

**PARAMUS HIGH SCHOOL
2011-2012**

**Paramus High School
2011-2012**

Student Handbook and Agenda

Student Name _____

DISTRICT ADMINISTRATION

Interim Superintendent of Schools.....Dr. Joseph Lupo
Business Administrator/Board SecretaryMr. Steven Cea
Assistant Superintendent of Administration, Supervision and Curriculum
.....
Director of Special Programs Dr. Kathleen Giordanella

HIGH SCHOOL ADMINISTRATION

PrincipalMr. Kurt Karcich, .ext. 3100
Vice Principal Mrs. Lina Gudelis, ext. 3072
Vice Principal Mr. Louis Natalo, ext. 3120
Vice Principal.....Dr. Michael J. Pilacik, ext. 3070
Director of Athletics.....Mr. Donald Roll, ext. 3140

SUBJECT AREA ADMINISTRATORS/SUPERVISORS

Business/World Languages..... Mr. Louis Natalo, ext 3120
English/Social Studies/Special Ed. Mrs. Lina Gudelis, ext. 3072
Fine, Practical, Performing Arts.....Ms. Lisa Vartanian, ext. 3062
Guidance.....Mrs. Mary Lou Baird, ext. 3110
Mathematics/Science..... Dr. Michael Pilacik, ext. 3070
Physical Education/HealthMr. Donald Roll, ext. 3140

**GUIDANCE COUNSELORS, PSYCHOLOGIST
STUDENT ASSISTANCE COUNSELORS**

Guidance Counselor..... Mr. Kelly Hunsberger, ext. 3111
Guidance Counselor.....Ms. Daura Schucker, ext 3111
Guidance Counselor..... Ms. Sandra Vanderzee, ext. 3111
Guidance Counselor.....Mrs. Ashwini Reddy, ext. 3111
Guidance Counselor..... Mrs. Joseph Gencarelli, ext. 3111
Guidance Counselor.....Ms. Nicole Puso, ext. 3111
Psychologist.....Ms. Melissa Meyers, ext. 3021
Psychologist.....Dr. Evan Jaffe ext. 3021
LDTC.....Ms. Debbie Hollender, ext. 3021
Social Work.....Ms. Heather Russo, ext. 3021
Student Assistance Coordinator Mr. Joseph Traina, ext. 3083

PARAMUS PUBLIC SCHOOLS

Mission Statement

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

Core Values

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

***We believe that* respect for diversity enriches community.**

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

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

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

Paramus High School is an accredited Middle States School

The Paramus High School Middle States Accreditation for Growth Objectives are:

- 1. The student will become a responsible citizen who demonstrates respect for self others and their environment, takes ownership of their behaviors, and contributes positively to their communities.**
- 2. The student will demonstrate the ability to think critically, independently, and reason a topic to its end**

BELL SCHEDULES, PERIOD ORDER, LUNCH ASSIGNMENTS

Regular School Day

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

Period Order

On a "1" day: 1-2-3-5-6-7
On a "2" day: 2-3-4-6-7-8
On a "3" day: 3-4-1-7-8-5
On a "4" day: 4-1-2-8-5-6

Lunch

Lunch will be designated
by the number 1 or 2 in
front of the class title.

Delayed Opening Schedule

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

Alternative, 8-period schedule (Half-day schedule)

Period 1	7:45 – 8:14
Period 2	8:18 – 8:47
Period 3	8:51 – 9:20
Period 4	9:24 – 9:53
Period 5	9:57 – 10:26
Period 6	10:30 – 10:59
Period 7	11:03 – 11:32
Period 8	11:36 – 12:05

ACADEMIC ASSISTANCE: Teachers will be available to assist students Tuesday through Thursday from 2:31pm – 3:01pm in their classrooms. Peer Tutors, available through the Guidance Office, also offer assistance as arranged based on students' schedules.

ACADEMIC INTEGRITY: The purpose of education is to develop students who are life-long learners; dishonesty undermines and inhibits this process. As a result, plagiarism or any form of cheating is unacceptable. Representing someone else's work as one's own, using commercially prepared work in any form when none is permitted, collaborating with others when individual effort is required (copying homework, cheating on tests/ quizzes, plagiarizing papers or reports) are a disservice to one's own educational progress as well as that of others. It is not tolerated to be tolerated.

The classroom teacher determines whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what has been taught and what the teacher expects the student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate department supervisor. Also, a discipline referral will be sent to the student's administrator who can then assign up to three extended detentions. The minimum penalty for cheating is a zero for the submitted work. This applies to any and all students involved. Cheating or plagiarism also excludes academically eligible students from the National Honor Society and will result in removal from NHS for a current member.

AGGRESSIVE BEHAVIOR- A public school can neither condone the use of violence in any situation, nor be responsible for determining if an aggressive response was appropriate. Aggression is defined as hostile or destructive behavior or actions. All students involved in a confrontation that involves aggression, creating a dangerous situation for others, or using an object in a dangerous manner, will receive disciplinary actions that can include out-of-school suspension. The student who initiates the incident or who is more aggressive will receive a more severe penalty. In all cases where mutual aggression is involved, all parties will be suspended.

ANNOUNCEMENTS: Requests for announcements can be written on the appropriate form (available in the main office or Room 417), signed by a sponsoring faculty member, and given to the secretary in room 417 or e-mailed by the faculty member directly to the vice principal's office before 8:30am on the morning that they are to be read.

ATHLETICS- ELIGIBILITY REQUIREMENTS AND PROCEDURES FOR PARTICIPATION:

The state requires that only one physical examination for inter-scholastic athletics is completed for each school year. If there is an injury during or before a new sport season, a note from the attending physician must be submitted before the student can continue to participate. A medical history permission form must be completed and signed by the parents or guardian for each sport and before a physical examination can be administered.

For 11th and 12th graders to be eligible for athletic competition during the first semester of the 11th and 12th grades, or the third or fourth year of attendance in a secondary school, a student must pass courses totaling 27.5 credits of the minimum 110 credits required by the New Jersey State Department of Education for graduation from a four-year high school, during the immediately preceding academic year (through August). Also for 11th and 12th grade athletes, to be eligible for athletic competition during the second semester (Feb 1 to June 30), a student must pass courses totaling 13.75 credits during the immediately preceding academic semester.

Beginning with the Class of 2014, to be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. To be eligible for athletic competition during the second semester (Feb 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester. Full-year courses shall be equated as one-half of the total credits to be gained for the full-year to determine credits passed during the immediately preceding semester.

For 9th, 10th, 11th and 12th graders to be eligible for athletic competition during the second semester (approximately Feb. 1 to June 30th), a student must pass courses totaling 13.75 credits during the immediately preceding academic semester (September to January).

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

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

Athletes who are listed as absent from school or who arrive late (after the midpoint of the school day, 10:45AM) will not be eligible to participate in practice sessions or athletic contests on that day. Any exceptions to this rule will be made by the athletic director or by the principal.

Each athlete will receive an Athletic Handbook which will contain detailed information regarding high school athletics.

Physical Education Opt-out Opportunity: Tenth, eleventh and twelfth grade students who participate on a Paramus High School athletic team may opt-out of physical education class during the marking period in which he/she participates in the sport. Due to the structure of the skills-based physical education program for ninth graders, there is no opt-out. All ninth grade students must participate in three marking periods of physical education.

There also is no opt-out from health class. All students will take the appropriate health or driver's education course during the marking period in which it is assigned. Physical education opt-outs are only permitted during marking periods when a student is scheduled for physical education. Schedules will NOT be adjusted to accommodate a physical education opt-out.

Students who opt-out of physical education must be good standing in the school and in physical education classes. As for a grade during the opt-out opportunity, the student can receive either a grade of P (Pass) or F (Fail) for the marking period. The grade of F will impact a student's GPA negatively. Physical education for opt-out students will be awarded credit for each marking period, with 1.25 credits awarded for each passing marking period for a total of 3.75 credits.

ATTENDANCE REGULATIONS AND PROCEDURES

On the day(s) of absence from school, a parent/guardian must call the Attendance Office 261-7800 extension 3144 before noon to report the student as absent.

Regular attendance is a requisite for success in school. New Jersey State law requires that students attend school regularly and that it is the parents' responsibility to see that their children attend school on the days/hours that public schools are in session in the school district. (N.J. 18:A 38-25, 26). In order to maximize students' chances for success, it is necessary that the school and homework jointly to assure that the students attend their classes daily.

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

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

Maximum number of allowable absences as per BOE policy are:

Quarter course – three (3) absences

Semester course – six (6) absences

Physical Education – nine (9) absences

Full-year course – twelve (12) absences

A student who is absent from class without an excused reason is considered to have a "cut/truancy." This includes periods which are missed at the beginning of the school day without an excused reason (i.e., oversleeping is NOT a valid reason.) Absences from school without notification will be recorded as a cut/truancy. Cutting class is a serious offense. Student who cut classes face the following penalties: no make-up work, loss of credit for the day's work, detention, parental conference, suspension from school and activities and/or loss of credit for the class.

In addition to losing credit due to excessive absences, the assignment of a withdrawal failing (WF) will result as a result of cuts or truanicies as listed:

Quarter course – two (2) cuts/truanicies

Semester course – three (3) cuts/ truanicies

Physical Education – four (4) cuts/truanicies

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

Tardiness that exceeds ten (10) minutes will be treated as an absence; the usual rules regarding absences will then apply. Three (3) tardies in a course will equal one (1) absence. Tardiness to class with a pass from a school staff member shall NOT count against a student. Unexcused lateness to school or class will also count against a student for credit eligibility and a withdrawal failing (WF) will result as listed below.

Maximum number of unexcused latenesses to class or school as per BOE policy are:

Quarter course – five (5) latenesses

Semester course – nine (9) lates

Physical Education – twelve (12) lates

Full-year course – fifteen (15) lates

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

1st lateness – conference with student

2nd lateness – conference with student; parental contact

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

4th lateness and subsequent cases – notification to administration.

Quarantine illness or other long-term illnesses of two (2) days or longer, that is verified by a written medical note from a doctor, will be counted as only one (1) absence.

Absences fall into two categories. Those that count against the total allowed and those that do not count against the total allowed before a student loses credit for a course. The two categories are:

Countable absences toward established limits:

1. Illness
2. Medical/Dental appointment
3. Non-required college visit
4. Administrative decision
5. Motor vehicle appointment

Non-countable absences are:

1. Death in family
2. Observance of state-recognized religious holiday
3. School sponsored or approved event or activity (field trip, guidance appointment, scheduled music lesson, early dismissal for athletic event, speech therapy, nurse's office visit).
4. Driver's license test (documented)
5. Suspension from school
6. Court appearance (documented)

7. Mandatory college visitation/placement testing
8. Military obligation.

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

- A. All students and parents will be notified annually at the beginning of the school year of the attendance policy.
- B. In addition to orientation sessions for incoming ninth grade students, the administration will hold an orientation meeting for all interested parents to discuss various school rules including the attendance policy, much the same as the policies that are explained to the students.
- C. As per BOE expectation, parents are asked to please call the high school when their child is absent indicating the reason for the child's absence. If a call is not received, administration will contact the parents to be certain that they are aware of their child's absence from the high school.
- D. An additional important piece of information for students and parents is the expectation that the student is also required to submit a written excuse signed by his/her parents/ guardians to the appropriate administrator's office upon the students' return to school. This is different than at the younger grades. Failure to submit this written note will result in the absence being considered an unexcused cut of classes.
- E. Notes from students, even if they have reached the age of 18, are not accepted as long as the student is living in a household with a parent. Only parental notes are accepted.
- F. Parents will be notified at a minimum by the grade-level administrator of the students' absence status on the 2nd absence in a quarter course, the 3rd absence in a semester course, the 4th absence for PE, and the 6th absence in a year-long course.

- G. Loss of Credit Due to Excessive Absences: Upon a student's 4th absence in a quarter course, 7th absence in a semester course, 10th absence in PE and 13th absence from a full-year course, students and parents/guardians will be notified that the student has lost credit for the course. Students in a year long course who lose credit due to excessive absences must remain in the course through June in order to attend summer school for review work. *Students who are auditing a course may be removed from the course and placed in an assigned study hall thereby losing summer school eligibility*

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

Students must report to their grade administrator's office before classes begin with the note and will receive an ADMIT PASS which carries with it an explanation for the absence and no penalty for the absence. Teachers will not admit a student to class without an ADMIT PASS. The ADMIT PASS must be presented to each subject teacher whose class was missed. The teacher will note that the absence was legitimate in the teacher's attendance record. Failure to provide the required note from home within two (2) school days of the absence will result in the absence being categorized as unexcused (cut), and the disciplinary and academic actions for class cutting will be instituted.

Students who are absent without a legitimate reason (cut) are required to obtain an ADMIT PASS from their administrator's office as well, but this form bears with it a designation of disciplinary consequences. As before, teachers are not to admit students into class after an absence without a pass from administration. When students receive an ADMIT PASS without a note, they are assigned an extended detention. The child may still bring a note explaining his/her absence the following day. Notes may also be faxed or emailed to the appropriate administrator. If a legitimate note is not presented, students are required to serve the extended detention.

Leaving School During the Day: Students who wish to leave school during the day must (1) sign out from the nurse's office if ill or (2) present a note from home to their administrator's office **in advance of leaving.** Absences resulting from leaving school without signing out from a school office will be considered a cut.. This expectation applies to all students in the high school including seniors and juniors who drive to school. It is essential that all students are accounted for during the school day.

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

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

In the event that a child needs to be out of school due to extenuating circumstances, it is the district's policy that all tests and homework must be made up. The individual teacher's discretion will determine how much the absence from class will count in the final evaluation of the grade. In such cases, parents must notify teachers and administrators in writing at least two weeks in advance of the projected extended absence. The teacher or the Attendance Office may extend the time limit if extenuating circumstances are present. It is the student's responsibility to meet with his or her teachers to determine what work needs to be made up because of absence.

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

Homework requests: A student must be absent for two consecutive days (with anticipation of three or more days) in order to receive missed homework assignments from the guidance office. Parents should call the guidance office to make homework requests. Please allow a full twenty-four hours for homework to be assembled. Work can then be picked up in the guidance office. For absences of fewer than three days, students are advised to identify homework buddies in each of their classes, access the Genesis computer system to view assignments and/or e-mail the teacher directly. The e-mail listings can be found on the Paramus High School website.

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

Students who cut class will be assigned to an extended detention after school from 3:01pm-5:30pm for each unexcused absence. Extended detentions are held Tuesday through Thursday. Parents will be contacted by mail and/or by phone by the grade level administrator and/or teacher. Upon the third unexcused absence, the grade level administrator will contact the parent/guardian for a mandatory conference. (Cuts are cumulative and not on a class by class basis). Upon the fourth unexcused absence, students will be required to serve an all day detention. Parents will be required to meet with the child's administrator each time a student cuts a class after the third time. Students who repeatedly cut class may lose privileges, (i.e unassigned study hall, open campus, lunch in the cafeteria., etc). and can most significantly be withdrawn failing (WF).

Detentions must be served on the day that they are issued. Detentions will not be rescheduled based on a student's work schedule, after-school commitments, athletic practice or competition, co-curricular event, etc. Students should recognize that detentions serve as a deterrent for cutting and are not designed to fit a student's schedule. A medical appointment that is verified with a doctor's note **or** illness verified by the school nurse are the only reasons that an administrator will reschedule a detention.

Students who repeatedly cut classes should recognize that the school community will act aggressively to help develop a plan of action to promote student success!

Loss of credit and appeal process: At any point during the administration of the attendance policy, the student and/or parents may appeal to the principal for an extension or adjustment due to extenuating circumstances. A board of review consisting of the principal or his/her designee and two other professional staff members selected by the principal, will hear the plea and rule on it.

The board of review has the right to ask for medical verification of any health-related claim made by appealing students and/or parents.

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

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

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

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

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

BUS SCHEDULE: Students who are not involved in extra-curricular activities or athletic activities are required to board the 2:31pm bus. A late bus is available for students who participate in after-school activities at 4:00pm. A 5:30pm bus is available for students participating in school-sponsored events.

CELLULAR PHONES: Cellular phones are disruptive to the school and classroom environment. Students are not permitted to use cellular phones anywhere in the school building for any reason during the school day, 7:45AM to 2:31PM. The rule is simple: “off and away during the school day.” Students may ask permission to use a phone in any office in the high school. Parents must call their child’s guidance counselor, administrator or Main Office secretary to reach their child during the school day. Parents are asked to please not call a child’s cellphone directly.

Students who use cellular phones on school premises for any reason or who have a cell phone visibly displayed on their person will have the phone confiscated by any staff member and handed in to the student’s administrator. The phone will only be returned to the student’s parent. In case of a second offense, students will additionally receive detention time. For third or subsequent offenses, students will receive further disciplinary consequences. Failure to turn a cell phone over to a staff member when it is asked for is considered insubordination and will result in suspension from school.

CLUBS/CO-CURRICULAR ACTIVITIES: A Club Fair is held each fall to introduce students to the many co-curricular opportunities at PHS. A description of each club is listed in the Booster Calendar and will be available to students each September in a booklet form. Students who leave school due to illness will not be eligible to participate in co-curricular activities that day.

CLOSING SCHOOL: In the event of severe weather conditions or other emergencies necessitating the closing of schools or the delayed opening of schools, an automated phone system call will be made. In addition, information will be posted on the district website. Under the Paramus delayed-opening plan, all schedules are delayed two (2) hours.

CODE OF ETHICS: Ethics are the basic principles of behavior that guide the school society in promoting individual and group welfare. One primary purpose for attending school is to develop a fundamental understanding of the workings of society. By imparting values, the school prepares the individual to live effectively in society.

During the course of the school year, the student should initiate a serious effort towards grasping the knowledge that is offered to him or her. If the student exhibits an inability to absorb this knowledge, the responsibility falls upon the student to take any steps necessary to further his or her comprehension of the subject matter. The student should not equate the letter grade he or she receives with the knowledge attained. Rather, the student should hope that during this learning process, perceptions of the complexity and inter-relatedness of the world have been developed. In order for the school society to function in a positive way, the student must be cognizant of the differences inherent in the respective roles played by the student and teacher and the status accorded to each of these roles. Every student and teacher should be aware of the dignity of each individual and respect that dignity regardless of differences in intellectual or physical abilities. For the sake of the larger group, every student and staff member must recognize the necessity for social controls and agree to abide by these controls. Each student, as a member of our school society, is expected to make a commitment to be an active contributing positive part of the student organization. Only by committing themselves to the interests of the whole school will students become a positive force in shaping the destiny of the school and community.

COMPLAINT PROCEDURE: The procedure for registering complaints regarding penalties or grades that the student feels are unjust or unwarranted is as follows: 1. Discuss the problem with your teacher. This is an important first step in resolving potential differences. 2. Discuss the problem with your guidance counselor or with the department area supervisor. 3. Discuss the problem with your grade level administrator. If the problem is not resolved at this point, you may make an appointment to speak with the principal.

COMPUTER USE-GUIDELINES FOR ACCEPTABLE USE: Access to telecommunications will allow students to explore databases, libraries, internet sites, bulletin boards and the like which can be used to enhance the educational process. The Board of Education supports access by pupils to these information sources and the potential they have to enhance student's educational experiences. Use of the school's computer network/computers and/or other websites used by the school district, however, is expressly limited to educational purposes. No students will be allowed to use the district-provided computer network unless they have filed an executed consent form with the principal. Consent forms are available in the offices of the vice-principals. Any violation of District policy and rules may result in disciplinary action (detentions, suspension or expulsion) loss of privileges and, when applicable, legal action.

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

In order to be a tenth grader, a student must earn a minimum of 30 high school credits. In order to be considered an eleventh grader, a student must earn a minimum of 60 high school credits. In order to be considered a twelfth grader, a student must earn a minimum of 90 high school credits and be eligible to graduate in June or August of the twelfth grade year. At the end of each school year 9th, 10th, and 11th graders will be placed in the appropriate grade level for the upcoming year. Students placed in the 11th grade during their fourth year of high school will have the opportunity to be reviewed by a committee midway through the year for placement in the 12th grade and for eligibility for graduation.

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

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

DISCIPLINE CODE: The Code of Conduct for Paramus High School is designed to fulfill several purposes. It is designed to foster the health, safety, social and emotional well-being of all students. The Code of Conduct establishes and maintains a civil, safe, secure, supportive and disciplined school environment which is conducive to learning. It promotes the achievement of high academic standards and seeks to prevent the occurrence of problem behaviors. As such, responses to student violations of the Code of Conduct are progressive in nature based on the offense committed and the severity of that violation of the Code of Conduct. The Code of Conduct will intervene and remediate and can include a range of disciplinary responses such as restrictions, administrative detentions, extended detentions, loss of privileges, in-school suspension, and out-of-school suspension as well as counseling.

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

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

DRIVER'S LICENSE: If your appointment to take the driving test is before noon, you must present a note on the day before the test requesting the morning off. You will be expected to return to school after you take the test. If your appointment for the test is in the afternoon, present a note from your parents before school that day. You will be given permission and a pass to leave the building early enough to keep the appointment. No one is permitted to take an entire day off for either a permit or license exam.

EMERGENCY CARDS: Emergency cards are mailed home each August to parent/guardians. Parents/guardians are required to complete the information on the emergency card, both front and reverse, and send it to school with their child on the first day of school. Emergency cards are collected on the first day of school in administrative homeroom. One copy of the card is kept in the nurse's office and the other in the administrator's office.

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

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

Inquiries regarding affirmative action, employment practices, Title Nine or educational practices may be directed to Dr. Joseph Lupo, at 261-7800 ext. 3005. Inquiries regarding compliance with the rules and regulations affecting the handicapped should be directed to the District 504 officer, Dr. Kathleen Giordanella, Director of Pupil Personal Services at 261-7800.

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

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

EMERGENCY DRILLS: When the emergency alarm rings, students should line up quietly in their classrooms and, at the teacher's direction, proceed silently to the exit designated on the drill instruction card posted in each classroom. Students must remain with their class and teacher during the drill. Teachers will take attendance once students are safely out of the building. If a student does not remain with the class during the drill, the teacher may assign a detention. Subsequent offenses will be referred to the student's administrator. In the event the alarm is sounded during the changing of classes, students must leave the building by the nearest exit. No one should use the elevator during an emergency drill. All drill procedures such as "hold-in place" and "lock-down" will be reviewed with students during the school year.

GUIDANCE & COUNSELING

Guidance Office visits: Students wishing to see their guidance counselor must first make an appointment in the guidance office. The student will then receive a Guidance Pass from one of their classroom teachers. Students may not sign into the guidance office without a pass except in an emergency. When returning to class, students must sign-out in guidance and then show their classroom teacher their signed guidance pass. If a student would like to see his/her guidance counselor during a scheduled class, the student must first ask his/her classroom teacher for permission. Teachers may or may not allow students to see their counselors during class time, depending on the circumstances. Students must always sign in and out of the Guidance Office when meeting with their school counselors.

Course and Schedule Changes: THE DEADLINE FOR CHANGES OR ADDITIONS IS SEPTEMBER 16. No second semester course may be added after February 10.

Course Level Changes: Students wishing to change the level of a course must see their counselor. Level changes require approval from the teacher, Department Supervisor and parent. THE DEADLINE FOR LEVEL CHANGES IS OCTOBER 21.

Dropped Courses- Students must have approval from parents to drop a course once enrolled. According to BOE policy, seniors are required to carry a minimum of 32.5 credits (30 credits with written parent permission) and all other students are required to carry a minimum of 35 credits. Students will not be permitted to drop a course if they fall below these levels. The following dates apply to the recording of a dropped course on a student's transcript.

Full Year Course:

Last day to drop with no record on the transcript is November 17th
Dropped between November 18th and April 20th will be recorded as a W/F or W/P as appropriate.

Dropped after April 20 will be recorded as F

First Semester Course:

Last day to drop with no record on transcript is October 14th
Dropped between October 17th and December 23rd will be recorded as W/F or W/P as appropriate.

Dropped after December 23rd will be recorded as F

Second Semester Course:

Last day to drop with no record on transcript is March 13th

Dropped between March 14th and May 11th will be recorded as W/F or W/P as appropriate.

Dropped after May 11th will be recorded as F.

Independent Study- A student may request an independent study for a course offered in the course directory in case of scheduling conflicts. The student requesting the independent study must first meet with his/her teacher to discuss the proposal. The student then meets with the counselor to complete appropriate forms that require approval from the principal and Department Supervisor. Students on independent study must meet all of the course requirements with the regular school grading format and time frame.

Grade Reporting Procedures:

Parents are encouraged to use Genesis and e-mail to monitor student progress. Beginning with the 2011-2012 school year, PHS will go “paperless” for interim progress reports and report cards. NO progress reports or traditional report cards will be mailed to a home. If for some reason a family is unable to have access to the Genesis system to view these reports, a parent should contact the child’s guidance counselor to make other arrangements.

1. Interim Reports- Student progress is reported at the midpoint of each marking period by an interim report. However, at the discretion of the teacher, supplementary reports may be provided during the marking period. Students in danger of failing the course for the marking period and/or year **MUST** receive an interim report to that effect.

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

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

4. Midterms & Final Exams- Students must take a midterm and final exam in order to receive credit in a course. Midterms are scheduled for four half-days in January at the end of the second marking period. Final exams are scheduled during four half-days at the end of the fourth marking period in June. The exam schedule is as follows:

First Exam: 7:45am - 9:50am
Second Exam: 10:00am- 12:05pm
Buses Depart at 12:10pm, No late busses

The midterm and final exam will each count as 10% of the grade for the year.

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

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

Counseling Services

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

2. **Classroom presentations**- - Throughout the school year, counselors will present information to students in a classroom setting and/or in small groups.

3. **Career Center-** The Career Center is open to all students. Resources include computer software programs, videos and print materials. SAT and ACT information, college and technical school applications, as well as employment and military information are available. College and Vocational school representatives meet with students by appointment and in small groups in the Career Center. Students are welcome to use the Career Center during their lunch period or during study hall.

4. **Naviance-** Paramus High School uses a college and career program call Naviance. Please visit the schools website at www.paramus.k12.nj.us for more information or call your child's guidance counselor.

HALL CONDUCT: Students are asked to please remain quiet when in the hallways, especially when classes are in session. Also, please be sure to obtain a hall pass from your teacher in order to leave class.

HALL LOCKERS: Each student will be assigned a lock and locker for his or her personal belongings. Students will receive the combination for his or her lock during administrative homeroom. Sharing lockers is discouraged. It is important that you do not keep excessive amount of money or other valuable property in your locker. Money and valuables can be given to the appropriate grade-level administrator to hold for the day. Please note that student lockers will be inspected periodically by the principal or his designee during the school year. Under no condition should any student let his or her locker combination be known to anyone else.

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

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

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

Any student who feels that he or she may be the target of harassment, intimidation or bullying, is encouraged to report his/her allegation to his/her guidance counselor, grade level administrator, or the school's EEO officer , Mrs. Mary Lou Baird, that same day. Disciplinary action may range from a documented conference, recommendation for counseling, detention or suspension. Repeated incidents of harassment, intimidation and/or bullying by the same student toward the same or different students will result in school suspension and possible criminal charges.

As required by New Jersey State law, Paramus High School has established a School Safety Team with the objective of addressing any and all issues of harassment, bullying or hazing. That team is made-up of the principal, the Student Assistance Counselor, a parent and a teacher representative. The Student Assistance Counselor, Mr. Joseph Traina, is also designated as the Anti-Bullying Specialist for the high school.

HAZING: Paramus High School requires all students, staff and visitors to demonstrate mutual respect in all their interactions. As a result, the high school has a strict policy against hazing, or initiations of any kind.

Any interaction among students which is considered hazing will result in suspension from school and interscholastic competition.

HEADPHONES, CD P LAYERS & MUSICAL LISTENING

DEVICES: Headphones or other portable music players are not allowed during the school day. A first instance of a student wearing or displaying a music listening device during the regular school day (including lunch or study hall) will result in the confiscation of the device to be returned only to a parent and a warning/referral to an administrator. A second such instance will result in confiscation of the device and the assignment of an administrative detention. A third instance will result in confiscation of the device to be returned to a parent and the assignment of an extended detention. Any further instance will be considered insubordination and may result in suspension. Staff members have the right to confiscate electronic devices from students and turn them over to the student's grade administrator. Student's who refuse to hand over an electronic device or headphones are subject to suspension for insubordination.

HOMEWORK GUIDELINES and TEACHER NOTES WEBPAGE:

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

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

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

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

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

LANGUAGE, UNACCEPTABLE USE OF: Expressions that are obscene, offensive, degrading or insulting are not tolerated at Paramus High School or at school related activities. Please be aware that the use of unacceptable language will result in discipline penalties as outlined in the Disciplinary Guidelines. Unacceptable language directed at a staff member will result in suspension.

LIBRARY MEDIA CENTER: This facility serves as a material and information nucleus for students, staff and faculty. The Annex and reference areas are equipped with 40 networked computers. Patrons may use the computers to search the electronic catalog, databases and also to use Microsoft Office programs. The library website provides a portal to reference and research sources including e-books, online encyclopedias and periodicals. Many of these resources are also available outside of school by using remote access passwords, also available on the library website. The Spartan Experience collection features the newest fiction and non-fiction young adult books. Magazines and newspapers are available in the reading area and at the circulation desk.

Library media center staff members are always available to assist students in locating both online and print materials. Student volunteers are always welcome. The facility is open for use between the hours of 7:45AM and 3:30PM every school day.

Circulation policies:

Students must present their IDs to check out materials. They also need to present their ID upon entry into the facility.

Books circulate for three weeks and can be renewed. Circulation of reference materials is at the discretion of the librarian.

Fines are 10 cents per day on overdue items and 25 cents per day on reference materials. Fines will not be charged on weekends or when school is closed. There is a maximum fine of 10 dollars per overdue item. For lost items, the charge is the "replacement cost" of the item, in addition to any overdue fine to a maximum of 5 dollars for the fine.

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

LUNCHROOM CONDUCT: Lunch period is an opportunity to relax and interact with friends. Students are expected to cleanup after themselves, behave appropriately and follow the directions of the teachers and administrators in charge. . Trash barrels are available to deposit trash; there are also containers specifically designated for recycling, and all are encourage to help with the school's effort in this regard. Leaving trash on the table or throwing trash on the floor is unacceptable. If refuse is left at a table, all present will be responsible to clean it up. Students who display inappropriate behavior during lunchtime or who do not clean up after themselves may have restricted lunchroom access as a consequence.

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

MARKING PERIODS/MARKING SYSTEM

The following weighting system will be used to compute grades and GPA's.

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

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

Midterm exams will cover the coursework from September through January. Final exams will cover coursework from February through June. Midterm and final exams will each count as 10% of the students' final grades. This is true for all final exams, year-long and semester.

The following weighting system will be used to compute grades and GPAs for the Class of 2012 and 2013

GRADE	PTS	BASIC/RR	CP	HONORS	AP
			(+.15)	(+.15)	(+.15)
A+	97-100	4.33	4.48	4.63	4.78
A	93-96	4.00	4.15	4.30	4.45
A-	90-92	3.66	3.81	3.96	4.11
B+	87-89	3.33	3.48	3.63	3.78
B	83-86	3.00	3.15	3.30	3.45
B-	80-82	2.66	2.81	2.96	3.11
C+	77-79	2.33	2.48	2.63	2.78
C	73-76	2.00	2.15	2.30	2.45
C-	70-72	1.66	1.81	1.96	2.11
D+	67-69	1.33	1.48	1.63	1.78
D	65-66	1.00	1.15	1.30	1.45

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

Beginning with the Class of 2014, the following system has been instituted for grades and GPAs:

Grade	PTS	Basic/CP/RR	Honors	AP
A+	97-100	4.33	5.08	5.83
A	93-96	4.00	4.75	5.50
A-	90-92	3.66	4.41	5.16
B+	87-89	3.33	4.08	4.83
B	83-86	3.00	3.75	4.50
B-	80-82	2.66	3.41	4.16
C+	77-79	2.33	3.08	3.83
C	73-76	2.00	2.75	3.50
C-	70-72	1.66	2.41	3.16
D+	67-69	1.33	2.08	2.83
D	65-66	1.00	1.75	2.50

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

When a student is doing poorly, a warning notice will be posted at the mid-point of the quarter, or at any point during the marking period using the Genesis system. Parents may access this information using their computer. The marking period dates for the 2011-2012 school year are as follows:

- Marking Period 1** September 6, 2011 to November 9, 2011
- Marking Period 2** November 14, 2011 to January 24, 2012
- Marking Period 3** January 31, 2012 to April 9, 2012
- Marking Period 4** April 10, 2012 to June 14, 2012

The mid-point of each marking period is as follows for the 2011-2012 school year:

- Marking period 1October 10th
- Marking period 2December 19th
- Marking period 3March 7th
- Marking period 4May 16th

MEDICAL SERVICES

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

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

The school physician will give the examination if the two-page pink form is completed and signed. As part of this examination, the school nurse will determine height, weight, and blood pressure. A school medical examination fulfills the New Jersey requirements and permits the student to participate in school activities. However, this examination should not substitute for medical examination completed by your family physician.

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

Medical Examinations for Athletics: Only one sports medical examination is required each year. This medical examination is valid for 365 days. The two-page pink medical form is to be completed and signed by the parent or guardian and the physician (either a private physician or the school doctor). A health history form, completed by the parent or guardian, is required for an exam to be given more than 60 days prior to the first practice and for each subsequent sports season. It is strongly recommended that the family physician who knows the child's medical history best complete the medical examination. Any medical examination done by a family physician should be mailed to the high school clearly marked "Sports Examination".

All required forms may be picked up at the nurse's office or at the main office in the high school. All required forms are then to be taken to the nurse before any student can begin participation in a sport.

Nurses are not permitted by state law to administer any medication unless a form signed by the parent and another form signed by the doctor is on file. Medication must be properly labeled with the student's name, the dosage and times the medication is to be administered. All medication must be deposited with the school nurse for safekeeping in the health clinic.

Medical Exemptions from Physical Education: To receive a medical exemption from Physical Education, a doctor's note must be presented to the nurse who will then make the necessary arrangements. Students must continue to attend the PE class until a study hall is officially assigned.

Nurse Visitation: In cases of emergency, the student should inform the nearest adult who will assist. If students become ill during school hours and wish to see the nurse, they must get a pass from the classroom teacher first. Students must sign-in and out of the nurse's office. Only in the cases of emergency should the student report directly to the nurse's office.

Students can be sent home for sickness only after the nurse speaks with a parent or any other responsible adult listed on the student's emergency card. Students may NOT leave school without properly signing-out.

All accidents resulting in any type of injury to the student must be reported to the school nurse as soon as possible (within 24 hours). An accident report will then be completed by the nurse, the coach or the athletic trainer.

NATIONAL HONOR SOCIETY: Membership in the N.H.S. is determined using four criteria:

1. **Scholarship-** a 3.55 weighted G.P.A. or higher

2. Six (6) points in the category of **Leadership:**
Two points equals:
 - Holding an office in a club or sport
 - Being an active peer tutor
 - Sitting on a faculty or administrative committee
 - Being a member of the Municipal Drug Alliance
 - Being chosen by school staff for leadership programs such as the Elks, HOBY, RYLA, etc. and successful completion of the programActivities must be school related. Proof of leadership should be provided via a brief letter from the coach, administrator, faculty member in charge, etc. Any student who does not accrue points via the above activities may be sponsored by up to 6 faculty members (teachers, counselors, coaches or school club advisors) to equal up to 6 points, thus recognizing that some people lead by example. One point equals being identified as a classroom leader by a faculty member via an anecdotal paragraph. A student will receive one point per faculty member.

3. Six (6) points in the category of **Service** – Service is defined as volunteering one’s time to help others. If one is paid for work, it does not count as service. If one is mandated to complete work or if one receives a grade for one’s work, it also does not count as service.
One point equals five hours of completed service in a Paramus High School service club or service performed with an athletic team. A letter from the service club or coach must be presented to earn these points. The letter must indicate the student’s name, the number of hours of service completed and the type of service completed.

One point equals five hours of documented work for organizations outside of PHS or for clubs that do not engage in traditional service. To earn these points, a letter on official letterhead must be presented for each event with the number of volunteer hours specified. No more than 3 points may be earned from organizations outside of PHS.

Please note that students can earn one point per year for each year they participate on an athletic team or in a club. Hence, by the 11th grade, a student involved in a club or sport each year (grades 9, 10 and 11) can earn up to three points of service.

4. **Character-** have a record of responsible citizenship and behavior. The following parameters describe behaviors unacceptable in a student of good character as verified by the PHS administration. Student involved in any of the following behaviors will not be admitted into the N.H.S..

- Being arrested on a school trip

- Possessing a weapon on school grounds or at a school function

- Possessing or being under the influence of an illegal substance on school grounds or at a school function.

- Threatening another student, teacher, administrator or staff member.

- Cheating or plagiarizing

- Seriously violating any aspect of the discipline guide as described in the student handbook.

- Repeated violation of school rules.

The faculty and administration will receive a list of all students eligible for NHS and will provide input of student's character.

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

PARKING: Seniors with parking privileges are permitted to park in the student lot on Century Road. This student parking lot is the only approved parking for students. Reserved areas for “Disabled and or Visitor Parking” must be observed. Seniors are required to register their cars in Room 417 and obtain a parking decal to be displayed for security purposes. Any violation of the provisions of this policy may result in disciplinary action that could include parental notification, extended detentions, suspension, and/or loss of privileges. Students must exercise extreme caution when operating a vehicle in the student parking lot and on school grounds.

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

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

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

RESPONSIBLE CITIZENSHIP: Responsible citizenship is defined as demonstrating respect for self, others and their environment, taking ownership of their behaviors, and contributing positively to their communities.

SCHOLARSHIP PROGRAM: The Paramus Scholarship Selection Committee's purpose is to impartially select and assist students who might not otherwise qualify for national, state, or college scholarships in their freshman year. The second purpose is to avoid duplication of time and effort on the part of the organizations awarding the scholarships and the guidance personnel of the high schools involved. To be eligible, the applicant must be a high school senior living in Paramus. The student must also show that he or she needs financial assistance to further his or her education in a four-year college or university, technical school, secretarial school, or nursing school. The procedure for application for the Paramus program is to secure forms at the guidance office at Paramus High School on or about February 15th. The two-part form includes biographical questions and financial questions. Both forms must be returned to the guidance office at Paramus High School on or about March 1st. The financial questionnaire must be enclosed in a sealed envelope.

SMOKING/USE OF TOBACCO PRODUCTS- Smoking and/or use of tobacco products is/are not permitted in the school building or on school grounds. Any students smoking or using tobacco products in the building or on school grounds will serve a suspension. In addition, a complaint will be signed with the town of Paramus. Parents will be required to meet with an administrator. Students will be offered an opportunity to participate in a smoking/tobacco-use cessation program.

STUDENT GOVERNMENT

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

Class of 2012

President-Sahil Chandiramani
Vice President-Derek Paulovich
Secretary- Veronica Steele
Treasurer-Eric Sawyer

Class of 2013

President- Alexandra Vorontsova
Vice President-Christina Boyadjian
Secretary- Rushil Surapaneni
Treasurer- Ashley Magalhaes

Class of 2014

President-Kaitlyn Garcia
Vice President-Shefalee Vohra
Secretary- Emily Aranda
Treasurer- Mindy Ge

Class of 2015

Elected and announced in the fall

STUDENT SENATE

SENIORS

Sahil Chandiramani
Leeza Cinar
Rebecca Gramuglia
Derek Paulovich
Eric Sawyer (VP)
Veronica Steele (Pres)
Jenna Sula (Sec.)
.....

JUNIORS

Heidi Kim
Alex Lin
Muhammad Nathoo
(Treasurer)
Jennifer Pagliaro
Tracy Shao
Rushil Surapaneni

SOPHOMORES

Nicole Cagar
Harold Choo
Eunice Lee
Lauren Mihalik
Alyssa Nungra
Annika Nungra
Karan N. Shah
Alok Vaidya

STUDENT IDENTIFICATION- If a staff member requests either a student's name or ID card, students must comply. Giving your name is not an admission of guilt. Failure to give your name to any staff member will result in suspension.

STUDENTS' RIGHT OF PRIVACY/SEARCH/SEIZURE-

The US Supreme Court ruled that "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has either violated either the law or rules of the school." Student effects are also subject to search by school officials. Effects may include automobiles on school property.

The school owns student lockers, desks, and other such property; therefore, school officials are empowered to conduct reasonable searches and seizures in the interest of school safety, sanitation, discipline, and enforcement of school regulations. A student should not expect privacy regarding items placed in school property because items placed in school property are subject to search at any time by school officials.

SUMMER SCHOOL: Paramus has an approved New Jersey State Education Department Summer School. It offers a limited number of new work courses for high school students in grades 9-12 who would like to take a course for the first time. Students may take one such course with the approval of their high school principal or his/her designee. Classes meet for approximately 4½ hours a day. Students who have failed may take review classes, with the approval of their school counselor. These courses run approximately 2 hours and 15 minutes daily during June and July.

SUSPENSION During all-day detention, students are required to (1) work quietly on school-related items (2) listen to the direction of the teacher-in-charge and (3) leave school grounds immediately upon school dismissal. Students may not (1) use musical listening devices (2) talk to others (3) sleep, (4) eat (except during lunch) (5) leave the detention room unsupervised (6) attend any after school/evening activities on the day(s) of detention. Students who fail to comply with the above guidelines may be subject to further disciplinary action.

Out-of-school suspension is recognized as the most severe form of disciplinary action with the exception of expulsion. It should be considered as such by the entire school community. During out-of-school suspension, students are not allowed on school grounds. During all day detention, students must leave the building at 2:31pm and are not allowed on school grounds for the remainder of the day. Students found on school grounds will be considered trespassers and may be subject to further disciplinary or police action.

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

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

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

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

TOBACCO: The possession of any tobacco product by any student inside of the school building or on school grounds while school is in session or while any school activity is taking place is prohibited. Tobacco products will be confiscated and students will be suspended. Students will also be offered sessions in a program at the high school to deal with addiction to tobacco.

UNFULFILLED COMMITMENTS: Students must settle all unfulfilled commitments (fines, books owed to teachers, the library, uniforms, calculators, etc.) prior to the end of the marking period, semester, and/or year. Students who do not do so will not receive the results of exams or their report cards and no records will be sent to schools and/or colleges unless cleared within a designated time frame. Unfulfilled commitments are resolved in room 417.

VISITORS TO THE BUILDING: All adult visitors must first report to the security desk at the school entrance.

Students are not to bring guests or invite outsiders to the school. The practice of a student taking a friend along to sit in his or her class is discouraged. Administrative approval is required at least 48 hours in advance to deal with extenuating circumstances.

Lunch hour is part of the regular school day and the limitations noted above apply to visitors at that time as well.

WORKING PAPERS: If you need working papers, they are issued in the Community School office. A form may be picked up during the hours of 9 am to 3 pm. The completed form, plus your birth certificate or passport, must then be taken to the Community School office. If you change jobs, new working papers must be secured. The child labor laws of the State of New Jersey indicate that no minor under the age of 18 years shall be employed, permitted or suffered to work in, about or in connection with any gainful occupation more than six consecutive days in any one week, or more than eight hours in any one-day; nor should any minor under 16 years of age be so employed, permitted or suffered to work before 7 o'clock in the morning or after 6 o'clock in the evening of any day; nor shall any minor between 16-18 years of age be so employed, permitted or suffered to work before 6 o'clock in the morning or after 11 o'clock in the evening of any day.

The law requires that when applying for working papers, a student must have his or her personal Social Security number. The telephone number for all Social Security offices is 800-234-5772.

**PARAMUS HIGH SCHOOL
2011-2012 DAY SCHEDULE
FALL SEMESTER**

September	October	November	December	January
06 T Day 1	03 M Day 1	01 T Day 1	01 R Day 2	02 M Day 3
07 W Day 2	04 T Day 2	02 W Day 2	02 F Day 3	03 T Day 4
08 R Day 3	05 W Day 3	03 R Day 3	05 M Day 4	04 W Day 1
09 F Day 4	06 R Day 4	04 F Day 4	06 T Day 1	05 R Day 2
12 M Day 1	07 F Day 1	07 M Day 1	07 W Day 2	06 F Day 3
13 T Day 2	10 M AS	08 T Day 2	08 R Day 3	09 M Day 4
14 W Day 3	11 T Day 2	09 W Day 3	09 F Day 4	10 T Day 1
15 R Day 4	12 W Day 3	10 R SC	12 M Day 1	11 W Day 2
16 F Day 1	13 R Day 4	11 F SC	13 T Day 2	12 R Day 3
19 M Day 2	14 F Day 1	14 M Day 4	14 W Day 3	13 F Day 4
20 T Day 3	17 M Day 2	15 T Day 1	15 R Day 4	16 M AS
21 W AS	18 T Day 3	16 W Day 2	16 F Day 1	17 T Day 1
22 R Day 4	19 W Day 4	17 R Day 3	19 M Day 2	18 W Day 2
23 F Day 1	20 R Day 1	18 F Day 4	20 T Day 3	19 R Day 3
26 M Day 2	21 F Day 2	21 M Day 1	21 W Day 4	20 F Day 4
27 T Day 3	24 M Day 3	22 MT Day 2	22 R Day 1	23 M Day 1
28 W Day 4	25 T Day 4	23 W AS	23 F Day 2	24 T Day 2
29 R SC	26 W Day 1	24 R SC	26 M SC	25 W EX
30 F SC	27 R Day 2	25 F SC	27 T SC	26 R EX
	28 F Day 3	28 M Day 3	28 W SC	27 F EX
	31 M Day 4	29 T Day 4	29 R SC	30 M EX
		30 W Day 1	30 F SC	31 T Day 3

PARAMUS HIGH SCHOOL
2011-2012 DAY SCHEDULE
SPRING SEMESTER

February	March	April	May	June
01 W Day 4	01 R Day 4	02 M Day 2	01 T Day 1	01 F Day 4
02 R Day 1	02 F Day 1	03 T Day 3	02 W Day 2	04 M Day 1
03 F Day 2	05 M Day 2	04 W Day 4	03 R Day 3	05 T Day 2
06 M Day 3	06 T AS	05 R Day 1	04 F Day 4	06 W Day 3
07 T Day 4	07 W AS	06 F SC	07 M Day 1	07 R Day 4
08 W Day 1	08 R AS	09 M Day 2	08 T Day 2	08 F Day 1
09 R Day 2	09 F Day 3	10 T Day 3	09 W Day 3	11 M Day 2
10 F Day 3	12 M AS	11 W Day 4	10 R Day 4	12 T Day 3
13 M Day 4	13 T Day 4	12 R Day 1	11 F Day 1	13 W Day 4
14 T Day 1	14 W Day 1	13 F Day 2	14 M AS	14 R Day 1
15 W Day 2	15 R Day 2	16 M Day 3	15 T AS	15 F EX
16 R Day 3	16 F Day 3	17 T Day 4	16 W AS	18 M EX
17 F Day 4	19 M Day 4	18 W Day 1	17 R Day 2	19 T EX
20 M SC	20 T Day 1	19 R Day 2	18 F Day 3	20 W EX
21 T SC	21 W Day 2	20 F Day 3	21 M Day 4	21 R AS
22 W SC	22 R Day 3	23 M SC	22 T Day 1	
23 R SC	23 F Day 4	24 T SC	23 W Day 2	
24 F SC	26 M Day 1	25 W SC	24 R Day 3	
27 M Day 1	27 T Day 2	26 R SC	25 F Day 4	
28 T Day 2	28 W Day 3	27 F SC	28 M SC	
29 W Day 3	29 R Day 4	30 M Day 4	29 T Day 1	
	30 F Day 1		30 W Day 2	
			31 R Day 3	