, may not be worn in classrooms, hallways, or cafeteria during the regular school day.

3. No sweatpants except during physical education (high school and middle school)
4. Denim material
5. Dangerous and/or offensive jewelry
6. Scarves, bandanas, hats, caps and sunglasses
7. Bookbags that are not transparent (opaque)
8. Beach/shower footwear, i.e., flip-flops, slides
9. Footwear without a back strap
10. Slippers
11. Footwear with wheels or cleats
12. Footwear deemed unsafe by administration

• The administration reserves the right to approve special theme days throughout the school year, however, these days must meet the established dress code from the 2007-2008 school year.

Electronic Devices and Cell Phones/Pagers

Students are not permitted to bring or possess a remotely activated paging device on any school district property at any time regardless of whether school is in session or other persons are present. Students are not permitted to use cellular telephones while school is in session. Cellular telephones must be turned off and out of sight while the student is in the school building and may only be turned on after school has concluded for the day and outside the school building. Any cell phone visually present, heard or used during the school day will be confiscated for a parent(s) or legal guardian(s) to pick up in the Main office. In addition, the student will be subject to appropriate disciplinary action as outlined in the district discipline policy and approved by the Board of Education.

Other

Cameras, radios, CD or tape players, video games etc. are not permitted in school at any time.

Consequences:

First Infraction - An Administrative Detention will be issued with confiscation of device by the Administration to be returned only to a parent/guardian.

Second Infraction - An Administrative Detention will be issued with confiscation of device by the Administration to be returned only to a parent/guardian.

Third Infraction - Out of School Suspension will be issued with confiscation of device by the Administration to be returned to a parent/guardian at the end of the school year.

Internet Policy

CONDITIONS, RULES, BEHAVIOR AND ACCEPTABLE USE AGREEMENT

The Pine Hill Public School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are happy to announce that we now can offer internet services through Camnet and are part of the informational superhighway. We believe that this technology will help propel our schools into the information age by allowing students and staff to access the use information sources from distant computers, communicate and share information with students and individuals or groups of other students and staff, and significantly expand their knowledge base. Internet is a tool for life long learning and only begins to open doors to many advanced tools.

Proper and Ethical Use:

With this new learning tool students and staff must understand and practice proper and ethical use. All students and staff must understand the procedures, ethics and security involving using the Internet before receiving authorization to use the system.

Conditions and Rules For Use:

1. Acceptable Use

The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and opportunity for collaborative work. To remain eligible as a user, the use must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible through an appropriate provider designated by the Pine Hill Board of Education at its sole discretion. All users of the Internet must comply with existing rules and acceptable use policies, which are incorporated into this document, and are available from the district. Transmission of any material in violation of State or United States regulations is prohibited. This includes, but is not limited to copyrighting material, threatening or obscene (racist or sexist) material, or material protected by trade secret. Use of commercial activities is not acceptable. Use for advertisement and political lobbying is also prohibited.

2. Privilege

The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Board of Education, under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend or close any user account at any time.

3. Monitoring

The Pine Hill Board of Education reserves the right to review any material and to monitor file space and individual computer stations in order to make determinations or whether specific uses of the network are inappropriate. The Board of Education shall make every effort to respect the privacy of the user. However, if strict security and/or confidentiality is of concern, it is recommended that you not utilize the Internet connections provided by the Pine Hill Board of Education.

4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

Be polite. Sending abusive messages to others is not permitted. Use appropriate language. Do not engage in activities which are prohibited under State or Federal law.

Note that electronic mail (e-mail) is not guaranteed to be private.

Do not use the network in such a way that you would disrupt the use of the network by other users.

Do not reveal your personal address or phone numbers of fellow students or colleagues.

5. No Warranties

The Board of Education makes no warranties of any kind, whether expressed or implied, for service it is providing. It will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no deliveries, or

service interruptions caused by the Pine Hill Board of Education's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

6. Security

Users must never allow others to use their password if one is assigned. Users should also protect their password to ensure system security and their own privilege and ability to maintain continued use of the system. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges. Any user identified as a security risk for having a history of problems with other computer systems shall be denied access to the Internet.

7. Vandalism and Harassment

Vandalism and Harassment will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm, modify, destroy data of another user, computer hardware, computer software, Internet, or other networks that are connected to the Internet backbone. This includes but is not limited to the uploading or creating computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, sending unwanted mail.

8. Procedures for Use

Student users must always get permission from their instructors and/or librarian before using the network or accessing any specific file or application. All users have the same right to use the equipment. Users shall not play games or use computer resources for other non-academic activities. Users are not permitted to open E-mail accounts, or to send or receive E-Mail when using the library facility. In addition, users shall not waste nor take supplies, such as paper, printer ribbons and diskettes.

9. Encounter of Controversial Material

Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network, it is impossible to control effectively the content of data. It is the user's responsibility not to initiate access to such material. Any decision by the Pine Hill Board of Education to restrict access to Internet material shall not be deemed to impose any duty on the Pine Hill Board of Education to regulate the content of material on the Internet.

An overview of the Pine Hill Public Schools' role on the Internet and the complete School Board Policy are available upon request.

Zero Tolerance

The Pine Hill Board of Education recognizes that there are certain behaviors that, if tolerated, would quickly destroy the type of

learning environment to which the student and staff of the District are entitled.

These behaviors, categorized as violent and aggressive will not be tolerated and shall therefore result in immediate action taken by the District. For the first offense, students may face a minimum of 8 days suspension. Disorderly person offenses will be filed with the Pine Hill Police Department.

Drug Free School Zone regulations will be enforced at all times. Use, possession and/or distribution of substances will result in immediate suspension and/or expulsion for all students.

Pupils found to be in possession of a firearm, or weapon other than a firearm, will be removed from school and may face extended periods of suspension or expulsion in response to Law enforcement authorities will be notified in accordance with the authorized Memorandum of Agreement between Pine Hill Public Schools, the Pine Hill Police Department, the Camden County Office of Education and the Camden County Prosecutor's Office.

All threats of harm to others made through acts related to Zero Tolerance behaviors/incidents may warrant psychiatric evaluation prior to a student's return to school.

Alcohol, Tobacco and Other Drug Issues:

Students suspected of being under the influence of an illegal substance will be sent immediately for examination and drug test by either the school physician or parent's physician of choice. Local emergency room services may be utilized during evening and weekend hours or when primary care physicians and/or the school doctor are not available. An attempt will be made to notify a parent of the concern about the student. If contact cannot be established, arrangements for the immediate examination and drug testing of the student will be arranged and carried out by the school official.

If the parents choose a physician other than the school doctor, that individual will need to provide written proof of examination and drug testing of a student in order for that student to be readmitted to school pending receipt of diagnosis and/or drug test results. Parents are responsible for the cost of all services that are rendered outside of the school's own system of medical providers.

Positive verification of drug use will result in suspension from school and a requirement to be evaluated for degree of drug involvement and need for treatment. Schools are not required to find a positive drug result in order to justify the referral for examination.

Possession and/or distribution of any and all CDS is prohibited at all time; disciplinary response will range from suspension to expulsion based on zero-tolerance criteria. Students are not to be in possession of Tobacco products and will be suspended for smoking on school property; referral may be made to the Municipal Court for fines and penalties above and beyond those which have been assigned by the school.

The Substance Awareness Coordinator is available for assistance to students and parents with issues involving substance use and can provide assessment, intervention and referral for at-risk students.

Parent classes on Drug and Alcohol and other At-risk topics will be available throughout the school year. Please contact Ms. Pamela Nielsen, the District's Substance Awareness Coordinator for more information.

Search and Seizure

When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school safety, order and discipline, the school official has the right to conduct a reasonable search for such evidence. Searches can be conducted with reasonable cause to suspect student involvement in any and all drug related behaviors and /or weapons offenses. Reasonable suspicion can result from something we hear, see, smell, have a "feeling" about or know from a student's past history.

Persons entering a school building, attending school, attending a school sponsored event, or riding any form of school transportation may be required to submit to a hand-held detector scan when school district administrators have reasonable cause for suspicion of concealed weapons. Bags and parcels may also be searched by the same means or by hand.

Weapons

Students may be removed from the school for one year from date of incident in response to the possession of a firearm or other weapon deemed dangerous at the discretion of the School Resource Officer (SRO) or other school personnel. This is in accordance with Zero-Tolerance regulations that will be upheld by the Pine Hill Board of Education.

Megan's Law Implementation

The Board of Education has adopted a policy which addresses the requirements of Megan's Law (Policy#1100.2). In general, the policy and Megan's Law requires adults and/or juveniles found to be compulsive and repetitive sex offenders to register in accordance with a system designed to permit law enforcement officials to identify and alert the public WHEN NECESSARY FOR PUBLIC SAFETY.

The board will follow all directives received by the County Prosecutor's Office and local law enforcement officials regarding the appropriate community notification requirement. Copies of the full policy are available from the Office of the Superintendent.
Child Abuse

Too many children are abused each year. In an effort to curb this problem, the Pine Hill Board of Education has adopted a policy regarding abused children. As child advocates, we are required by law to report SUSPECTED child abuse incidences to the Division of Youth and Family Services (DYFS). For a copy of Policy #5141.4, please contact the Board of Education office at 856-783-6900.

Reporting Crimes

New Jersey's laws regarding off campus conduct is very strict and allows the school a great deal of authority to respond to off ground activity. Therefore, school officials have the authority to investigate off campus activities and to take disciplinary action to the extend that an incident relates back to the school in a detrimental manner. Allegations of child abuse or neglect will be reported to the Division of Youth and Family Services (DYFS)

Identification Badges

The purpose of Title IV is to foster a safe and drug-free environment that supports student achievement.

The Board of Education of Pine Hill in compliance with the No Child Left Behind Act of 2001 has established the following policy regarding Photo Identification Badges:

1. Students in grades 5 through 12 will be required to visibly display their photo ID badges. The school makes several display options available to students.
2. Students are required to wear the photo ID badges during the school day and to school activities (except during their physical education period).

Procedures:

1. Each student in grades 5 through 12 will be issued a photo ID badge in September.
2. Replacement badges will cost \$5.00.
3. A temporary ID badge can be issued for one day for a cost of 50 cents from the Homeroom teacher.

Students who continue to forget or lose their ID badge will accrue charges which must be paid in full before that student will be issued a diploma in grade 12.

Rules:

1. Students must display photo ID badge to ride any school bus.
2. Students must wear photo ID badge during the school day and for school activities.
3. Students must display photo ID badge to enter all classes (including homeroom) or they will have to purchase a temporary ID.

4. Students must display photo ID badge to utilize library services.
5. Students must display photo ID badge to obtain free or reduced breakfast or lunch.

The Pine Hill Board of Education is committed to maintaining a school environment that is safe and secure for teachers to teach and students to learn. It is to this end that students are encouraged to be cooperative and to proudly wear their photo ID badges.

Locker Security

Lockers are the property of the school and are subject to random and unannounced searches at any time. Students should therefore have no exception of rights to privacy where lockers are concerned.

All students are to be held responsible for the contents of the locker which has been assigned to them. Each individual student has been assigned a locker; no two students are assigned the same locker.

Students are encouraged to avoid voluntarily sharing their assigned locker space with any other student. The consequences of a shared locker can be unlimited and the person to whom the assignment has been made will be held accountable for its contents.

School Building Security

Doors are locked from the outside requiring all visitors to enter the school at the main entrance only. All visitors must have valid identification to enter the building and report to the main office to get a visitor's pass to remain in the building.

Visitors

Cooperation and communication between the home and the school is very important, and we encourage you to visit your child's school. However, please be advised that anyone not directly involved with the daily operation is considered a visitor and as such, must comply with the following:

ALL VISITORS (parents, friends, business persons, etc.) MUST REPORT TO THE OFFICE and sign in when entering the schools. All visitors must show identification. Graduates may visit teachers only with the teacher's permission and only after regular school hours. Thank you for helping us to maximize the safety of our students.

Health Services

Each school in the District offers the services of a certified registered nurse during regular school hours. Students must visit the nurse's office when they are ill, after obtaining a pass from the classroom teacher or Assistant Principal.

Students must never stay in the lavatory or leave school early because of illness; they must always report to the medical office. If the medical office is closed, students should report to one of the Assistant Principals' offices.

Any student who must take medication during the day must register with the nurse before the opening of school that day. A note from the parents/ guardians will be required for registration. A daily log will be kept of those students. In addition, medication must be taken in the medical office and given only by the nurse. Written instructions/permission are to be provided to the school from the private physician, detailing the type of illness involved, the name of the drug, time of administration and the side effects for all prescription and non-prescription (over-the-counter) medications. No medication, whether prescription or non-prescription, (including aspirin or acetaminophen) will be administered without a doctor's and parent's note.

Prescription drugs must be in the original container appropriately labeled by the pharmacy or physician. Over-the-counter drugs must be brought in the original bottle from the manufacturer. The medication must be brought to the medical office as soon as the student reports to school. Use or possession of medications outside of these guidelines will require the implementation of the Drug and Alcohol policy.

Possession, consumption, or sharing of "over the counter" medications will be treated with the same response by law to illegal substances. Drug testing will be mandatory.

All gym excuses, whether notes from parents or physicians, must be presented to the school nurse before the start of first period.

* Suicide/Homicidal Ideation:

Students demonstrating either behavioral or verbal and/or written expressions of an intent to do harm to themselves or others will be sent for Crisis Intervention. A clearance for re-entry to school will be required.

Transportation

Bus

Students who reside more than two miles from school are transported, free of charge, to and from school in buses from companies with which the Board of Education contracts. Students are held accountable for their behavior on the buses as well as going to or coming from their bus stops. Students must ride the bus to which they have been assigned and show their bus passes to the driver as they board. Bus passes must not be loaned to other students.

Students leaving the school on a bus to an activity must return to the school on the same bus. Exceptions may be made only as follows:

Parents must make advance request in writing to the coach or activity advisor that they need to drive their son or daughter home after the event;

Parents must identify themselves to the activity advisor and be prepared to show proper identification if the advisor does not know the parent;

Parents can only take home their son or daughter;

Students must not drive themselves to games or activities;

Only active team members can ride activity buses.

Spectator to an event or students returning from field trips who are not picked up within 20 minutes of the conclusion of the event will jeopardize their rights to attend the next scheduled event.

School Bus Behavior

Students must ride on the bus to which they have been assigned. Students must show their bus pass to the driver upon boarding the bus.

Bus passes are not to be loaned to other students. Students must remain SEATED, NO CHANGING SEATS OR WALKING AROUND is permitted.

* Nothing is to be hung on or thrown out the windows or doors. SMOKING IS NOT PERMITTED ON THE BUS AT ANYTIME.

Graffiti will not be tolerated. Students may be charged for damages and ordered to make restitution to the bus company.

Screaming, shouting, hollering, eating and drinking on the bus is prohibited.

The driver is in charge of students on the bus at all times. She/he has the authority to assign seats. Please respect your bus driver.

No temporary switching of buses will be allowed. (We bus to and from the registered address ONLY.)

Books, parcels, arms, and legs must not protrude into the aisle. Emergency equipment and exits must not be touched or meddled with and must always be accessible.

Late Bus

The late bus departs at 2:45 p.m. Students must receive a late bus pass from the advisor, teacher or administrator supervising the activity before 1:00 p.m. in order to receive a ticket to ride the bus. The bus is intended for students who are remaining after school for a club, activity, additional teacher support or detention. The bus is NOT for students that are loitering around the school after dismissal.

VIDEO SURVEILLANCE ON SCHOOL BUSES

All district owned school buses may use video equipment as a means of security and safety for the students being transported to and from school or school sponsored activities. All parents/guardians should be aware that videotapes will be made of their child(ren) during said activities and can be used to identify inappropriate behavior resulting in the loss of bus privileges.

If you should have any questions or concerns, please contact the Pine Hill Transportation Coordinator at 856-767-8000, ext 3150.

Driving

Permission to drive to school is a privilege granted to students with a valid New Jersey driver's license. This privilege can be revoked at any time for behavior or actions that violate school rules, threaten the safety of students, staff and could possibly damage school property. Vehicles parked on school grounds may be subject to random searches by the administration.

Registration forms can be found in the Assistant Principal's office and must be completed prior to parking in the parking lot. Upon completion of the registration form, a parking tag will be provided indicating the assigned parking location.

Access to enter vehicles is limited to before and after school, unless permission is granted by the principal or an assistant principal.

Physical Education Class Rules & Requirements

Preparation Requirements

School Uniform

Official Pine Hill physical education T-shirt

Navy blue athletic shorts (must be at least 2 inches from the knee cap)

Gray or Navy sweat pants and sweatshirts may be worn over the gym uniform

No part of the regular school uniform may be worn. Students MUST change into physical education attire.

Athletic socks

Sneakers (athletic style with laces)

No platform type shoes, boots, sandals, or flip-flops.

School issued sports team clothing may not be used for gym class.

1. Students not meeting preparation requirements will lose 6 points.
2. Partial unprepared - Improper shorts or shirt will result in a 3 point deduction.
3. Securing or removing of jewelry will be determined by the physical education teacher based on the day's activity. All piercings must be secured or removed to prevent injury, as required for each activity. Secured is defined as preventing jewelry from getting hooked, snagged or torn by contact with another player or equipment. All bracelets, necklaces, watches and rings must be removed.
4. Clothes used in participation with physical education classes cannot be those worn to school with the exception of the sneakers.
5. Gym clothing worn in class must meet the school dress code policy.
6. Eating, drinking or chewing of gum is not permitted in the locker rooms or gymnasium. One point will be deducted.
7. Students may make up one unprepared. The time will be designated by the physical education teacher. The make up work will be a physical fitness element.

Unprepared Discipline Policy

- | | | |
|----------------|---|---|
| 1st unprepared | - | Teacher conference |
| 2nd unprepared | - | Contact home |
| 3rd unprepared | - | Administrative detention |
| 4th unprepared | - | Verbal failure warning |
| 5th unprepared | - | Discipline deemed appropriate by the administration |

Participation Requirements

Appropriate participation consists of:

- Being involved in all areas of class instruction
- Following proper locker room procedures
- Attendance procedures
- Curriculum content work (warm-up, activity, and cool down)
- Class closure activities
- Late to roll spot -1 point

1. Students in violation of participation requirements will lose 4 points.
2. If a student meets participation requirements but does not participate fully, 4 points will be deducted.
3. Make-up work - Any time a student is absent from class, it is the student's responsibility to make up the missed class. Every class must be made up or 2 points will be deducted from his/her grade for each class missed.
This includes: medicals, school trips, meetings, rehearsals, etc.
It is the student's responsibility to arrange make-up work with his/her teacher.
4. Students with medicals will be assigned make up work according to the length of the medical prescribed in the medical curriculum guide.
5. If the student is absent on a testing day, the student is responsible to make up the actual test. This includes skill tests, fitness tests and written tests.

Locker Room Requirements

1. Only locks purchased through the physical education department may be left in the locker room. All other locks must be removed after each class period.
2. Team lockers are for athletes only while they are in season.
3. All lockers must be registered with the physical education department.
4. Students may only use the locker that they are assigned.
5. Only one student per locker. Lockers are NOT to be shared with other students.
6. Student is responsible to secure all valuables.
7. Any items left in a locker without a lock on it, will be placed in the lost and found.
8. Girls enter and exit the locker room through the door in the gymnasium before class and through the hallway entrance when coming in from outside.
9. Boys must always enter and exit through the back hallway door.
10. No student will be permitted in the locker room unsupervised for any reason.
11. All classes report to squads in gym for roll.

Grading

The student's grade will be based on 70 percent participation and 30 percent testing. Testing will include written, physical fitness, and skill testing.

Behavior Management Plan

These are the steps that the teacher will follow if they have a behavioral problem with a student:

1. Teacher will review class rules and regulations.
2. Verbal warning and discussion with student.
3. Student will sit out for the class period, lose participation points for the day, and contact will be made home to the parent or guardian.
4. Detention and phone call home.
5. Discipline referral.

If you have any questions or concerns, please call the Physical Education Department at 856-767-8000 ext. 3038 or 3039. All teachers can be reached by email. Email addresses can be found on the school website. Please keep this copy for future reference.

Fitness Testing

The first week of fitness days will be graded as pass/fail.

4 laps	=	100 PASS
3 laps	=	50 FAIL
2 laps	=	25
1 or less	=	0

After the first week grades will be determined as follows:

7 laps	=	100	A
6 laps	=	93	A
5 laps	=	86	B
4 laps	=	76	C
3 laps	=	65	F
2 laps	=	55	F

District Staff and Facilities

ADMINISTRATION

Dr. Kenneth P. Koczur, Superintendent
Ms. Carol Mascioli, School Business Administrator
Mr. Daniel Schuster, Principal, Dr. Bean School
Mr. James Vacca, Principal, John H. Glenn School
Ms. Kathleen Klemick, Principal, Pine Hill Middle School
Mr. Paul Harmelin, Principal, Overbrook High School
Ms. Evelyn Simpson - Buchanan, Assistant Principal, Overbrook High School
Mr. Douglas Endee, Assistant Principal, Overbrook High School
Mr. Gary McGaurn, Athletic Director/Assistant Principal
Mr. William Alvaro, Director of Guidance
Ms. Carol Evans, Supervisor, Special Services
Mr. James McCollum, Curriculum Coordinator

CENTRAL ADMINISTRATION OFFICE

Ms. Nancy Lane, Secretary to Business Administrator
Mrs. Michele Rhubart, Accounts Payable
Ms. Christine DeSantis, Benefits/Payroll Clerk
Mrs. Sherry Billups, Payroll Clerk/Secretary
Mrs. Peggy Steelman, Secretary to Superintendent

DEPARTMENT OF SPECIAL SERVICES

Mrs. Desiree Ackerman, School Psychologist
Ms. Amanda Coppola, School Psychologist
Mr. Thomas Diaz, School Social Worker (PK-8)
Mr. David Poponi, School Social Worker (9-12)
Mrs. Joyce Scheller, Learning Consultant (PK-8)
Ms. Carol Hayes, Learning Consultant (9-12)
Ms. Jennifer McCusker, Speech/Language Therapist
Mrs. Robin Leavey, Secretary
Mrs. Joan Naccarato, Secretary
Ms. Debby Barratt, Secretary
Mrs. Julia Woods, Secretary

ADULT/COMMUNITY EDUCATION OFFICE

Mr. Richard Williams, Supervisor
Mrs. Mary Lou Welker, Secretary

OTHERS

Dr. Arthur Schultes, School Physician
Ms. Pamela Nielsen, Substance Awareness Coordinator
Mr. Thomas O'Donnell, Supervisor of Maintenance
Ms. Cheryl Chambers, Occupational Therapist
Mrs. Catherine DeWitt, Attendance Officer

Pine Hill Public Schools
and Services

Central Administration
1003 Turnerville Road
Pine Hill, NJ 08021
856-783-6900 or 856-784-8887

Overbrook Senior High School
1200 Turnerville Road
Pine Hill, NJ 08021
856-767-8000

Pine Hill Middle School
1100 Turnerville Road
Pine Hill, NJ 08021
856-210-0200

Dr. Albert M. Bean School
70 East Third Avenue
Pine Hill, NJ 08021
856-783-5300

John H. Glenn School
1005 Turnerville Road
Pine Hill, NJ 08021
856-783-4100

Special Services Department
c/o Overbrook Senior High School
1200 Turnerville Road
Pine Hill, NJ 08021
856-767-8000

Transportation Department
c/o Overbrook Senior High School
1200 Turnerville Road
Pine Hill, NJ 08021
856-737-2370

Adult/Community Education
c/o John H. Glenn School
1005 Turnerville Road
Pine Hill, NJ 08021
856-783-4107

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