

# **BRIDGEWATER-RARITAN HIGH SCHOOL**

## **Student Handbook 2019-2020**

P.O. Box 6569  
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### **INTRODUCTION**

This document provides information about our most often used policies and procedures. Please read it carefully to ensure that you are knowledgeable about its contents.

The handbook is designed to help you understand the need for rules and regulations as we strive to fulfill our commitment to ensure a structured, safe, and productive environment at our school.

Please feel free to contact your Assistant Principal should you have any questions regarding Board of Education policies or school procedures found herein.

Best wishes,

Charles Ezell, Principal

|                                    |                  |
|------------------------------------|------------------|
| Michael Godown, Asst. Principal    | 12 <sup>th</sup> |
| Roy Dragon, Asst. Principal        | 11 <sup>th</sup> |
| Kristia Greenberg, Asst. Principal | 10 <sup>th</sup> |
| Laura Zamrok, Asst. Principal      | 9 <sup>th</sup>  |

## **SCHOOL CLOSINGS**

For stormy days that may result in school closing or a delayed opening please ensure one of the following:

Register to receive district e-mails  
Register for the School Messenger  
Visit the district website  
Listen to New Jersey Radio Station 101.5 FM

## **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, in which it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. Records are defined by FERPA. It also provides parents/legal guardians with the following rights:

To request and inspect their child's records.

To request and amend the record if they believe it to be inaccurate.

To disallow any disclosure of directory information.

To file a complaint with the U.S Department of Education regarding the district's failure to comply with FERPA.

## **PUPIL RECORDS**

Parents, legal guardians, and adult students have the right to access pupil records. To learn about the procedure to inspect pupil records please refer to BRRSD Board of Education Pupil Records Policy or contact the school principal. Health and Special Education records are maintained separately from the student academic record file.

## **ACADEMICS**

### **GRADING**

High School Marking System

- I. Final grades for full year courses of four marking periods with a mid-year and a final examination shall be calculated based on the average of each marking period. Each marking period shall count

- as one fifth of the final grade and the mid-term and final examinations shall combine to count as one-fifth of the final grade.
- II. Semester courses of two marking periods with a final examination shall be calculated on the average of each marking period. Each marking period shall count as two-fifths of the final grade and the final examination shall count as one fifth of the final grade. A final grade of U must be assigned when two of the marks are U's. A grade of U on the final exam counts in this classification.

The above scale does not apply for the following conditions, which result in automatic failure:

- a) Three (3) U's in any four marking period grades.
- b) Three (3) U's as grades in the third marking period, the fourth marking period, and final exam.
- c) Any combination of 4 U's, including mid-term and/or final exam
- d) A final class average of a 64%

#### RANGE GRADE

97 – 100 A+  
 92 - 96 A  
 90 – 91 A-  
 87 – 89 B+  
 82 – 86 B  
 80 – 81 B-  
 77 – 79 C+  
 72 – 76 C  
 70 – 71 C-  
 68 – 69 D+  
 66 – 67 D  
 65 D-  
 64 or below U

For the purposes of this calculation, all U grades will not be represented in Power School as anything less than 50 points.

Bridgewater-Raritan Regional School District will use a weighted method for calculating grade point averages (GPA.)

Only courses completed at Bridgewater-Raritan Regional High School will be used when calculating grade point averages (GPA). Courses taken during the summer and transfer grades will not be used in the calculation of the GPA. GPA's shall be calculated as follows:

$$\text{GPA} = \text{Total Grade Points} / \text{Total Credits Attempted}$$

Weighted GPA's will be calculated at the end of the academic year. The weight added to an AP course will be +1.0; for an Honors course it will be +.67. The chart below illustrates the points that will be awarded based on grades and course levels.

**WEIGHTING BASED ON FINAL ACADEMIC GRADES**

| <b>GRADE</b> | <b>AP</b> | <b>HONORS</b> | <b>ACADEMIC</b> |
|--------------|-----------|---------------|-----------------|
| A+           | 5.33      | 5.00          | 4.33            |
| A            | 5.00      | 4.67          | 4.00            |
| A-           | 4.67      | 4.34          | 3.67            |
| B+           | 4.33      | 4.00          | 3.33            |
| B            | 4.00      | 3.67          | 3.00            |
| B-           | 3.67      | 3.34          | 2.67            |
| C+           | 3.33      | 3.00          | 2.33            |
| C            | 3.00      | 2.67          | 2.00            |
| C-           | 2.67      | 2.34          | 1.67            |
| D+           | 2.33      | 2.00          | 1.33            |
| D            | 2.00      | 1.67          | 1.00            |
| D-           | 1.67      | 1.34          | 0.67            |
| U            | 0.00      | 0.00          | 0.00            |

**CREDIT RECOVERY OPTIONS**

**Clarification on credit recovery options: Valid reasons for credit loss are course failure, violation of attendance policy, or voluntary withdrawal. This chart refers to full-year courses.**

| <b>Hours Spent in Full Year Course</b>  | <b>Reason for credit loss</b>  | <b>Credit Recovery Option</b>   | <b>Transcript before Credit Recovery</b> |
|---|--|---|--|
| Less than 60<br>Withdraws prior to end of 2 <sup>nd</sup> MP                                    | Voluntary<br>Withdrawal or<br>Attendance-<br>excessive<br>unexcused<br>absences (more<br>than 16 days) or 4<br>or more cuts  | 120 hour course at<br>BRRHS or summer<br>school or<br>equivalent through<br>Option II                   | W  |
| 60-90<br>Withdraws after<br>end of second MP  | Voluntary<br>Withdrawal,<br>student is passing<br>the course at the<br>time of withdrawal  | 120 hour course at<br>BRRHS or summer<br>school or<br>equivalent through<br>Option II                   | W  |
| 60-90<br>Is <b>removed</b> after<br>end of second MP<br>but before end of<br>3 <sup>rd</sup> MP | Involuntary<br>Withdrawal due to<br>excessive<br>unexcused<br>absences (more<br>than 16 days), or 4<br>or more cuts<br>student is passing<br>or failing the<br>course at the time<br>of disciplinary<br>action | 120 hour course at<br>BRRHS or summer<br>school or<br>equivalent through<br>Option II                   | W  |
| 91-119  | Voluntary<br>Withdrawal,<br>student is <u>passing</u><br>the course at the<br>time of withdrawal   | 120 hour course<br>during summer<br>school or<br>equivalent as long<br>as approved<br>through Option II | W  |

|   |  |  |                                    |
|---|--|--|------------------------------------|
| 91-119  | Voluntary Withdrawal, student is <u>failing</u> the course at the time of withdrawal   | 120 hour course during summer school or equivalent through Option II | U*                                 |
| 60-120<br>Student remains in class  | Loss of credit without withdrawal- due to excessive unexcused absences (more than 16 days) or 4 or more cuts student is <u>passing</u> the course at the time of disciplinary action. Student remains in class and passes the class. | 60 hour course during summer school or equivalent through Option II  | Grade earned with no credit status |
| 91-119<br>Is <b>removed</b> after end of third MP, but before end of course | Involuntary Withdrawal- due to excessive unexcused absences (more than 16 days) or 4 or more cuts student is <u>passing</u> the course at the time of disciplinary action  | 120 hour course during summer school or equivalent through Option II | W                                  |
| 91-119<br>Is <b>removed</b> after end of third MP, but before end of course | Involuntary Withdrawal- excessive unexcused absences (more than 16 days) or 4 or more cuts, student is <u>failing</u> the course at the time of disciplinary action  | 120 hour course during summer school or equivalent through Option II | U*                                 |
| 120   | Course <u>failure</u> , however the student attended the full course and took the final exam   | 60 hour course during summer school or equivalent through Option II  | U                                  |

**\*indicates no credit, 120 version of course required for credit recovery. Failing grade should affect GPA negatively.**

**DROP / ADD PROCEDURES:**

- Drop/Add - Students are permitted to drop a semester course provided they maintain an overall total of 35 credits and have seven (7) courses scheduled each semester (seniors excluded).
  - Semester 1:

- Students may drop/add Semester 1 courses until September 26, 2019. Courses dropped after this date will result in “W” on their transcript.
- Students are permitted to add a Semester 1 course to fill a missing period in their schedule; however, students are not permitted to modify their schedule to accommodate the addition (i.e., moving a currently scheduled class to another period to enroll in a new course).
- Students will be given drop/add priority as follows:
  - Seniors drop/add period begins on September 9<sup>th</sup>
  - Juniors on September 11<sup>th</sup>
  - Sophomores/Freshmen on September 13<sup>th</sup>
- Semester 2:
  - Students may drop/add semester 2 courses until February 21, 2020. Courses dropped after this date will result in “W” on their transcript.
  - Students are permitted to add a semester 2 course to fill a missing period in his/her schedule; however, students are not permitted to modify schedule to accommodate the addition (i.e., moving a currently scheduled class to another period to enroll in a new course).
  - Students will be given drop/add priority as follows:
    - Seniors drop/add period begins on February 3, 2020
    - Juniors on February 5, 2020
    - Sophomores/Freshmen on February 7, 2020
- Full year (19-20) courses:
  - Students may add a full year course by October 10, 2019
  - Students may drop a full year course on or around November 25, 2019. Withdrawals after this date will result in a “W” on their transcript.

### **AUDITING COURSES**

Students may audit a course when they have:

- permission from the parent
- permission from the teacher
- permission from the department supervisor
- permission from the counselor

Auditors are to have the same responsibilities toward the class as any other student and may not detract from the performance of the regular students in the class.

Requests to audit semester courses will be considered through the seventh week of the semester. Requests to audit full-year courses will be considered through the twelfth week of the course.

Courses audited will be noted on report cards and transcripts in the grade column as AU. Audited courses are not included in calculating class rank.

## AP/HONORS PROGRAM

Honors courses, designed to meet the needs of students whose abilities and achievements place them in the top 10-15% of our student population, are available in specified courses in the Art, Business Education, English, Mathematics, Science, Social Studies, and World Languages Departments. These courses offer acceleration and enrichment both in scope and exploration of material presented.

In cooperation with the College Board, the Advanced Placement (AP) Program extends educational opportunities to students who wish to be challenged by college-level courses. Appropriate credit and placement at many colleges may occur as a result of scores achieved on Advanced Placement Examinations. Currently, Advanced Placement courses are available in Business Education, Biology, Calculus, Chemistry, Chinese, English, Computer Science, Environmental Science, European History, French, German, Italian, Latin, Macroeconomics, Microeconomics, Music theory, Physics, Probability/Statistics, Psychology, Spanish, United States History, and Government/Politics. Students enrolled in Advanced Placement courses are expected to take the AP examination at the end of the year.

### **Selection:**

- Students currently enrolled in an AP/Honors course and maintaining B- or higher are eligible to automatically “roll-up” into the next year’s AP/Honors course in the corresponding program.
- Any students receiving an A- or higher for both MP1 and MP2 can pre-schedule for AP/Honors in the corresponding subject area. Final scheduling is contingent upon year-end-grade of A- or higher.
- Any students receiving a year-end grade of A- or higher can submit a June Application for AP/Honors in the corresponding subject area **within 10 days after the last day of school.**
- Transfer or new students to the high school will be reviewed on a case-by-case basis

### **Related AP/Honors course procedures:**

- Students in grades 9-12 enrolled in an Advanced Placement/Honors course have the responsibility to maintain a grade of at least “B” - in that course.
- Students have ONE marking period (marking period one) to determine the appropriateness of level placement. **Mid-year level changes will not be permitted.**
- On or before the end of the first marking period, students are permitted to make the following level changes: from Advanced Placement (AP) to Honors, from Advanced Placement (AP) to Academic, from Honors to Academic. These options are only available through the end of the first marking period. No additional subsequent level changes will be permitted.
- Prior to the end of the 1<sup>st</sup> marking period, students whose projected grade is a C+, C, or C- shall be counseled by the department supervisor, the teacher, and/or the school counselor and a decision regarding continued placement will be made.

- Students who earn a grade of D+, D, D- or U in an Honors or AP course for the first marking period will be automatically reassigned to an Academic placement for the remainder of the school year. The grade from the AP/Honors level course will move with the student to the new course. The student will receive grades for the second, third, and fourth marking periods from the receiving teacher. The transcript will reflect the name of the course the student was enrolled in at the conclusion of the year.
- After the first marking period, students who have not selected a level change or who have not been reassigned **will remain in their course placement for the duration of the school year.** Mid-year level changes will not be permitted.
- Continued eligibility for the next school year in an Advanced Placement or Honors course is contingent upon the following criteria:
  - Students who earn a final average grade (transcript grade) lower than a B- will be ineligible to continue in the program for the subsequent year.
- Students enrolling in Advanced Placement courses that do not have a respective academic course and seek to drop the Advancement Placement course after the allotted time in drop/change policy are eligible for a withdraw failure or may stay in the AP course to earn a grade higher than a failure.

### **FINAL AND MID-YEAR EXAMINATIONS**

Final examinations serve as culminating experiences which provide students with the following opportunities:

1. To demonstrate the degree of mastery attained in their academic subjects.
2. To develop further their research and study skills as they prepare for final examinations.
3. To become familiar with the process of comprehensive testing and the logical, sequential planning and expression which it entails.

### **EXAM PROCEDURES**

All high school students will take final examinations in accordance with the Board of Education Policy. Seniors may be exempt from final exams based on BOE policy. All examinations will be 90 minutes in length.

Exam Weight: Final Exam for semester course will be weighted 1/5 of final grade. Mid-Term Exams for full year course will be weighted 1/10 of final grade. Final Exam for full year course will be weighted 1/10 of final grade.

Final examinations are considered a course requirement. A student who is absent from the final examination without just cause shall receive a notation of "I" (Incomplete) in the exam column of the report card. The final grade will be determined by adding the four earned marking period grades and dividing by five. However, regardless of the earned final grade, "CREDIT" will not be awarded for the specific course.



Students must remain in the exam room for the entire exam period. Students who leave the exam room without permission before the end of the exam period are subject to consequences as determined by the administration.

A valid note is required if a student is permitted to make-up a missed mid-year or full-year examination.

### **HONOR ROLL**

The high honor roll will be made up of all students who have achieved marks of “A+,” “A” or “A-” in all subjects.

The honor roll will consist of all students who have achieved “B-” or better in all subjects. No student will be considered for the honor roll if Health or Physical Education has been failed.

### **GRADUATION REQUIREMENTS**

Please refer to materials published by the Bridgewater-Raritan High School Guidance Department for information regarding graduation requirements.

#### **Requirements For Promotion**

- 90 credits are required for placement in grade 12.
- 60 credits are required for placement in grade 11
- 30 credits are required for placement in grade 10.

### **ACADEMIC INTEGRITY RULES AND REGULATIONS**

The professional judgment and observation by a teacher and/or administrator will determine student violations of these rules and regulations. Students are responsible for avoiding any/all actions/situations that might be considered violations. As such, violations, whether intentional or unintentional, are unacceptable.

Violations of Academic Integrity include, but are not limited to dishonesty, cheating and plagiarism. Various levels of violation may be determined with various levels of consequence imposed as warranted. The rules and regulations will be reviewed in English classes during the first days of school in September.

As determined by the school’s principal, violations of the BRHS Academic Integrity Rules and Regulations may affect a student’s standing in school-based organizations such as the National Honor Society, where personal character, ethics, and/or academics are considered as primary characteristics if its members.

### **CLASS RANK**

The academic environment in Bridgewater-Raritan Regional High School is very challenging. The majority of our students meet that challenge by earning exemplary grades. However, we believe the comparisons among students inherent in rank-in-class calculations unnecessarily increase competition within the school; further, we believe that our students’ levels of achievement are not

equitable or fully communicated by this single transcript statistic. **The Bridgewater-Raritan Board of Education Policy, therefore, precludes the reporting of class rank for the college application process. Note, upon college acceptance class rank will be made available if requested to determine college financial aid and scholarship eligibility.**

### **WEIGHTED GPA**

A student's cumulative GPA is an average of all final grades earned while enrolled in high school. The formula used to calculate a student's GPA is as follows:

$$\text{GPA} = \text{Total Grade Points} / \text{Total Credits Attempted}$$

Grade Points for a completed course are calculated by multiplying the final grade by the credit value of the course. For example, a grade of "A" is equal to 4.0 grade points; a full year course is equal to 5.0 credits. Total Grade points for this course will equal 20 (4.0 grade points X 5.0 credits). Total Credits Attempted is the sum of the credit values for all courses in which a student is enrolled and received a final grade including Withdrawal Failures.

The policy recognizes the rigor of advanced level courses, Advanced Placement (AP) and Honors, in the calculation of a student's cumulative GPA. This is accomplished through the "weighting" of Grade Points. For example, a grade of "A" earned in an AP level course will receive 1 additional grade point thus equaling 5 grade points instead of 4 grade points. Total grade points for this course will now equal 25 (5.0 grade points X 5.0 credits). An Honors level course will receive 0.67 additional grade points per credit. In the above example, the Total Grade Points for an "A" in an Honors level course will now equal 23.35 (4.67 grade points X 5.0 credits).

### **"INCOMPLETE" GRADES**

In the event that a student qualifies for a grade of "Incomplete" on a Marking Period Grade or Mid-Term Exam Grade, the work or exam must be made up within a ten-day time period. Failure to complete the work or exam within the ten-day time period will cause the grade of "Incomplete" to become a "U".

## **ATTENDANCE**

### **Board of Education District Regulation 5200 - Attendance**

Attendance is very important at any grade level, but at the High School it has the added importance of being directly linked to the earning of course credit required for graduation. While absences are excused and unexcused for verification purposes, it does not exempt the student from academic and/or behavioral consequences. Students are required to be in school every day school is in session. Attendance, as it applies to receiving course credits, is taken on a class period basis by each classroom teacher.

Absences are regarded as "unexcused" or "excused." An "unexcused" absence that counts toward truancy is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below. Unexcused absences include all absences not

designated as excused below, or deemed excused when there is a medical reason accompanied by a doctor's note. Absences due to family trips and/or vacations are unexcused. The Principal and/or Attendance Appeals Committee have the prerogative to address excessive excused absences as they would address unexcused absences, if instruction and the learning environment are negatively impacted.

“An excused absence” is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

**Excused Absences (All notes must be received within five days of the student's return date.)**

- a. Student illness (verified by note from parent/guardian or doctor).
- b. Consecutive days of student illness, not in excess of three days (when verified by note from parent/guardian or doctor).
- c. More than three days of consecutive absence due to illness (when verified by medical note from a doctor).
- d. Necessary and unavoidable medical, dental, legal appointments that cannot be scheduled at a time other than school day (verified by note from a professional).
- e. Death in the family for consecutive absences fewer than six days (verified by note from parent/guardian).
- f. Post-Secondary Education – College/Technical/Military (verified by a dated letter from the school or a parent/guardian).  
Juniors – two per year. Seniors – two per year.
- g. Post High School Employment Opportunities (verified by dated letter from the organization).  
Seniors only – two days.
- h. Excused religious observances. For the list of State Approved Religious Holidays, go to <https://www.nj.gov/education/holidays.shtml>
- i. Take Your Child to Work Day, New Jersey School Register 3.4.4.3.
- j. School approved/sponsored activity.
- k. In/Out of school suspensions.
- l. Motor Vehicle Agency Driver's Test (verified by documentation from New Jersey Division of Motor Vehicles).

**NOTE: Barring any extenuating circumstances, all unexcused absences count toward loss of credit. The school is not in the position to allow excessive absences for vacations, other non-school sponsored trips, tardiness or early dismissals.**

## **Loss of Credit in High School Courses**

A student who is absent more than 16 days from a year-long course, 12 days for a high school Physical Education class, 8 days for a semester course, or 4 days for a single marking period course will be subject to administrative action up to and including loss of credit. A student who satisfactorily completes the curriculum objectives will not receive credit/promotion if the attendance requirement is not fulfilled.

**Students must be present by the beginning of Period 5 on the day of an event in order to participate in or represent our school in co-curricular activities such as athletics, drama, band, etc.**

**Students may not participate in any school-related activity on the day on which they are absent from school. The eligibility of a student with an approved absence on the last school day before an event scheduled on a non-school day is left to the discretion of the coach or advisor.**

### **ABSENCE VERIFICATION**

1. Parents/guardians should call the Attendance Office before 8:30 am to report their child's absence. (908-231-8660 then press 4 to leave a message). **This is an unexcused absence.**
2. As required by State Statute, upon returning to school after an absence, the student must provide written verification of his/her absence to the homeroom teacher. This verification note must include the date(s) absent, reason for absence and parent/guardian signature. All notes must be submitted within five (5) school days of the absence(s). Even though the absence is verified, **it still counts as an unexcused absence.**

### **EARLY DISMISSAL**

The school recognizes that the following situations may occur which will require a student to request an early release from school:

1. an illness which manifests itself after the student reported to school\* (see below)
2. an appointment with a physician/dentist (although every effort should be made to schedule these appointments during non-school hours)
3. a driver's test
4. a court appearance

The below procedure should be followed for an early dismissal.

Students requesting an early dismissal must deliver a parent/guardian note to the Attendance Office prior to the start of period 1 on the day of the dismissal to receive a pass. The note must contain a parent /guardian telephone number for verification purposes. If anyone other than the parent/guardian is picking the student up, this factor must be stated in the written note. Notes written after the student has left early will not be accepted and the classes missed due to the early release will be counted as class cuts. Seniors who have submitted a note need not sign out when leaving. All other students must be signed out in the Attendance Office.

\* Early dismissal related to illness during the school day can only be granted by the nurse. Students cannot be excused from school if they feel ill without securing release by the nurse. Students are not to call their parents to take them home. The nurse is the only person authorized to contact the parents for permission to sign a student out of school. **Please note that this is still an unexcused absence.**

**NOTE: Please be reminded that early dismissals are not exempt from being unexcused.**

### **ARRIVING LATE**

The school recognizes that situations may occur which will require a student to arrive to school late.

Please send your child in with a note if he or she will be arriving late. Students should report to the attendance office with their Student ID and a parent or doctor's note (if applicable). Depending on the reason for lateness, the student will be given a Daily Tardy Excused Pass or a Daily Tardy Unexcused Pass.

The student does not need a note when arriving late if a parent accompanies the student into the Attendance Office.

**Just because a student has a note or a parent accompanies a student when signing in late, it does not always excuse the student from receiving a detention.**

All students are given 4 unexcused tardies before a detention is assigned.

### **Examples of Excused Tardies:**

- Illness
- Medical Appointments
- College Visitations
- Driver's License Test
- Religious Holiday
- Court Appearances
- Death in the family

## **LOSS OF CREDIT**

Students who are charged with more than sixteen (16) absences in a full-year course, or more than eight (8) absences in a semester course (half year), will not receive the assigned credit for the course. Students who are charged with more than twelve (12) absences in Physical Education, or more than four (4) absences for a single marking period course (e.g., Health) will not receive the assigned credit for the course.

The absence numbers noted above should not be interpreted as a permissive policy establishing or “licensing” a number of days which may be missed with no harm. Every school day is important and students should make every effort to attend school each day.

### **Make-up of Non-Credit Courses**

Pupils who lose credit for having exceeded the limits noted in BOE Policy and who remain in class throughout the remainder of the course, may complete the credit requirements in a traditional, classroom summer school or through an approved Option II online course.

### **Make-up of Subject Failures**

Pupils who maintain proper credit-receiving status but fail a course may make up the course in a traditional, classroom summer school or through an approved Option II online course.

### **Withdrawal from Course**

Pupils in a non-credit status who subsequently withdraw from class will have a “W” (Withdrawn) recorded on their permanent record.

## **ATTENDANCE APPEALS POLICY**

The Board is cognizant of possible unforeseen factors that may create hardships related to Attendance Regulation 5200. In keeping with the dictates of fairness and procedural due process, an appeals procedure has been established. Consideration may be given to extenuating and mitigating circumstances including ongoing, serious illness that is verified by a medical professional.

### **Pre-Planned Absence Appeal**

A written request for determining the status of a pre-planned absence from school that would place a student in violation of the attendance requirement must be submitted to the principal by the student or parent/guardian at least ten (10) school days prior to the absence.

## **APPEALS TO ATTENDANCE APPEALS COMMITTEE**

A written petition for consideration by the Attendance Appeals Committee must be presented to the Appeals Committee by the student, his/her school counselor, and/or parent/guardian no later than ten (10) school days after the receipt of notification of no-credit status. Students and parents/guardians will be notified of the appeals decision in a timely manner.

## **ATTENDANCE APPEALS PROCEDURE**

Upon receipt of a FINAL NOTICE, the student is required to report to his/her school counselor to complete an appeals form. The student has ten (10) school days from the receipt of a final notification to submit an appeal for consideration.

## **CLASS CUTTING**

Students who are absent from class and / or study hall without authorization while being in attendance on the day of that absence shall be referred to the office for cutting class. Individual class cuts will be dealt with as they occur and may result in in-school suspension and/or Saturday detention. Students removed from a class for excessive cutting (i.e. 4 cuts for full year courses, 3 cuts for physical education, and /or 2 cuts for semester classes / health / driver education) will receive no credit and be removed from the course with a Withdrawal (W). Students who cut class are assigned a “zero” for the work missed.

Any student cutting a particular class within a time frame that does not allow proper parental / guardian notification may be subject to removal (W) as stated above. Failure to sign-in late to school will result in a cut of any class not attended.

## **DISCIPLINE**

The general rules of the school have been formulated to promote operation of the school in a manner beneficial to all students. It is expected that each student be familiar with the information in this handbook concerning rules. Any violation of law may include referral of student to a School Resource Officer (SRO). **Lack of knowledge regarding school rules will not be accepted as an excuse for breaking school rules.**

The following is an excerpt from New Jersey State Statutes:

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended): any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension (up to 10 days) or expulsion of a pupil guilty of such conduct shall include, but not be limited to any of the following:

Continued and willful disobedience/recidivism.

Open defiance of the authority of any teacher or person having authority over him/her.

Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils and any disruption to the school environment.

Physical assault upon another pupil or upon any teacher or other school employee.

Theft or possession of stolen property.

Taking, or attempting to take, personal property or money from another pupil.

Willfully causing, or attempting to cause, damage to school property.

Possession of a weapon of any kind.

Substance abuse and/or possession of a controlled dangerous substance.



Some specific examples of rule violations and accompanying penalties are outlined below:

- 1. Truancy:** Minimum of one day in-school suspension or Saturday detention. If a student is truant from school or cuts a specific class during the day, the student receives a zero for all work covered in class on that day. This absence, as well as those where no note is submitted, will be considered unexcused.

**NOTE:** Students who are truant or who are absent for the full day yet are on school grounds for any reason during the day will be assigned cuts in all classes not attended.

- 2. Failure to Report to Period One or Sign-in Tardy** –administrative detention after 4<sup>th</sup> and subsequent offenses.
- 3. Failure to Report for Teacher Detention:**  
**1<sup>st</sup> Offense** (any teacher) – reassignment of teacher detention  
**2<sup>nd</sup> Subsequent Offenses** (referral to grade level administrator)
- 4. Tardy to Class, School, or Homeroom**  
Students who are tardy to class or tardy to school will be assigned administrative detention. Students who are tardy to school more than four times during the school year will be assigned administrative detention for each tardy in excess of four.
- 5. Class Tardies:**  
If a student misses more than one-half the scheduled class period without presenting a legitimate pass, student will receive administrative detention for this and all subsequent offenses.
- 6. Cutting Saturday Detention:**  
Reassignment of the Saturday detention and/or a minimum of one day of in-school suspension.
- 7. Leaving School Grounds or Supervised Areas** – minimum of one day in-school suspension or Saturday detention.
- 8. Forgery** – minimum of one day in-school suspension, out of school suspension, or Saturday detention.
- 9. School Bus Misconduct** – Refer to Board of Education Policy.
- 10. Drugs and Alcohol** – Refer to Board of Education Policy.
- 11. Possession of Weapon** – immediate suspension and referral to Superintendent of Schools.
- 12. Fighting and Assaults** – Students will receive out of school suspension and possibly arrested for a physical assault upon another pupil, teacher, or other employee of the Board of Education. This liability includes threats of violence directed toward another member of the school community.

**13. Failure to Identify** – Students must ensure that their Student I.D. in their possession at all times and be able to present their Student I.D. at a staff member's request. Students who ignore the directive of a staff member will be regarded as insubordinate and will face suspension.

Note: Students will be issued identification cards at the beginning of the school year each year they are in high school.

**14. Theft** - Students who are found guilty of a theft, or are in possession of stolen property, will be suspended out-of-school (up to 10 days) and may be arrested. Theft shall include school property, student property, cafeteria property, and any other item that belongs to someone else.

**15. Cell Phones / Recording Devices** – The use of any such device for purposes of photography, or the capture, display, transmission or receipt of any visual images, either still or video, is prohibited on school property at all times. Please refer for BOE policy for more information.

**16. Throwing Snow-** Students will receive in-school/out of suspension.

### **SUSPENSIONS**

Students assigned to out-of-school suspension (OSS) may not participate in any extracurricular activities of the school, including but not limited to, all sports, band, and social events, on the day(s) of the OSS and/or weekend days that the OSS encompasses. Additionally, students are not permitted on BOE properties on the day(s) of OSS.

Students assigned to in-school suspension will be assigned seats. All electronic devices, including cell phones are prohibited. Students will be allowed one visit to the lavatory in the AM and PM. Students are required to bring a lunch from home. Food deliveries and / or food pickups are prohibited. Students are to arrive on time with all books and prepared to do school work. Students are required to obtain their own assignments from their teachers.

### **SMOKING**

Students are not permitted to smoke on school grounds, in school buildings, or on school buses.

If a student is caught smoking, a complaint will be filed with the Public Health Department which will result in a summons to appear before the Bridgewater Township Municipal Court Judge. If the student is found guilty by the Court, the student must pay the assessed fine.

In addition, an out-of-school suspension (3 days for first offenses; 5 days for all subsequent offenses) will be imposed for smoking infractions. First offenses will have the option to waive the suspension in lieu of a Restorative Support SAC Counseling program.

Students found to have been possessing, carrying, or distributing tobacco/ nicotine products or vapor/e-cigarettes on school premises or on school buses will be subject to an out-of-school suspension (3 days for first offense; 5 days

for all subsequent offenses). First offenses will have the option to waive the suspension in lieu of a Restorative Support SAC Counseling program.

### **DETENTION**

Detention may be assigned by the teacher on Tuesday and Thursday and it will be served from 2:30 PM to 3:15 PM. The student will be given one day's notice so that arrangements may be made for transportation home. Students who fail to serve teacher detention may be assigned in-school suspension or Saturday detention by the administration. Saturday detention takes place from 8:00-11:00 AM.

### **BUS DISCIPLINE**

Students are to ride to and from school on the buses assigned and get on and off the bus at the designated bus stops. Any change in bus assignment must be first approved by the building principal.

1. Show respect for the driver at all times.
2. Enter and leave the bus in a orderly fashion. No pushing or crowding.
3. Be seated while the bus is in motion and wear the seat belt.
4. Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language is allowed.
5. Keep the bus clean – no littering and no vandalism.
6. Remain in their seat. No extension of any part of the body out of a window, no jumping over the seats, and no throwing of objects is permitted.
7. Smoking is **not permitted** on school buses.

New Jersey State Law Chapter 18A: 25-2 states:

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends.

In keeping with that statute, the Board of Education for the Bridgewater-Raritan District adopts the following procedure for students deemed unmanageable:

1. **First Offense** – A letter will be sent to the student's parents informing them of the problem as well as what procedure will be followed if a second or a third offense occurs during the school year.
2. **Second Offense** – The student will be excluded from the bus for a period of five (5) school days, and his parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy.
3. **Third Offense** – The student will be excluded from the bus for a period of thirty (30) school days, and his parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school days suspension of bus privileges. Suspensions will carry from year to year.

## DISCIPLINE REFERENCE GUIDE

| <b>Offense</b>  | <b>1<sup>st</sup> Offense and Consequence</b>  | <b>2<sup>nd</sup> Offense and Consequence</b>   | <b>3<sup>rd</sup> Offense and Consequence</b>   |
|---|--|---|---|
| <b>Tardy to School</b>  | Warning  | Warning   | Administrative Detention after 4 <sup>th</sup> and subsequent Tardy to School   |
| <b>Tardy to Class</b>   | Administrative Detention   | Administrative Detention  | Administration Detention  |
| <b>Cell Phone</b>   | Administrative Detention   | Administrative Detention  | Administration Detention  |
| <b>Unauthorized use of Electronic Communication and Recording Device (ECRD): i.e. capturing video or still images</b> | Saturday Detention and/or In-School Suspension and/or up to 10 Days of Out of School Suspension, and/or SRO notification (See Policy 5616) | Saturday Detention, and/or In-School Suspension, and/or up to 10 Days Out of School Suspension, and or/SRO notification (See Policy 5616) | Saturday Detention, and/or In-School Suspension, and/or up to 10 Days Out of School Suspension, and/or SRO notification (See Policy 5616) |
| <b>Dress Code</b>   | Request to change, if not possible student placed in ISS for day   | Request to change, if not possible student placed in ISS for day  | Request to change, if not possible student placed in ISS for day  |
| <b>Misbehavior and Insubordination in Class</b>   | Teacher Detention, Teacher parent, counselor, or CST contact   | Saturday Detention or 1-3 day Departmental Suspension   | Saturday Detention or 3-5 day Departmental Suspension, or removal from class  |
| <b>Parking Violation Seniors (see parking contract)</b>   | 10-day parking tag suspension  | Loss of parking for the remainder of the year   | 1-3 Day OSS/Ticket Issued   |
| <b>Parking Violation Underclassmen</b>  | Saturday Detention   | Loss of parking privileges for Senior year  | 1-3 Day OSS/Ticket Issued   |
| <b>Misbehavior or Insubordination in ISS</b>  | Counselor Intervention   | Saturday Detention  | Reschedule Complete day and/or OSS  |
| <b>Cut Administrative Detention</b>   | Reschedule   | Saturday Detention or ISS   | Saturday Detention, ISS, and/or OSS   |
| <b>Cut Saturday Detention</b>   | ISS  | 2-days ISS  | 3-days ISS (etc.)   |
| <b>Profanity In General</b>   | Teacher Detention  | Saturday Detention  | Saturday Detention, ISS, and/or OSS   |

|   |   |   |   |
|---|---|---|---|
| <b>Profanity Directed at Staff Member</b>           | Up to 3-day OSS   | Up to 4-day OSS   | Up to 10-day OSS  |
| <b>Theft</b>  | Up to 3-Day OSS, Restitution, SRO notification (>\$10 SSDS)                     | 4-10-Day OSS, Restitution, SRO notification, (>\$10 SSDS)             | 4-10- Day OSS, Restitution, SRO notification, (>\$10 SSDS)            |
| <b>Fighting</b>                                     | Up to 3-day OSS, SRO notification (SSDS)  | Up to 5-day OSS, SRO notification (SSDS)                              | Up to 10-day OSS, SRO notification (SSDS)                             |
| <b>Assault</b>                                      | Up to 5-day OSS, SRO notification (SSDS)  | Up to 10-day OSS, SRO notification (SSDS)                             | Up to 10-day OSS, SRO notification (SSDS)                             |
| <b>Class Cut</b>                                    | Saturday Detention  | Saturday Detention and/or ISS; may be removed per BOE regulation 5200 | Saturday Detention and/or ISS; may be removed per BOE Regulation 5200 |
| <b>Possession or use of Smoking/Vape or Tobacco</b> | Up to 3-day OSS or Restorative Support SAC Counseling, Notify Health Department | Up to 5-day OSS, Notify Health Department                             | Up to 10-day OSS, Notify Health Department                            |
| <b>Leaving School Grounds During Lunch</b>          | 5-day Lunch Detention   | 10-day Lunch Detention  | Saturday Detention, ISS, and/or OSS                                   |
| <b>Leaving School Grounds During Class</b>          | Saturday Detention and/or ISS   | Saturday Detention and/or ISS   | Saturday Detention, ISS, and/or OSS                                   |
| <b>Cut Lunch Detention</b>                          | Administrative Detention, Reschedule  | Saturday Detention, and/or ISS, Reschedule                            | ISS or OSS  |
| <b>Drugs/Alcohol Possession</b>                     | Up to 10-day OSS, SRO Notification (SSDS)                                       | Up to 10-day OSS, SRO Notification (SSDS)                             | Up to 10-day OSS, SRO Notification (SSDS)                             |
| <b>Drugs/Alcohol Under Influence</b>                | Up to 4-day OSS (SSDS)  | Up to 10-day OSS (SSDS)***  | Up to 10-day OSS (SSDS)***  |
| <b>Vandalism</b>                                    | Up to 10-day OSS, Possible Criminal Charges and Restitution                     | Up to 10-day OSS, Possible Criminal Charges, and Restitution          | Up to 10-day OSS, Possible Criminal Charges, and Restitution          |
| <b>Recidivism</b>                                   | Up to 3-Day OSS   | Up to 3-Day OSS   | Up to 10-day OSS  |

\*\*\* As per BOE Regulation 5346 Substance Abuse, “Upon to school, the student will schedule an appointment with the SAC to receive support services. They will meet regularly to develop and implement a written plan to address the needs of the student”.

\*\* As per BOE Regulation 5600 and in accordance with the provisions of N.J.S.A. 18A:37-2. The above behaviors may result in suspension or expulsion.

\* All incidents will be determined on a case by case basis, with administrative discretion as to the final consequence. Multiple infractions may lead to extended suspensions and removal from school functions. Violations of BOE policies, not listed above, can also include consequences determined by administration.

## MISCELLANEOUS

### FIRE / SECURITY DRILLS

Fire and security drills, per state code, are held each a month, are signaled by the sounding of the fire alarm or an announcement via the P.A. Immediately, the class should line up double-file, leave the room, and vacate the building in accordance with instructions posted.

### VISITORS / ALUMNI

Parents and persons having official school business are the only visitors allowed on campus. **Personal visitations by a student's relatives or non-school friends are not permitted.** Alumni visitors are only permitted before or after school hours.

All visitors must register in the main office to secure administrative approval to be on campus. Visitors are required to supply proper identification and obtain a visitor lanyard that must be worn at all times while on campus.

Any person found loitering, defacing, or damaging school property, or involved in disorderly conduct will be prosecuted to the fullest extent of the law.

### DRESS CODE

Students are expected to be neat and clean in appearance and to dress in good taste.

Consideration for fellow students dictates that a student's mode of dress should not be annoying or offensive to them.

Clothing should not be so bizarre as to distract students and interfere with the instructional program. Students will not be permitted to wear clothing that is disrupting, distracting, intimidating, or provocative in nature.

Clothing which violates accepted safety standards is to be avoided. Students are expected to wear foot wear, goggles, lab aprons, etc. as required for specific courses.

Modesty dictates that clothing which is excessively tight or revealing is not permitted.

## Some Specific Dress Code Guidelines

1. Footwear must be worn at all times.
2. Garments designed to be worn as underwear may not be worn as outerwear.
3. Shirts with obscene, insulting, or derogatory slogans and / or illustrations are not permitted.

## **LIBRARY**

Students are admitted to the library at the beginning of each period and are to remain in the library for the entire period. They must be engaged in academic work at all times. Students must have both an ID and pass from their classroom teacher during the school day to enter the library.

Students who want to use the library during study hall period must report to their study hall teacher directly and then, report directly to the library.

Student may go to the library during their lunch period after obtaining a pass from the lunch monitor. There is a limited number of lunch students who can utilize the library from the cafeteria. All students from lunch must be coming to the library for academic work.

All library books must be properly signed-out at the circulation desk before they are taken out of the library using the student's ID.

A book protection system has been installed for the benefit of all library users. Students must enter and exit through the gates. All library books must be properly signed out at the circulation desk before they are taken out of the library. On exiting, if the alarm sounds, the student should step out of line and return to the circulation desk for the problem to be resolved.

Food and drink are not permitted in the library.

All students will have a library barcode on his/her ID card. This card is for your use only. DO NOT allow others to use it. Students are responsible for their account and discrepancies should be reported to a library staff member.

A quiet academic atmosphere is maintained except for necessary consultation with the librarians and teachers. Each student is expected to work independently or seek permission for small group work. Students not engaged in library research, study or reading will be asked to leave the library.

There is a 5-cent-a-school day fine assessed for books not returned on time.

As a courtesy, the library sends out overdue notices. Failure to receive a notice will not be considered cause for cancellation of a fine.

Lost library materials are subject to both fines and replacement charges. Therefore, lost or misplaced materials should be reported promptly to the circulation desk in order to prevent accumulation of fines. If the material is later found and returned in usable condition, a refund will be made.

## **PHYSICAL EDUCATION**

All students must take Physical Education and Health each year.

Students are cautioned that a grade of 'u' earned in the last marking period of physical education may cause the student to fail the course. If the 'u' is due to the student's failure to exert his/her effort to do the required work, such as by poor attendance or failure to participate in class on a daily basis, the teacher, after consultation with the department chairperson, and administration, may assign a final grade of 'u' regardless of other grades earned in the course.

Students who cannot participate for an extended period of time due to medical reasons must bring a note from their doctor stating the reason and dates for not participating. This note must be presented to the nurse and the student(s) will be assigned a study hall. Parental medical notes may only excuse a student of maximum of three days per marking period. This could be three consecutive days or three single days. The parent note should be brought to the teacher.

## **CAFETERIA COURTESY CODE**

In order to maintain a good cafeteria atmosphere, it is expected that all students will practice the following:

1. All students are responsible for clearing their tables of all utensils, trays, and drinks before leaving the cafeteria.
2. All food should be purchased before the last ten minutes of the lunch period and consumed within the cafeteria.
3. Students are expected to remain in their seats until dismissal.
4. Students should not leave the cafeteria or Senior Patio before the lunch period is over unless they have been issued a pass.
5. Students are expected to pick up litter in the area where they are eating.
6. Students failing to cooperate may be assigned to a designated area for a period of time to eat their lunches.
7. Students are to maintain high standards of behavior in the cafeteria at all times. Teachers and administrators may discipline any students who fail to behave properly in the cafeteria.
8. The patio is reserved for seniors only.
9. No one is allowed to congregate in the hall.
10. Students may not move between the two cafeterias during the course of the lunch period.

## **SCHOOL COUNSELING SERVICES**

Each student will have a counselor assigned who will follow his/her progress through four years of high school.

Students may sign up to see their counselor before or after school or during the passing time between classes.

Counselors will be available to meet with parents during the school day and at other times by mutual agreement. Appointments may be arranged in person or by telephoning the Guidance Office.



Each student has been given a program of studies booklet. Additional information regarding course offerings may be obtained at the main guidance office.

Students missing school for more than three (3) days due to illness may obtain homework assignments by contacting the Guidance Office 24 hours in advance.

### **DRIVER PRIVILEGE AND REGULATIONS**

1. Student driving and parking is a privilege open only to senior students who register and pay the parking fee. A copy of the Student Parking Regulations and Parking Application may be secured on the high school web page.
2. Underclass students who park illegally on B.O.E. property will incur immediate disciplinary action and be notified that similar violations will preclude them from parking on B.O.E. property when they obtain senior status.
3. Any vehicle parking on BOE property is subject to a warrantless search by school officials, in accordance with the “reasonable suspicion” standard enunciated by the United States Supreme Court. Under certain circumstances, law enforcement personnel may be asked to conduct, or may elect to initiate, a search in accordance with appropriate law enforcement procedures and may include the use of service dogs.

### **MAJOR TEST SCHEDULE**

In order to minimize conflicts and undue demands upon students, a Major test Schedule has been devised for each subject area. For clarification, a Major Test is defined as any test which would normally take 20 minutes or longer. This schedule does not apply to short quizzes which require only the usual amount of study time on the previous evening.

### **2019-2020 Major Test Schedule**

|                  |  |
|------------------|--|
| <b>Monday</b>    | <b>Fine Arts, Music, Language, Mathematics, Social Studies</b>           |
| <b>Tuesday</b>   | <b>Business, English, Health</b>   |
| <b>Wednesday</b> | <b>Home Economics, Industrial Technology, Language, Science</b>          |
| <b>Thursday</b>  | <b>Fine Arts, Music, Mathematics, Social Studies</b>                     |
| <b>Friday</b>    | <b>Business, English, Home Economics, Science, Industrial Technology</b> |

In the event of an emergency school closing on the day of a scheduled test, the test will be administered on the next day that school is held. Concurrently, tests scheduled for the day following an emergency school closing will be moved to the next scheduled test day as per the Major Test Schedule outlined above.

## **WORKING PAPERS**

Students wishing to obtain working papers should go to the Guidance Office for the necessary applications. Before applying, students should be sure of an appropriate job for their age group.

It is necessary that three forms be filled out. The first form is the student's School Record, which is to be completed by the Guidance Secretary, the second is the Physician's Certificate, and the third form is a Promise of Employment slip to be signed by the proposed employer. All slips, along with the student's birth certificate, are to be taken to the Guidance Office.

Working papers are available all summer as well as during the school year. (Guidance Office hours during the school year - 7:30 am – 3:30 pm) (Guidance Office hours during the summer – 8:30 am – 3:00 pm)

## **TELEPHONES/I-PODS/ELECTRONIC DEVICES/SMART WATCHES**

Cell phones, I-Pods, smart watches, and other electronic devices may not be activated (turned on) during instructional time. Failure to adhere to this procedure will be considered a violation of the academic integrity rules and regulations. Disciplinary consequences may be imposed.

Any portable electronic devices that are a disruption to the educational environment (i.e. portable speakers) are prohibited.

On incoming calls to the high school, only those messages in which an emergency is specified may be delivered to students.

Taking photos/videos of people without their consent is prohibited.

## **IDENTIFICATION CARDS**

Each student will be given a laminated student identification card. This card will have the student's picture on it. The card will be used for one or more of the following purposes:

1. Athletic events (admittance)
2. Control of literacy circulation (Media Center)
3. Cultural events (concerts, play, etc.)
4. Social events (dances)
5. Recognition (upon request)
6. While attending administrative detention

All students must be in possession of, and present a Student ID card, upon request between the hours of 6:30 am – 3:30 pm.

## **TEXTBOOKS**

Students are financially responsible for textbooks and other materials issued to them by the school. All textbooks must be covered as soon as possible to protect them from undue wear and damage.

Student will be required to pay for damaged or lost materials at the end of the school year.

### **SKATEBOARDS, LASERS, ETC.**

Students who bring skateboards, lasers, and things of this nature to school will be subject to discipline

### **LOST AND FOUND**

Students may inquire about lost and found articles and books before and after school in the following locations:

- Lost and found personal articles, except physical education attire, are in the Attendance office.
- Lost and found physical education attire and athletic equipment are in the respective gym office.
- Lost and found textbooks are in the respective department offices.

### **NATIONAL HONOR SOCIETY**

Membership in National Honor Society is an honor bestowed upon a student. Selection for membership is by the Faculty Council and is based on outstanding scholarship (minimum, 3.50 grade point average rounded to hundredths, on a 4.3 scale), leadership, service, and character.

In the fall, a meeting will be held with all students who qualify with the scholarship component for membership. At this meeting, all of the guidelines and rules for candidacy not mentioned herein will be reviewed. **Students must be able to document a minimum requirement of 50 service hours (completed during high school) to be eligible for membership. These hours must be verified by an adult supervisor of the activities under consideration.**

The faculty as a whole will be invited to comment on the character of any student seeking membership. Disciplinary folders of eligible students will be available for review by the Faculty Council. Disciplinary infractions, including but not limited to, suspensions for insubordination, drugs, alcohol, cheating, and plagiarism will place a student's eligibility and continuing membership in NHS at risk.

Members of NHS must attend general meetings. A minimum of 10 service hours per semester is required to maintain membership. Members must be available for academic tutoring services all year.

Members who fall below standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of a flagrant violation of school rules or civic laws, a member does not have to be warned. The National Honor Society Advisor shall determine when an individual has exceeded a reasonable number of warnings.

Students who are not invited to become members of the NHS during the 11th grade year may attempt to qualify in the 12th grade year.

### **VALUABLES**

Students are strongly advised not to bring to school anything of value ( large sums of money, expensive jewelry, credit cards, or other valuable personal property), since the school can not assume responsibility in the event that the items are misplaced, lost, or stolen. The administration is not capable of conducting lengthy investigations into the loss of personal property.

Also, the school cannot be responsible for lost or stolen books. Students must be careful at all times to keep such items either **in their personal possession or locked in his/her hall locker or gym locker.**

Please note that all material brought to school for use in school projects is brought at the owner's risk.

### **LOCKERS**

Each student has been assigned an individual locker. His/her responsibility is to keep locker contents in good order, to guard the combination, and to use the locker for his/her own needs. No signs, posters or anything of a permanent nature may be affixed to the exterior or interior of the locker.

Your school locker is the property of the Bridgewater-Raritan Board of Education and the school reserves the right to inspect or search lockers at any time. Student lockers are also subject to inspection by local police enforcement canine units. While the Board recognizes the right of a student to be free from unreasonable searches, it also recognizes its responsibility to maintain order, safety and discipline, and to provide an educational environment conducive to learning.

The principal or other officials designated by the Board of Education may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. **This handbook serves as such a notice.**

### **CLASS TRIPS**

Class trips are scheduled by teachers to provide visits to places and performances of various kinds as a means of enriching and expanding the school curriculum.

While away from the school on such trips, students are expected to observe the highest standards of conduct and to dress appropriately. Close attention to instructions of teacher-chaperones will insure maximum benefit from attendance on class trips. The school reserves the right to exclude students from class trip participation and discipline those who do not observe the highest standards of conduct and expected behavior.

All school work must be made up by the student upon return from the trip.

All school rules are in effect on any class trip.

### **POSTERS**

Students wishing to display posters in school buildings should have their posters approved by the administration. Only posters for BRHS activities are permitted. Approved posters may be affixed only to bulletin boards that are located in each building. Door windows and the posts located under the covered walkway may not be used. The sponsoring agency must see that the posters are removed after the activity.

### **DEPARTMENT SUSPENSION**

When improper classroom behavior persists, a student may be referred to the grade level administrator.

The Administrator has the authority to issue a class suspension, ranging from one to five days, from the course on which the student has misbehaved. The purpose of this procedure is to provide time for the student to correct the improper behavior while allowing the class to progress in the absence of the disruptive influence.

If Departmental Suspension does not correct the misbehavior, the student may be removed with loss of credit, from the class.

### **RENAISSANCE RECOGNITION PROGRAM**

Renaissance is a program which acknowledges and rewards academic excellence, positive behavior and superior attendance. The rewards for these achievements are in the form of discount cards, coupons, and gift certificates.

### **HARASSMENT (HIB)**

Harassment means:

1. Any conduct of a nature by a student directed toward another student when (1) such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student or (2) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the school administration.
2. Harassment may apply to sexual orientation, race, creed, gender, religion, or any other unwelcome or unsolicited acts.
3. Harassment prohibited by this policy includes verbal or physical conduct which has the effect of humiliation, embarrassment or discomfort.
4. Students are encouraged to report any incidents of harassment to a Guidance Counselor or Principal.
  - Please refer to BOE policy for additional information on HIB

## ATHLETIC PROGRAM\*

The following athletic activities will be offered to students:

| <u>BOYS</u>   | <u>GIRLS</u>  | <u>CO-ED</u> |
|---------------|---------------|--------------|
| Baseball      | Basketball    | Cheerleading |
| Basketball    | Bowling       | Football     |
| Bowling       | Cross-Country | Ice Hockey   |
| Bowling       | Field Hockey  | Wrestling    |
| Cross-Country | Golf          |              |
| Golf          | Lacrosse      |              |
| Lacrosse      | Soccer        |              |
| Soccer        | Softball      |              |
| Swimming      | Swimming      |              |
| Tennis        | Tennis        |              |
| Track         | Track         |              |
| Volleyball    | Volleyball    |              |
| Winter Track  | Winter Track  |              |

**\*New Jersey State Interscholastic Athletic Association (NJSIAA) regulations for academic performance exceed those stipulated by the Bridgewater-Raritan Board of Education. Specifically, students must earn 30 credits during the immediately preceding academic year period to be eligible during the first semester. To be eligible to participate during the second semester, students must earn 15 credits during the preceding semester. Students will be ineligible to participate if they fail to earn these NJSIAA stipulated credits.**

**\*Students must be present by the beginning of Period 5 on the day of an event in order to represent our school in co-curricular activities such as athletics, drama, band, etc.**

**Students may not participate in any school-related activity on the day in which they are absent from school. The eligibility of a student with an approved absence on the last school day before an event scheduled on a non-school day is left to the discretion of the coach or advisor.**

## GUIDELINES FOR ATHLETIC SPECTATORS

Our athletic program meets the basic needs of many students and is of great value to them. The success of the program is due in a large extent to the work of the coaches and students involved. The spectator also has a role in the program. If the program is going to continue to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors, and absolute fairness under all conditions. The following guidelines apply to all spectators:

- Be Courteous -- To the teams, officials, and other spectators.
- Be Enthusiastic -- By "rooting" for the team, not by "booing", "jeering", or picking on opponents or officials.
- Be Fair -- Have confidence in the honesty and integrity of the officials. Remember they are neutral; spectators are often partisan.
- Be Cooperative -- Don't walk on the court; stay back from the

- sidelines.
- Be a Good Sport-- By support of the team before, during, and after the game.
- Be a Good Fan -- This is a game with a respected opponent; not a fight with a bitter enemy.

**Chanting of profane words or slogans is prohibited**

# Bridgewater-Raritan Regional School District

## BRHS Academic Integrity Rules and Procedures

*The professional judgment and observation by a teacher and/or administrator will determine student violations of these rules and procedures. Students are responsible for avoiding any/all actions/situations that might be considered violations. As such, violations, whether intentional or unintentional, are unacceptable.*

**Violations of Academic Integrity include, but are not limited to, the following:**

**Academic Dishonesty/Cheating:**

|                      |   |
|----------------------|---|
| <b>LEVEL<br/>I</b>   | <ul style="list-style-type: none"> <li>• sharing/revealing information contained on a quiz/test/exam paper or answer sheet verbally, electronically, or in writing with a person who has not yet completed the assessment</li> </ul>  |
| <b>LEVEL<br/>II</b>  | <ul style="list-style-type: none"> <li>• looking at/copying a quiz/test/exam paper or answer sheet of another student</li> <li>• collaborating on a test, quiz, exam, paper, study-guide, homework assignment, oral presentation or project with others without authorization</li> <li>• copying, taking, stealing, using and/or sharing/allowing for another person to copy, take, use any assignment</li> <li>• falsifying research or laboratory results/information</li> <li>• using prohibited electronic and non-electronic materials – including books, notes, translator, Internet, information programmed into graphing calculators, cell phones—to send and/or receive information to complete an assignment</li> </ul> |
| <b>LEVEL<br/>III</b> | <ul style="list-style-type: none"> <li>• using prohibited electronic and non-electronic materials – including books, notes, translator, Internet, information programmed into graphing calculators, cell phones—to send and/or receive information to complete a quiz, test, exam, paper, presentation, or project.</li> <li>• using without authorization any teacher test materials, answer sheets, computer files, or grading programs</li> <li>• defacing, altering, or otherwise interfering with the scoring of assessments</li> </ul>  |

**Academic Dishonesty/Plagiarism:**

|                             |   |
|-----------------------------|---|
| <p><b>LEVEL<br/>I</b></p>   | <ul style="list-style-type: none"><li>• submitting the same paper/presentation/project/academic work for credit in more than one course without prior authorization</li><li>• relying upon/letting a project partner do all of the required work and falsifying participation in order to receive credit</li></ul>  |
| <p><b>LEVEL<br/>II</b></p>  | <ul style="list-style-type: none"><li>• citing information improperly such as: false identification of source, citing sources not actually consulted</li><li>• fabricating, falsifying, misrepresenting, or selectively reporting research, information, and data</li></ul>   |
| <p><b>LEVEL<br/>III</b></p> | <ul style="list-style-type: none"><li>• copying, with or without consent, computer files from another person for submission as one's own</li><li>• presenting the ideas, language, writing or other intellectual property – including artistic and technical work -- of another individual, be it published, unpublished, posted electronically, attributed, or anonymous, as one's own</li><li>• paraphrasing, summarizing, or revising the work of another in written or oral form without proper citation</li><li>• failing to recognize with quotations and/or citations (in a written or spoken work presented as one's own) an original author for "borrowed" phrases, sentences, and ideas</li></ul> |



**Teacher responsibilities and academic/disciplinary consequences to violations:**

| <b>Violation</b>   | <b>Teacher Response</b>   | <b>Academic/Disciplinary Consequences</b>  |
|--|---|--|
| <b>LEVEL I</b>   | <ul style="list-style-type: none"> <li>• Confer with the student about the violation</li> <li>• Contact parent/guardian</li> <li>• Submit office referral to grade level AP for filing in student's record</li> <li>• Document Violation</li> <li>• Inform Supervisor</li> </ul>  | <ul style="list-style-type: none"> <li>• Zero grade</li> <li>• Office referral received by grade-level AP for filing in student's record</li> </ul>  |
| <b>LEVEL II</b>  | <ul style="list-style-type: none"> <li>• Confer with the student about the violation</li> <li>• Contact parent/guardian</li> <li>• Notify counselor</li> <li>• Submit office referral to grade level AP for filing in student's record</li> <li>• Document violation</li> <li>• Inform Department Supervisor</li> </ul>   | <ul style="list-style-type: none"> <li>• Zero grade</li> <li>• Teacher detention</li> <li>• Office referral received by grade-level AP for filing in student's record</li> </ul>   |
| <b>LEVEL III</b>   | <ul style="list-style-type: none"> <li>• Confer with the student about the violation</li> <li>• Notify counselor and work with counselor to arrange a student/parent/teacher/counselor conference</li> <li>• Submit office referral to grade level AP for filing in student's record</li> <li>• Possible withdrawal college recommendations</li> <li>• Inform Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Zero grade; task to be redone to maintain credit (not replace grade) if the assignment is CORE</li> <li>• Counselor will arrange a student/parent/teacher/counselor conference</li> <li>• Administrative detention assigned by grade level AP</li> <li>• Office referral received by grade-level AP for filing in student's record</li> <li>• Three office referrals will result in disciplinary consequences determined by the AP and may include Saturday detention, in-school suspension, etc.</li> <li>• Three office referrals in the same course will result in a loss of credit from that course.</li> </ul> |
| <p><b>Please Note:</b> <i>As determined by the school's principal, violations of the BRHS Academic Integrity Rules and Regulations may affect a student's standing in school-based organizations such as National Honor Society,</i></p> |   |  |

*where personal character, ethics, and/or academics are considered as primary characteristics of its members.*

## DISCLAIMER NOTICE

For the most accurate and up to date BOE Policies please visit the District website, under the tab handbook update, to access the new policy numbers and any additional information that was not available when our hard copy handbook was printed. We encourage parents to visit the website regularly to ensure that they have the most current information during the 2019-2020 school year.