



# *Pequannock Township High School*

85 Sunset Road  
Pompton Plains, New Jersey 07444  
Tel. (973) 616-6000 Fax. (973) 616-2679  
www.pequannock.org

---

Richard M. Hayzler, Principal

Jennifer K. Mildner, Assistant Principal

Brian Silipena, Assistant Principal in Charge of Athletics

---

August 2022

Dear Students and Parents/Guardians of the Pequannock Township High School Community,

It is with great excitement and enthusiasm that I welcome you to the 2022-2023 school year in Golden Panther territory. I don't know about you, but time certainly seems to be moving by very quickly. It seems like yesterday that the PTHS community was saying goodbye to the graduating class of 2022 on Stadium Field, celebrating four years of hard work, dedication and perseverance. In what seems like a blink of an eye, a few days from now, the Class of 2026 will walk through the doors for the first time, ready to advance the mission of Pequannock Township High School.

There is something very special about the start of a new academic year. The opportunity to join together in partnership to fulfill goals and dreams to which we all connect in our own special way is refreshing. Each new year gives us a chance to reach for new heights, to stretch ourselves and our students, as we grow together to move PTHS forward into the future. Each new year classrooms come alive, talents are developed, passions are strengthened, achievements are celebrated, competitions are won and relationships are fostered—leaving a mark of excellence in all that we do.

Each new year also challenges us to look within ourselves, to dream and to hope. Wherever you find yourself as this new year begins, believe and know that you make a positive difference in the lives of those around you. Keep building on all you have given, on all you have accomplished and on all that you dream of doing. If we have learned anything over the past several years, it is that we live in a time where there is much left to do. There is so much to rebuild, to change and to influence. I challenge you, as I challenge myself, to ask yourself "How will we **LEAVE OUR MARK** of excellence on the Golden Panther community?"

As students and parents, you have the unique responsibility to help continue the legacy of scholarship, leadership, service and character that has been built by those that have come before you. The ability to **LEAVE OUR MARK** on the relationships we foster, the grades that are earned, the activities we participate in and support, the sports teams we play on or cheer for, or the peers we support, will leave lasting impressions on our community. Each one of you brings your individual skills, passions and talents that help strengthen our purpose and provide direction for the future. I cannot wait to see the positive mark we make together as we begin the new year.

The administration is pleased to welcome new staff members to our PTHS team this year and looks forward to helping support them as they get ready to leave their mark on their students. The collective collaboration of our world class faculty is what helps make Pequannock Township High School a special place to learn, to work and to grow. This year we welcome:

Samantha Allison	-- Special Education	Nicole Gill	-- Chemistry
Michele Bernardino	-- Special Education	Colleen Grady	-- Special Education
Alexandra Blau	-- Guidance Counselor	Amy Haddad	-- Special Education
Kimberly Braun	-- Allied Health	Lindsey Hanas	-- Science
Celina Esposito	-- Social Studies	Lori Hecht	-- Special Education
Caitlin Fitzpatrick	-- Guidance Counselor	Kevin Nelson	-- Security
		Daniel Sutherland	-- Chemistry

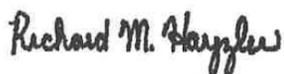
The district is also excited to welcome new staff members to the district administrative team. A special congratulations to Mr. Bermudez and Mr. Kopp who have been teachers in the Pequannock Township School District for many years.

Oona Abrams	-- Supervisor of English K-12
James Bermudez	-- Supervisor of Social Studies, Business, World Language and ESL
Colleen Dorn	-- Director of Student Services 6-12 (starting mid-September)
Gordon Gibbs	-- Business Administrator
Edward Kopp	-- Supervisor of Science, STEM and Aviation
Jill Marotta	-- Supervisor of Mathematics K-12, and Allied Health

I would like to thank our custodial, IT and maintenance staff for the hard work they have put in to ensure that the school is ready for our staff and students. They have worked tirelessly to prepare for the opening of school and have the classrooms looking great! Thank you to Susan Miller, Sue Berardinelli, Amy Tabakman and Diane Hummel who have done an amazing job getting all of the supplies and necessary paperwork ready for your arrival. Mrs. Mildner and Mr. Silipena have been actively communicating with our partner schools, coaches and teams to make sure everyone stays up to date to ensure a smooth opening for our Vo-Tech students and our student athletes. Our Guidance/CST staff have worked hard to make sure our schedule and classes can accommodate the students and staff. Our new Supervisor Team has been busy preparing to support our students and staff for what will be a year of learning and growth for everyone. It has been a true team effort!

I encourage you to read the information below carefully as it pertains to the beginning of the school year. I also encourage you to visit the school website at [www.pequannock.org](http://www.pequannock.org) and follow PTHS on Twitter and Instagram at @pthsnation for updates and information. Enjoy the remaining days of summer and I look forward to **LEAVING OUR MARK** on a successful year together!. Let's Go Panthers!

Sincerely,



Richard M. Hayzler  
Principal

Enclosure

## **\*NEW\* FULL DAY SCHEDULE**

- The first day of school for staff is *Tuesday, September 6th*.
- The first day of school for students is *Thursday, September 8th*.
- This year *Period 5* will serve as the unit lunch period for all students. A copy of the bell schedules for full day, half day sessions and delayed openings can be found here: [Bell Schedules](#)

## **\*NEW\* BACK TO SCHOOL NIGHT**

- Back To School Night will be held in person on **Thursday, September 22nd at 7:00 P.M.** More information will be forthcoming about the format of the night.

## **\*NEW\* LUNCH PROCEDURES**

- PTHS will be returning to a Unit Lunch during Period 5. Students will have the opportunity to eat in the cafeteria, small gym or at the designated tables in the lobbies. The pavilion will also be available when the weather is appropriate.
- Pomptonian, our district lunch provider, will be supplying “grab and go” style food to limit direct contact.
- Students must remain in the designated dining areas throughout the lunch period unless assigned a pass by a teacher.
- The senior courtyard will be available for seniors during Unit Lunch
- Student Clubs will be able to meet during Unit Lunch under the supervision of the club adviser.

## **\*NEW\* MIDTERM AND FINAL EXAMS**

- Midterm and Final exams will return for the 2022-2023 school year in all departments. These exams will focus on the priority standards addressed during the school year. Midterm Exams will take place in late January and Final Exams will take place during the last week of the school year. The examinations combined will represent one-fifth (20%) of the grade for the course.

## **\*NEW\* SCHOOL FORMS**

**All information regarding different notifications and permission forms can now be located in the Realtime Parent Portal.** When you log into the Realtime Parent Portal, please go to “Parent Questions” to give permission on different items and click on “Documents” to view certain items when necessary. In some instances, you may be prompted to view a document before clicking yes. Please be sure to review and click yes/no to the following items:

- Chromebook 1:1 Agreement (Parents and Students)
- Photo/Video/Internet Use Permission
- Random Drug Testing Letter and Consent to Test
- Google Apps Permission
- Student Handbook Acknowledgement
- Military Connected
- Military Opt Out
- Vo Tech Opt Out

**Health Forms for Medications must be accessed on the website here:** [Medical Forms](#) Please have your child bring them into school and drop them off in the main office or email to [olga.avagyan@pequannock.org](mailto:olga.avagyan@pequannock.org)

**All forms are due by September 9, 2022**

## 1:1 CHROMEBOOK PROGRAM

Once again each student at PTHS will be provided a Chromebook that will be used in their classes to access educational resources, produce authentic digital content and collaborate with peers and teachers.. PTHS sees this 1:1 initiative as an opportunity to increase engagement for all learners, strengthen student achievement across the curriculum and provide students with the 21<sup>st</sup> century skills and digital citizenship they will need to succeed in a global economy. **There will be a \$25.00 technology use fee that will cover all expenses related to accidental damage, theft, loss, repair, and/or exchange of the Chromebook. All 9th, 10th, 11th and 12th grade parents must pay the \$25.00 technology fee each year.** Payment options are available on the District Website under the “Parents” tab or by clicking here: [Technology Fee](#)

## ATTENDANCE/TARDINESS PROCEDURES

- If your child is going to be absent or tardy please contact the attendance office at (973)-616-6007 or email [attendance@pequannock.org](mailto:attendance@pequannock.org). Written medical documentation must be submitted for any tardy or absence to be excused. Up to three days per year will be excused for College Visitations for Grades 11 and 12 ONLY.
- Frequent absence from classroom learning experiences disrupts the continuity of the learning process and limits the ability of students to complete the prescribed curriculum requirements successfully. Students who exceed sixteen **(16) unexcused absences, twelve (12) for Physical Education and four (4) for Health** will be in danger of not receiving credit for the school year. If you have questions about the attendance procedures or if you ever find yourself in a position where circumstances impede your ability to get your child to school on time, please contact the administration immediately.
- Please note that Board of Education Policy 5200 outlines the district attendance policy. The attendance and tardiness procedures can be found in both the Student Handbook as well as on the district’s website.

## BUILDING SECURITY

- PTHS is pleased to welcome back Ron Lucas who will serve as the District Security Supervisor. Our district security team will assist with student drop off and will be responsible for supervising security in all of our district schools.
- Be aware that video surveillance cameras are installed in the building as well as on the perimeter of the campus to increase the degree of safety and security.
  1. According to state guidelines, access to the building will be denied to visitors during all fire drills, emergency evacuation drills, secure-in-place drills and active shooter drills.
  2. Parent and community involvement in the school is always encouraged. Kindly call for an appointment whenever possible. Upon entering the building, all visitors will be asked to identify themselves, state the reason for their visit and provide their driver’s license or other government issued ID such as a passport. All visitors will be required to wear a Visitor’s Pass while in the building.
  3. ***As per Board of Education Policy #8500, there will be no delivery of food from outside agencies unless previously approved by the Building Principal. Food items brought into school for students by family members will be kept at the security vestibule until Unit Lunch or after school. Students will not be called down to pick up items.***

4. All doors, including the main entrance, will be locked during the school day. Students are required to remain in the building at all times unless given authorization to leave.
  5. The custodians will be instructed to secure the building at 4:15 pm.
- Our district will again be participating with the Morris County Prosecutor's Office in a program called *Operation Proceed*. The mission of this program is to “form a pact between the Morris County schools and the law enforcement community, working together to discourage drugs from entering the schools and to maintain and foster an environment that promotes health, safety and the welfare of the students, faculty and staff.” As part of this program, *random* searches of lockers and classrooms may be performed. This program may include the use of K-9 searches.

## CALENDAR

- The Pequannock Township District Calendar will be available on the district website [www.pequannock.org](http://www.pequannock.org). The calendar is a resource that will serve to remind you of the important activities and upcoming dates throughout the school year.

## CELL PHONES

- Cell phones are permitted for use by students in the hallway during passing time and in the cafeteria during lunch only.
- Cell phones are *not permitted* to be used during class time. Failure to adhere to the cell phone policy will result in disciplinary action.
- Cell phone holders have been added to each classroom for use by the classroom teacher

## CODE OF CONDUCT \*IMPORTANT\*

- The possession or use of smoking and tobacco products (including cigarettes, snuff, snus, electronic cigarettes/hookahs/hookah pens/vape pens, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function, according to State Law and BOE Policy 5600 and 5533 Pupils/Smoking. Items will be confiscated. Mandatory drug testing is a requirement for students found using an electronic cigarette/vape pen.

## DRESS CODE

- Student dress is an important part of a culture of excellence. The school guidelines for dress code can be found in the Student Handbook. All shorts, skirts, dresses, etc, must be at least mid thigh length. Students will be provided with a cover up if they are inappropriately dressed. (“Soffe” shorts and one piece rompers are not considered appropriate attire.) Parents may be required to bring in appropriate clothing if necessary.

## DROP OFF/PICK UP PROCEDURES

- The building will not be open to students until **7:20 a.m.**
- **Students will enter the building nearest to their first class. Example: If a student has a class in 502 they should enter the building near the front entrance. If a student has Physical Education they should enter the building at the Gym entrance.**
- If students are dropped off prior to 7:20 a.m students will remain outside the building.
- In the event of rain, students will report to the AUDITORIUM prior to 7:20 a.m.

## EXTRA CURRICULAR CLUBS/ACTIVITIES

- Clubs and Activities will be meeting in person before or after school and during unit lunch. A schedule of club meetings will be available on the school website and will be listed in the morning announcements that are posted each morning to our website and social media feeds.

## FIRE/SECURITY DRILLS

- Throughout the year the Pequannock Township School District conducts fire drills and security drills with our students and staff. Preparation and planning for unforeseen emergencies is critical to the safety and welfare of our students. PTHS will conduct at least one fire drill and one security drill each month. Please discuss the importance of these drills with your child. If you have any questions concerning the drills, please do not hesitate to contact the main office.

## FREE AND REDUCED LUNCH

The Federal Free Lunch Application Form and the Student Insurance Information Flyer can be found on the district website: [www.pequannock.org](http://www.pequannock.org). If you wish to apply for either of the above, please download and complete the appropriate form and return it to the **Board Office**.

## FOLLOW PTHS ON SOCIAL MEDIA

You can follow Pequannock Township High School on Social Media on the following accounts:

- Pequannock Township High School @pthsnation Twitter, Instagram and YouTube
- PTHS Athletics @athleticspths Twitter and Instagram
- PTHS Guidance Department @pths\_counselors Twitter

## GRADING POLICY

Board of Education Policy 2624 outlines the grading policy for students. Students in the district shall be considered to have passed a subject/course if a minimal grade of 63 has been achieved. Therefore students must receive a 63 or higher to pass a course for the marking period. The grading scale at PTHS is as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	65-66
A-	90-92	B-	80-82	C-	70-72	D-	63-64
						F	62 and below

## GRADING EXPECTATIONS

The following grading procedures are in effect at Pequannock Township High School

- 95% of a student's grade will be based on assessments OF Learning
  - Tests/Quizzes, Projects, Essays, etc.
    - Late or missing assignments will not be accepted past the 5th school day. Work submitted on or before the 5th day will be accepted and graded accordingly.
    - 3-5 major assessments a marking period. Feedback provided within 2 weeks.
- 5% Assessments FOR Learning:
  - Classroom Activities/Practice/Homework
- Late work will not be accepted past the due date.
- Grades can be entered as **UNS (0%)** if they are past due

## **HARASSMENT, INTIMIDATION AND BULLYING (HIB) POLICY**

Pequannock Township High School will continue its campaign to eliminate harassment, intimidation and bullying from our school community. Our students will be provided with opportunities to learn about the dangers of bullying and coping strategies if they feel they are bullied or feel like “an outsider.”

Board of Education Policy 5512 defines harassment, intimidation or bullying:

*“Harassment, intimidation or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A 18A:37-14, whether it be a single incident or a series of incidents:*

- 1. Is reasonably perceived as being motivated by either 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 that*
- 3. Take place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils, and that*
- 4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or*
- 5. Has the effect of insulting or demeaning any pupil or group of pupils; or*
- 6. Created a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.*

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

Parents are advised to review the Board of Education Policy for information regarding reporting procedures, consequences/remedial actions and investigation findings. If there are questions regarding the HIB policy, please contact the District HIB Coordinator, Helena Branco at [helena.branco@pequannock.org](mailto:helena.branco@pequannock.org)

## **HOME AND SCHOOL ASSOCIATION**

It is important that support is provided to our HSA throughout the year as they provide excellent programs and support for our students. You can contact the HSA at [PAWS@pthshsa.org](mailto:PAWS@pthshsa.org) and follow them on Facebook at Pequannock Township High School HSA. You can also see all the things going on by visiting the new HSA website at <https://pthshsa.com/> We are excited to welcome back our Executive Board for 2022-2023:

Melissa Stelmasik -- Co-President

Bonnie Long-- Co-President

John Tedesco -- Treasurer

Heather Mauriello -- Secretary

## **LOCKERS**

All students will be provided with a locker and a lock. Lockers are to be locked at all times. We highly discourage students from bringing expensive electronic devices to school as they are often lost or damaged. The school is not responsible for the safe return of these devices; especially if stored in unlocked lockers.

The main office will have copies of the locker assignments and combinations. Students are required to purchase a gym lock (\$5.00) from their physical education teacher prior to the end of year. If a school lock is lost or is not returned at the end of the school year, a \$5.00 fine will be owed. All lockers and desks are school property and therefore, are subject to inspection (18A:36-19.2).

## **MEDIA CENTER**

The media center will be available during the school day for students and staff by appointment to limit the number of people using the media center at one time. The media center will be available before and after school for students to complete schoolwork.

## **MILITARY RECRUITMENT**

- The federal government “No Child Left Behind” Act required all schools to release the names, addresses, and telephone numbers of the students enrolled in the building to military recruiters, college recruiters, or prospective employers if they request it. If anyone does not want this information released, you must submit this request in writing to Mrs. Diane Hummel in the Guidance Department by **Friday, September 23, 2022**.

## **NAVIANCE**

- Students and staff will be expected to use the *Naviance Family Connection*™ to complete all elements of the college application process. This will include letters of recommendation and other pertinent information needed for students to complete the Common Application. Parents can use this program to track their child’s progress in the college application process. Please contact your child’s guidance counselor if you need additional assistance (973) 616-6010.

## **RANDOM DRUG TESTING**

- The program information and sign up form can be found on the website. If your son/daughter is involved in a sport, extra-curricular activity, applying for a parking permit or volunteering for the RDT program, please read the information and return the form to your period 1 teacher on the first day of school.

## **REALTIME PORTAL**

- Realtime is a comprehensive Student Information System that can be accessed from any computer, 24 hours a day, 7 days a week. When you, as a parent or guardian, log-in you have access to information about all of the students for which you are associated. Realtime will be used for you to monitor your child’s attendance, grades, homework, and report cards.

## **SCHEDULING**

- Course schedules for the 2022-2023 school year can be found in Realtime. No course schedules will be changed at this time unless there is a mistake. Please contact your child’s guidance counselor should you have questions or concerns.
- The fall athletic schedule can be found here: [Athletic Schedule](#)

## SCHOOL HOURS

- Please be advised that Period 1 starts at **7:29 a.m.** *Please do not drop off students earlier than 7:20am as they will not be permitted in the building without a pass from their teacher. Students must be in their classrooms prior to 7:29 a.m.*
- School concludes at **2:40 p.m.** The school hours for early dismissal and delayed openings are located on our school website. Getting proper rest is critical for student success. Going to bed early and eating a nutritious breakfast will help ensure that your child is prepared for the next school day.

## SCHOOL RESOURCE OFFICER

The Pequannock Township School District is pleased to work with **Detective William Juliano** as our School Resource Officer. Det. Juliano has been a member of the Pequannock Township Police Department for thirteen years. He will be working with our students in the health classes as well as visiting the schools on a regular basis. Members of the Pequannock Township Police Department will also be making building visits throughout the year as part of their partnership with the Pequannock Township School District.

## START STRONG ASSESSMENTS

In order to support districts in measuring student achievement, the Department of Education has created a “Start Strong” Assessment intended to provide an optional resource for in-class feedback and support. These assessments are based on a subset of prioritized prior-year academic standards and are available in English Language Arts (ELA) grades 9-10, Algebra I, Geometry and Algebra II, and in Science grades 9 and 12. The tests will take approximately 45-60 minutes and will be able to provide immediate results. ***Students at PTHS will be taking the assessments the week of September 19th.*** in the areas listed above. More information will be forthcoming.

## STUDENT ACCIDENT INSURANCE

When considering insurance coverage, please be aware that the student insurance coverage provided by the district only supplements individual health insurance coverage and our accident insurance only covers the student for injuries sustained as part of the daily school program or associated after-school activities and interscholastic sports.

## STUDENT PARKING

Seniors who wish to park on school grounds must fill out the parking application, submit copies of documents, and sign the Random Drug Testing form. These forms are available on the [website](#). Parking rules can be found in the Student Handbook and on our website. Contact the Assistant Principal’s office with any questions.

## STUDENT YEARBOOK PHOTOS

This year we will be doing underclassman student photos on **September 15th and 16th** in all Physical Education classes.

## SUPPLIES

There is no supply list for Pequannock Township High School. Students will receive information from their individual teachers regarding what supplies are needed. The following is recommended:

- Students should have a 3-5 subject notebook, pens and pencils for the first day of school

## STUDENT HANDBOOK

A copy of the 2022-2023 Student Handbook can be found here: [Student Handbook](#). Please take time to read the handbook and stay informed on policies and procedures.

## STUDENT IDENTIFICATION BADGES

All PTHS students who enter the building must wear their school issued ID (attached to the lanyard) and have it visible at all times. This will assist in properly identifying students as they enter and travel around the building. PTHS will be providing the students with a lanyard. **Students who do not have an ID will be provided with one after student photos. Students can use their ID from previous years.**

## TEACHER/ROOM UPDATES

Since the release of schedules last week, there have been changes in staff and room assignments. Please check the parent/student portal for your most up to date schedule.

## TRAFFIC SAFETY

Please read the letter from Mr. Lucas, the Director of Security about the traffic procedures at Pequannock Township High School. [Traffic Safety and Procedures](#)



#nocknation

