

Bordentown Regional High School

Bordentown is On Point!



Student/Parent Handbook 2018-2019

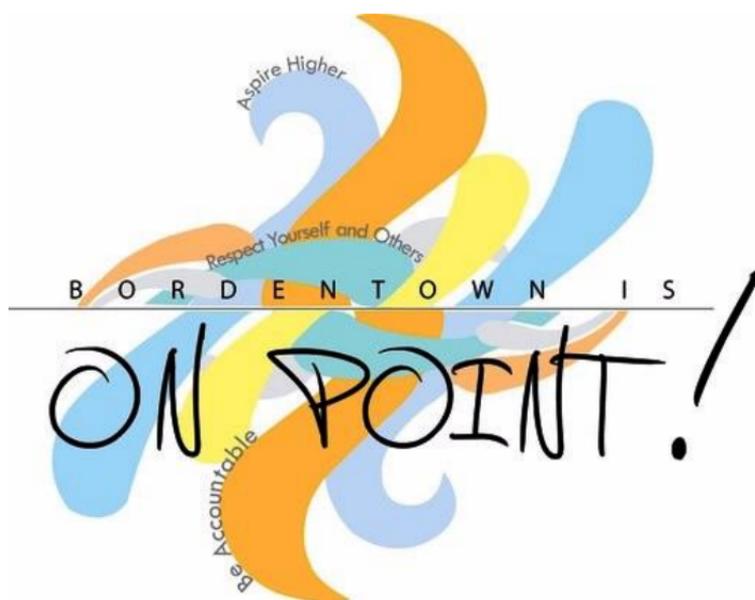
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I. HELPFUL INFORMATION

STAFF DIRECTORY

District Administration

Dr. Edward J. Forsthoffer.....Superintendent
Mr. Eloi Richardson.....Business Administrator/Board Secretary
Mr. James Lymper.....Director of Curriculum & Instruction

High School Administration

Mr. Robert Walder.....Principal
TBD.....Assistant Principal
Ms. Teresa Valentin.....Assistant Principal
Mr. Ernest Covington.....Assistant Principal
Mr. Daniel Riether.....BRSD Affirmative Action Officer
Mrs. Traci Redler.....School Nurse
Mrs. Nancy A. Errickson.....Principal's Secretary
Mrs. Linda Simonelli.....Athletics/Assistant Principal's Secretary
Mrs. Cindy Gola.....Attendance/Assistant Principal's Secretary
Mrs. Melissa Guido.....Guidance Office Secretary
Mrs. Wilma Mitchell-Carter.....Personnel & Director of Curriculum
& Instruction Secretary
Mr. William Moore.....BRHS Security Officer
Mrs. Nell Geiger.....Student Assistance Counselor

Teaching Staff

Art Department

Julie Pone
Amanda Sexton
Debora Tartaglia

Business Department

Alexandria Raynor
Kara Lynch
Audra Gutridge

English Department

Michele Fecher
David Franklin
Matthew Gens
Morgan Gibbons
Katina Ingram
Melissa Pinder
Frank LaRubbio

Performing Arts

Anthony Rizzo

Health & PE Dept.

William Lloyd
David Misselhorn
Stephen Perry
Erica Wright
Nina Woolston
Jason Zablou

Science Department

Kathy Carhart
Candice Chin
Karen Harrison
Rebecca Jacobsen
Saba Püllela
Terry Smith

English as a Second Language

Xiaofan Corey

Family/Consumer Sciences

Raquel Page

Guidance Department

Stephanie Ashton

Amy Rabenda

Michelle Leusner

Industrial Arts/Technology

Archna Ashish

Fred Van Duyne

Library

Kirsten Houssell

Mathematics Department

Lea Ann Bergner

Beth Bokop

Jodi Dromboski

Christopher Glenn

Brian Guire

Carrie Pokallus

Brian Wheeler

Social Studies Dept.

Michael Brennan

Maya Fair

James Gill

Jennifer McCoy

John Tobias

Kevin Wright

Special Education Dept.

Jennifer DeMas

Terri Adams

Larry Larned

Michelle Quigley

Jessica Martino

Scott Schlenker

Carleigh Alpert

World Languages Dept.

Carolina Barrera

Michelle Brennan

Lenka McCauley

Cynthia Wagstaff

Music Department

Ellen Kirk

Michael Montalto

Robert Vieira

PRINCIPAL'S MESSAGE

Welcome to the 2018-2019 school year at Bordentown Regional High School. BRHS has a proud history and vibrant future – and we welcome you as an important part of our beautiful school. This year we are excited to

continue to build upon the initiative, **Bordentown is on Point!** This program instills positive social skills and recognizes students who are engaging in behaviors that improve our social climate and community.



Everyone at Bordentown cares about your success -- both academically and personally. Please feel free to call on me or any of the BRHS community if you need anything. We're excited for a great school year!

– *Ms. Walder*

Alma Mater

Oh, Alma Mater, dear to thee, we raise our song today,
The Yellow and White shall ever wave, to guide us on our way.
To Bordentown Regional we'll ever be loyal, staunch and true.
Our hearts shall raise a song of praise to the friends we love so well.
So here's a toast to our high school: Onward to Victory!

School Motto: Effort is the foundation for success.

School Colors: Yellow and White

School Mascot: Scottie

BELL SCHEDULE

Period	Daily	Half-Day	One Hour Delay	Two Hour Delay	Activity Day
1	7:30-8:50	7:30-8:17	8:30-9:38	9:30-10:20	7:30-8:38
2	8:54-10:14	8:21-9:08	9:42-10:50	10:24-11:14	9:42-10:50
3	10:18-10:56	9:12-9:34	10:54-11:26	11:18-11:48	10:54-11:26
4	11:00-11:38	9:38-9:59	11:30-12:02	11:52-12:22	11:30-12:02
5	11:42-12:20	10:03-10:25	12:06-12:38	12:26-12:56	12:06-12:38
6	12:24-1:02	10:29-10:50	12:42-1:14	1:00-1:30	12:42-1:14
7	1:06-2:26	10:54-11:41	1:18-2:26	1:34-2:26	1:18-2:26
					8:42-9:38

BORDENTOWN IS ON POINT!

The Bordentown Regional High School's purpose is to have **all** students attain success in mastering the Common Core State Standards in Grades 9 through 12 in a safe, secure, and caring environment. We are proud to continue with our important initiative, ***Bordentown is on Point!*** This program teaches positive social skills and recognizes students who are engaging in behaviors that improve our social climate and community. ***Respect Yourself and Others, Be Accountable, and Aspire Higher*** are part of our school's expectations and values. Further, we have **defined** what it means to behave in ways that exemplify those expectations for all areas of the school:

Cafeteria:

- Be on time
- Keep hands, feet and objects to yourself
- Use good manners

- Clean up your area
- Recycle

Hallways/Stairways:

- Have an appropriate pass
- Use appropriate language
- Keep to the right and keep moving
- Go directly to your destination

Classrooms:

- Be in the classroom before the last bell
- Be alert, prepared and ready to learn
- Use appropriate and respectful language
- Listen when anyone is speaking
- Keep your area clean

Bathrooms:

- Use your assignment book pass
- Keep the area clean and graffiti free
- Report unsafe situations or damage to the teacher
- Get back to class in an appropriate time

II. EXPECTATIONS

STUDENT RIGHTS AND RESPONSIBILITIES

The following information describes some of the rights and responsibilities we feel are important.

Student Rights

A right is a privilege to which one is justly entitled.

Equal Educational Opportunity

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21.

Bordentown Regional School District does not discriminate among its students on the basis of race, sex, color, disability, religion, national origin, or sexual orientation.

Behavioral Expectations

A student has the right to be informed of school board policies, district regulations, and the rules disseminated for the student's school, classrooms, athletic fields, and school buses.

Academic Information

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Privacy and Property Rights

Students are entitled to maintain privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or school board policy. A student's right to privacy does not, however, extend to items stored in school property such as desks and lockers. These are property of the Board of Education and may be searched at any time by the Board.

In addition, school officials may search a student's person or personal possessions, such as book bags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student.

Such means as trained dogs and metal detectors may be used in an effort to locate prohibited or illegal items. District officials may use such means at any time in their discretion.

Freedom of Assembly

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy, or school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act and the board policy implementing that Act.

Freedom of speech:

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations, and school rules. The term "obscene" refers to any narrative or graphic depiction that is meant to embarrass, humiliate or demean an individual based on sex, appearance, gender or sexual orientation.

School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

Other forms of expression:

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drugs, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

Written expression and circulation of petitions:

Students are permitted to express their written opinions and to circulate petitions, but may not use any school property, such as bulletin boards or announcement sheets, to promote such personal expression. Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only.

School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

Due Process

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation.

Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to an alternative program.

The procedures and methods of appeal are explained later in this handbook.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

- 1. Attend school to receive an education**
Schools cannot educate students who do not attend school. Refer to the attendance policy for more information.
- 2. Attend school daily unless ill or legally excused**

New Jersey school law requires a student to attend school until his/her sixteenth birthday, and then can only be withdrawn with the written permission of his/her parent.

3. Be on time for all classes

Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.

4. Come to class with necessary materials

A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.

5. Complete all in-class and homework assignments and meet deadlines

The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

6. Obey school rules and school personnel

No one has the right to interfere with the education of others. Students are required to obey and be courteous to everyone who works in our schools.

7. Cooperate with school staff

Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

8. Respect the person and property of others

Treat people and their property with respect.

9. Respect public property

Schools are a community investment and resource for young people. People who damage school property will be held responsible.

10. See that school correspondence to parents reaches home

Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.

11. Follow the computer and Internet policy that all must sign.

III. POLICIES

ATTENDANCE

Students enrolled at Bordentown Regional High School, as well as in other New Jersey public schools, are required to maintain regular attendance throughout the school year. Attendance records are frequently required by colleges, employers, and transferring schools.

Following is a complete explanation of our attendance regulations.

Types of Absences

Excused: Will not count toward loss of credit. Excused absences include: religious holidays as prescribed by the State Department of Education, school sponsored activities, college visitations (limited to 3, documentation must be provided from the educational institution), Take Your Child to Work Day (documentation must be provided by the workplace), school suspensions mandated by the administration, and administrative removal from class.

Verified: Counts towards loss of credit, however verified absences have been confirmed by a parent. For an absence to be considered "verified", a note or phone call from a parent or doctor must be presented by the third day after the student returns to school. The label "verified" simply guarantees that all work missed by absences may be made up for credit.

Verified absences from school include, but are not limited to the following:

1. Illness and injury
2. Personal and family vacations/trips (are strongly discouraged)
3. Family emergencies
4. Medical and dental exams and treatment. These are not to be excused for a full day.
5. Personal and family needs, including drivers' tests

Unverified/Tuant: Counts towards loss of credit, however a parent has not confirmed with absence with the attendance office. All unverified absences will count towards truancy.

Medical Absences

Students who are absent from school due to medical reasons should follow the following procedure:

1. Parent/Guardian should call the attendance office to verify the absence.

2. While ill, should the student visit a medical professional, they should obtain documentation of the visit and submit this to the attendance office upon return to school.
3. Please Note: Medical absences, even those with doctor's verification, still count towards loss of credit. Extended consecutive medical absences that can be verified by a doctor's note may be reduced to one day per the attendance policy. For example, if a student is out for 5 days with the flu and visits the doctor, upon receipt of the doctor's note, Day 1 will count towards loss of credit, while Days 2-5 are medically excused (not counting towards loss of credit).

This policy is not intended to remove credit from those students who have a chronic and/or serious medical problem. For these students, we request that parents contact their child's guidance counselor or school nurse early in the year in order that proper arrangements can be made to provide maximum assistance in the education of these students.

Parents and students will be notified by the administration of the number of absences using the following schedule:

Length of Course	Student Notification & Parent Letter Sent	Student Notification & Parent Conference	Student Notification & Loss of Credit
Semester	5 th Absence	6 th Absence	7 th Absence
Half-Semester	2 nd Absence	3 rd Absence	4 th Absence
Full Year	6 th Absence	10 th Absence	12 th Absence

For students who enroll in a course after the initial class meeting, the number of absences allowed will be pro-rated according to the date of entry.

Tardiness

The only acceptable excuses for being tardy are administrative removal from class, guidance appointments initiated by the guidance counselors and not the student, emergencies that require the nurse's attention as determined by the school nurse, and situations requiring administrative attention as determined by an administrator.

Tardy is defined as entering a class after the indicated starting time up to fifteen (15) minutes without a pass. More than fifteen (15) minutes without a pass will count as truancy.

Three tardies to first period **ONLY** will result in one absence. This absence will count towards loss of credit.

Three tardies to all other periods, will result in one truancy/cut. Students will be assigned 2 central detentions each time they accumulate a truancy. Two cuts/truancies to a class will result in loss of credit without opportunity for appeal.

Truancy and Class Cuts

Students absent from class are cutting class or truant when they do not have permission from a teacher, administrator, or parent to be absent. Work missed may **NOT** be made up for credit. Missing fifteen (15) minutes of class without authorization is deemed a class cut. A student will be required to serve two (2) central detentions. Being truant/cutting that class again will result in loss of credit for the course. Loss of credit due to truancy cannot be appealed.

Parents and students will be notified by the administration of the number of truancies using the following schedule:

Length of Course	Student Notification & Parent Phone Call & Letter Sent	Student Notification & Parent Conference	Student Notification & Loss of Credit
Semester & Half-Semester	n/a	1 st Truancy	2 nd Truancy
Full Year	1 st Truancy	2 nd Truancy	3 rd Truancy

Loss of Credit

A student risks loss of credit in a course whenever any of the following limits **are exceeded** in the course:

Length of course	Absences	Truancies
Semester	6	1
Half-semester	3	1
Full-year	12	2

Student Options after Exceeding Maximum Absences/ Truancies

After having been notified in writing, a student who exceeds the allowable total will lose credit for that course. Unless the student has exceeded the allowable number of truancies, the student will have the option to appeal the loss of credit to the Attendance Committee. The student will remain on non-credit status until a final decision is made. If the student has exceeded the allowable number of truancies, she/he **MAY NOT APPEAL** the loss of credit.

A student will remain in the class on non-credit status in order to prepare for summer school and/or subsequent courses in the subject area.

A student remaining in a class on non-credit status is contingent upon the following:

1. The student causes no disruption to the learning process.
2. The student continues to make a conscientious effort to meet the obligations of the class.

A student remaining in a class on non-credit status will be given a grade but no credit. Per board policy, A student on non-credit status from any class who is eligible to appeal and has submitted an attendance appeal may continue to participate in extracurricular activities, including athletics and prom, until his/her appeals have been exhausted.

Appeals for Reinstatement of Credit

Committee

The Attendance Committee, comprised of the assistant principals, school nurse, and the student's counselor will review appeals of lost credit.

Procedure

1. Upon placement on non-credit status, the student will be provided with an attendance appeals form that should be filled out and submitted back to the student's assistant principal prior to the deadline on the form.
2. The student and/or parent(s) may meet with their Assistant Principal for the purpose of reviewing his/her attendance record and to present any further information relative to the absences (e.g., doctor's notes, extenuating circumstances, etc.)
3. The student and/or parent/guardians will have the opportunity to meet with the Attendance Committee to present information relevant to the appeal.
4. The Attendance Committee will review all pertinent information and, on that basis, decide whether or not to reinstate credit. Students and parents will be notified of the committee's decision at a reasonable time following the meeting.
5. The decision of the committee may be further appealed **in writing** (each within five [5] days of decision notification) to the following in this order:
 - a. Principal, who will decide within five (5) school days
 - b. Superintendent, who will decide within ten (10) school days.

A student who fails to apply for an attendance appeal and/or a student whose appeal has been denied may makeup lost credit via one of the following avenues:

1. Attending summer school, including completing an approved online course for credit recovery (costs to be incurred by the student's family).
2. Retaking the course in the following school semester/year.

Procedure When Late to School or Late to Class

When a student is late (less than 5 minutes) to class, including first period, he/she is to report directly to the class. After five (5) minutes, a late pass will be issued from the Attendance Office and the student will then go to class. **The only acceptable excuses for being late are administrative removal from class, guidance appointments initiated by the guidance counselors, not the student, and emergencies that require the nurse's attention as determined by the school nurse.** Any other excuse will count toward loss of credit.

Procedures When Absent From School

Calling School

When a student is absent from school, parents are to call the Attendance Office at **(609) 298-0025 ext. 1112**, or email the office at cgola@bordentown.k12.nj.us **between 7:30 and 9:00 AM**. The office will send an automated telephone call at 9:00 am to the parents of any student who has an unverified absence at that time.

Leaving School Early

If it is necessary for a student to leave school early on a given day, **written request** (or email) or permission from the parent/guardian must be presented to the Attendance Office that morning **prior to 9:00 AM**. The request must state a valid reason and the time of dismissal. All requests for early dismissal must be received prior approval from the school. In unanticipated situations where prior written request is not possible, a verbal request to the administration from a parent or guardian is required. **Failure to request and obtain permission in advance will result in truancy being recorded for each class missed.**

Leaving the Grounds

Students are not to leave the school grounds without prior permission from the administration or the nurse. Any student leaving school grounds

without permission will be considered truant and will be assigned an in-school suspension on the first offense. A second offense may result in legal proceedings initiated by the administration. Anytime a student leaves school grounds without permission, the municipal police department is notified. Eighteen year-old students are **NOT** permitted to sign themselves out unless early dismissal policy is followed. All students must sign out of school in the Attendance Office regardless of whether the parents pick them up or not.

Make-up Work

All work missed by a verified absence from school must be made up for credit upon return to school. It is the student's responsibility to meet with each teacher to make plans for this purpose. All missed tests, examinations, and mandatory class work should be completed immediately following return to school; within two (2) school days for each day absent and within a maximum of ten (10) days for absences of a week or longer

After-School Activities

Students who have been absent from school for a full day or have been suspended out-of-school **may NOT participate** in after-school activities on the day of the absence or suspension. In order to participate in any after-school activity, a student must be in attendance at school **BEFORE 11:30 AM** and in attendance continuously through the end of the school day unless special permission is granted by the administration.

Harassment, Intimidation, and Bullying (HIB)

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

**THE ENTIRE 18-PAGE BRSD HIB POLICY #4105/4205 MAY
BE ACCESED ON THE DISTRICT WEB SITE
(WWW.BORDENTOWN.K12.NJ.US).**

In accordance with recent legislation, the District's Harassment, Intimidation, and Bullying Policy is committed to promoting a safe and respectful environment for all who attend, visit, or work in our schools, and this policy provides specific ways in which this mission shall be realized. Please feel free to contact the District Bullying Coordinator, Nell Geiger at ngeiger@bordentown.k12.nj.us, your child's school principal, Mr. Walder at rwalder@bordentown.k12.nj.us, or the Superintendent, Dr. Forsthoffer, at eforsthoffer@bordentown.k12.nj.us with your feedback.

District Bullying Coordinator: Nell Geiger

ngeiger@bordentown.k12.nj.us 298-0025 x1138

School Anti-Bullying Specialist: Michelle Leusner

Mleusner@bordentown.k12.nj.us 298-0025 x1182

Harassment, Intimidation and Bullying (HIB) Defined

The BRSD BOE establishes that "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, that is:

- a) reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or
- b) by any other distinguishing characteristic; and that
- c) takes 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 students; and that
- d) a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or
- e) has the effect of insulting or demeaning any student or
- f) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Reporting Procedures

Any employee who observes, overhears, or witnesses harassment, or to whom such harassment is reported, must take prompt action to stop the harassment and to prevent its reoccurrence.

- ✓ All acts of HIB must be reported to the principal or principal's designee on the same day when the school employee or

contracted service provider witnessed or received reliable information regarding any such incident.

- ✓ Principal or principal's designee must inform parents of all students involved in the alleged incident and may discuss the availability of counseling and other intervention services
- ✓ All acts of HIB also must be reported in writing to the principal or principal's designee within 2 school days of when the school employee or contracted service provider witnessed or received reliable information.
- ✓ Reporting forms will be developed and made reviewed on an annual basis. Reporting forms will be made available in hard copy in the schools and on the school websites. The location of forms will be determined and publicized by the school principal.

Reporting Expectations

✓ A BOE member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subjected to HIB shall report the incident to the appropriate school official designated by this policy, or to any school administrator or security person, who shall immediately initiate the school district's procedures concerning school bullying.

✓ A BOE member or school employee who promptly reports an incident of HIB to the appropriate school official designated by this policy, or to any school administrator or security person, and who makes this report in compliance with the procedures in the district's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Any student who believes that s/he has been the target of harassment as defined in this policy is to bring the complaint to the attention of any school employee who will then be responsible to report the allegation to the appropriate personnel, as outlined above.

Any employee who believes that s/he has been the target of harassment as defined in this policy is to bring the complaint to the attention of the appropriate personnel, as outlined above.

If an administrator, bullying coordinator or affirmative action officer is the person alleged to be engaged in the harassment, the complaint shall be filed with one of the alternative officials.

In all cases the building principal or building affirmative action officer will notify the district affirmative action officer.

Gang Assessment Procedures

(The full policy with procedures may be found on the district and school website.)

The Bordentown Regional School District believes that the physical, emotional and mental well-being of all pupils must be maintained as a prerequisite to achievement through the formal education process. Recognizing that gang affiliation and gang related activity is on the rise in our community and surrounding areas, the school district wishes to adopt a procedure regarding assessing gang involvement.

Bordentown Regional School District recognizes that the police department has a wealth of knowledge and experience dealing with gang related activities. Therefore, the school district will utilize the police department's expertise in this area when facilitating a gang assessment.

Procedures for a gang assessment:

- A student is suspected of having interest, knowledge or affiliation in a gang by school personnel, the police department, or community member.
- A School administrator is notified of the circumstances.
- An investigation by the school administration may be conducted at this point.
- Examples/areas of concern are the following:
 - Dress
 - Symbols
 - Hierarchy
 - Time of involvement
 - Meeting places/times
 - Rituals
 - Slang
 - Illegal activity
 - Fighting
 - Substance abuse/sales
 - Other
- A gang assessment can occur for a student more than once if there is further suspicion of gang activity.
- Any information gathered during the gang assessment can be used in order to develop a plan of support for the student.

DRUGS AND ALCOHOL

The Board of Education is concerned with the present broad-based problem with drugs, inclusive of anabolic steroids, and alcohol within our society and recognizes its responsibility to our community and our students. The Board also believes that the responsibility for implementing this policy rests with all members of the Bordentown Regional School District staff and expects all staff members to implement the policy under the direction of the administration (District Policy #5131.6).

For the purpose of this policy, the term substance shall mean any of the following:

- A. All alcoholic beverages;

- B. Any controlled dangerous substance as identified in NJSA 24:21-2 and/or
- C. Any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including but not limited to glue containing a solvent having the property of releasing toxic vapors or fumes, as defined in NJSA 2A: 170-25.9.
- D. Any prescription drug, except for those with permission for use in school has been granted pursuant to Board policy.
- E. Anabolic steroids

The use or possession of a substance, the sale of same or functioning under the influence of a substance is strictly prohibited on school property or at any school-supervised event.

The following consequences are assigned to students in violation of the district substance abuse policy:

Possession of a Substance:

First Offense	Police Report & Charges filed 10 Day Suspension Drug Screen Investigation to determine if student is selling/distributing
Second Offense	All consequences listed under "First Offense" plus: At least a 10 Day suspension Recommendation for expulsion

Under the Influence of a Substance:

First Offense	2 Days OSS & 3 Days ISS 6 Counseling Sessions with Student Assistance Counselor who may recommend an outside agency Police Report Filed Loss of Extracurricular Activities for 20 School Days Parking Privileges revoked for the remainder of the school year
Second Offense	4 Days OSS & 3 Days ISS 10 Counseling Sessions with SAC Evaluation by BOE approved outside agency Participation in a post-incident drug screening program Police Report Filed Loss of Extracurricular Activities for the balance of the school year

	Parking Privileges revoked for the remainder of the school year
Third Offense	10 Days OSS & BOE Referral for hearing Assessment/Referral & Counseling treatment by BOE approved outside agency Police Report Filed

NOTE: Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the Compulsory Education Act (N.J.S.A. 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws. The sanctions of Board Policy and this Procedure will be applied regardless of parental or student compliance. Hence, if parent/guardian refuses to have student tested the Superintendent or designee will report the incident to the Division of Child Protection & Permanency (DCPP) for investigation and will exclude the child from school until such test is completed. Attendance charges for truancy will also be filed against the parent/guardian.

Additional Consequences Pertaining to Involvement in Athletics & Extracurricular Activities:

The Board recognizes that participation in all extracurricular and interscholastic activities is a privilege rather than a right. Students who engage in extracurricular and interscholastic activities have the honor of representing the Bordentown Regional School District before the public, and the school has the obligation to see that these students exhibit responsible behavior befitting this privilege.

Requirements for Participation:

- A. Students who participate in extracurricular and/or interscholastic activities shall not drink any alcoholic beverages or ingest any controlled dangerous substance, throughout the duration of this activity.
- B. The parents/guardians of all students will sign a consent form prior to the start of the sports season. This consent form gives permission for the drug/alcohol testing to be done and is a prerequisite for athletic and extra-curricular activity participation including parking privileges on school grounds.
- C. Any student who is required to take a pre-activity physical examination and is determined by the attending physician to show symptoms of substance abuse, particularly steroid use, may be required to undergo urine analysis.
- D. The Board strongly discourages all students from participating in out-of-school parties where substance abuse and alcohol abuse occur.

- E. From the onset of the athletic season and throughout, random urine tests will be administered to the athletes and extra-curricular participants.

First Offense (Under the Influence OR positive urine screen)	Parental Notification Physician's Approval needed prior to resumption of activity Ineligible for 20 School Days Mandatory 5 session early intervention education group attendance Parent/Student meeting with the SAC prior to resuming extracurricular activities
Second Offense	Ineligible for 12 months of completion of treatment program and negative drug screen Physician's Approval needed prior to resumption of activity Evidence in Writing of: assessment by outside agency, ongoing counseling.
Third Offense	Suspension from participation for the remainder of the student's high school career.
Additional Information	This policy applies to violations both on and off school premises. Refusal to provide a urine sample will result in the student deemed ineligible for participation. Additional rules & regulations may apply to specific sports/activities and are approved by the Principal, AP, or Athletic Director.

Selling or Distributing a Substance: (First Offense)

- Police Report Filed
- Immediate Referral to BOE for expulsion

Notes:

- All violations are cumulative. Any first time middle school violations will result in a high school violation considered a second offense.
- Any offenses so serious as to put others at risk may result in alternative placement from school.
- If a substance abuse violation occurs within 20 school days (or longer for second/third offenses) of Prom or Senior Class Trip, the student is ineligible to attend and forfeits all non-refundable monies.

Re-entry Procedures:

Upon re-entry after a substance related offense, the student will be required to meet with the Principal or his/her designee for assessment and referral. The student may be referred to the Child Study Team if any learning disability or other appropriate need, e.g., chronic illness, is implied.

The entire Drug & Alcohol policy is available via the district website.

The Bordentown Regional School District maintains the right, in accordance with the Board of Education policy, to conduct drug searches using trained canines under the specified guidelines of the Burlington County Prosecutor's Office.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.**
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.**
- 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

For more comprehensive explanation, see the BRSD website at: <http://www.bordentown.k12.nj.us/BRHS.cfm?subpage=232247>
The name and address that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Graduation Requirements

Before a diploma can be granted, it is required that every individual's program comply with the laws of New Jersey and the policies of the Bordentown Regional Board of Education. This includes:

1. Demonstrated Proficiency in English/Language Arts and Mathematics shown in one of the following:

English/Language Arts	Mathematics
Achieve a passing score on a PARCC ELA Assessment in Grades, 9, 10, 11 <i>or</i>	Achieve a passing score on PARCC Algebra I, Geometry, Algebra II <i>or</i>
Achieve a passing score on a Substitute Competency Test <i>or</i>	Achieve a passing score on a Substitute Competency Test <i>or</i>
Meet the criteria of the NJDOE Portfolio Appeal	Meet the criteria of the NJDOE Portfolio Appeal

2. Additionally, students must take the End of Course Biology Test (which will be administered in May).
3. The following coursework is designed to help students achieve the New Jersey Core Curriculum Content Standards:

Subject	Semesters	Credits
English 9-10-11-12	4	20
U.S. History	2	10
World History / Cultures	1	05
World Languages	2	10
Physical Education/Health	4	20
Science	3	15
Mathematics	3	15
21 st Century Life and Careers	1	05
Visual and Performing Arts	1	05
Electives*	7	35
Financial Literacy**	1	2.5
Total		140 142.5**

*Electives may be taken in any subject area. **It is highly recommended that students who intend to continue their education, select their electives to include additional work in Language Arts, Mathematics, Science, World Language, and Social Studies in order to enhance college acceptance.**

The Bordentown Regional School District has agreements with a number of institutions of higher education. Courses may be taken and utilized for college credit. Students must consult with guidance counselors in order to determine the process to be followed to enroll in these classes and have these courses count as high school graduation requirements.

Option II

As stated in Bordentown Regional School District Policy 6180, students may apply to receive high school credits for alternative learning experiences. Under New Jersey Administrative Code, option ii (commonly referred to as "Option Two") of the high school graduation requirements allows local districts to design and/or approve educational experiences that serve as an alternative to traditional instruction and provide meaningful learning experiences that support student achievement of the Standards.

If a student is interested in pursuing Option Two credits, the guidelines and application are posted on the high school webpage or the student can contact his/her guidance counselor.

Schedule Change Policy and Procedures

The schedule is based on a 7 period day. All students are expected to schedule 4 periods of classes, 1 period for lunch and 1 period for study hall. Students have the first 14 days of a semester to request changes. Changes will only be considered under the following guidelines:

- Missing an academic course.
- Change in academic placement.
- Incomplete schedule.
- Change in an elective
- Computer error
- A senior student failed a course(s) and needs to be rescheduled for that course(s) in order to have the opportunity to graduate with his/her class. Any underclassman failure must be made up in summer school or in the following school year.
- A very unusual situation as deemed by the administration.

After this time, changes will only be made when concerns regarding the student's schedule are generated through the professional staff.

Please Note: Schedule changes will not be made for the following reasons:

- The student is not doing well in the course.
- The student is no longer interested in taking the course.
- The student does not like the teacher.

Parental requests for the scheduling of a student with a particular teacher will not be entertained.

Additional Scheduling Information

1. Every effort to balance classes will be made.
2. Preference will be given to seniors and juniors when enrollment in any subject is too large.
3. Students who successfully complete French I, Spanish I, and Algebra I at Bordentown Regional Middle School or New Hanover Middle School will earn high school credit; however, the grades earned in Algebra I, French I and Spanish I will not affect a student's high school GPA.

Grade Promotion Policy

Each year, students are promoted to the next grade level on the basis of the following:

Class	Credits earned at the end of the previous year
Freshman	0-34
Sophomore	35-69
Junior	70-104
Seniors	105 or more

NOTE: All students must carry a full schedule of four Board of Education certified courses.

Final Grades & Grading System

Final grades will be posted on PowerSchool for each marking period. In addition, throughout each marking period, grades/progress will be on the PowerSchool website.

To convert numerical grades to letter grades, use the following:
A: 90-100; B: 80-89; C: 70-79; D: 65-69; F: 0-64

The honor roll is a method used to recognize the academic achievement of students during the marking period. There are two levels of honors.

DISTINCTION - Students who receive between 90-100 in all subjects.
HONORS - Students who receive 80 or above in all subjects.

STUDENT ACTIVITIES

Eligibility Policy for Extracurricular Activities and Athletics

Members of the student body are encouraged to participate in the various student activities that are made available.

The following rules will apply concerning eligibility for interscholastic sports and extracurricular activities (Board of Education Policy #6130).

Interscholastic and extracurricular activities shall be encouraged in all schools as part of the regular education program, being sure that all pupils may have the opportunity to participate without discrimination because of race, color, creed, religion, sex, ancestry, national origin, handicap or socioeconomic status. However, the scope of the program(s) shall be limited by the following factors:

1. Number of students;
2. Financial ability of the school to provide the necessary equipment, facilities & personnel;
3. Ability of the school to furnish competent instructional leadership.

The following rules will apply with regard to grade 9-12 student's eligibility for interscholastic sports and extracurricular activities. The same failure rule will apply to 7th and 8th grade students also, but credit status is not applicable.

All incoming freshmen are automatically eligible for the first marking period. In order to participate in either interscholastic sports or extracurricular activities, a student first must meet the requirements of the NJSIAA (*can be found on BRHS Athletic website*) which are 13.75 credits passed at the end of each semester and 27.5 credits at the end of each year. A student may correct academic failures by earning a passing grade at an accredited summer school.

Eligibility will be based upon grade earned at the end of the first marking period, semester break, third marking period, and final grades. A student can become eligible or ineligible at any time except when participating in interscholastic sports during which the student must meet both the local and State requirements.

1. A student with two (2) or more failures automatically becomes ineligible for participation. Participation ends with the issuance of report cards.
2. If a student has one (1) failure, s/he is placed on academic probation. In order to continue into any other activity, the following criteria must be met:
 - a. The coach or activity advisor, parent, student, and counselor must agree and execute a contract, which attests to the support and commitment of all parties to bring up the grades. All parties have the responsibility to monitor progress and provide adequate time for schoolwork completion.
 - b. The coach/advisor must provide a supervised study time for homework completion before or after the practice or activity.
 - c. The student on academic probation will remain eligible as long as neither the next progress report nor the next report card

reflects two or more failures. If two or more failures are present, participation ends with issuance of the report.

Transportation/Supervision

Students leaving the school on a bus to an activity must return to the school on the same bus. Exceptions to this policy may be made only if the procedures listed below are followed:

- a. The parent/guardian must make advance request in writing to the Assistant Principal/Athletic Director (email is preferred) for the release of their children to themselves.
- b. Must present themselves to the coach and be identified by a driver's license or other identification.

ATHLETIC CODE OF CONDUCT

The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area.

Unsportsmanlike behavior as exhibited through verbal abuse, rude gestures, taunts, obscenities, thrown objects, etc., shall not be tolerated in students, staff or any persons in attendance at district athletic competitions. Discipline may include, but not be limited to, eviction from the competition and prevention from attending further competitions.

Code of Conduct

For the purposes of this Policy, "youth sports event" means a competition, practice or instructional event involving one or more interscholastic sport teams sponsored by this Board of Education.

The Board will require all pupils, coaches, officials, and/or parent(s)/legal guardian(s) of pupil(s) as a condition of participation in all middle and high school Board sponsored athletic programs to sign a Code of Conduct that would require those persons to refrain from verbal or physical threats or abuse aimed at any pupil, coach, official or other parent, or, from initiating any fight or scuffle with any person. In accordance with the Code of Conduct, the Superintendent, upon recommendation of the Athletic Director, will ban an individual's presence at any subsequent school sports events for violating the Code of Conduct. In this event, an individual may petition the Board for permission to resume attendance. Prior to being permitted to resume attendance, the Board will require the individual to present proof of completion of anger management counseling through a public or private source.

Smoking/Vaping and/or Use of Tobacco

Smoking/vaping in school or on school grounds is **STRICTLY PROHIBITED**. Smoking or Using a Tobacco product on School grounds shall include, but is not limited to, cigars, cigarettes, flavored cigarettes, electronic nicotine devices (Vaping devices), pipes, blunts, etc. A tobacco product for the purpose of this policy, shall also include the following but not limited to; chewing tobacco, snuff, dip or any other type of smokeless/electronic tobacco. Use of these products is also **STRICTLY PROHIBITED**.

“School Grounds” shall be defined as where any person(s) that can occupy a building, vessel, vehicle, structure, land, and include but not limited to garages, maintenance shops, cafeterias, athletic fields, playgrounds, school buses/vans, other district owned vehicles and the like. This shall also apply to all students that ride in a school approved school bus or district owned vehicle whether on or off school grounds.

School Discipline

The student will face one or more of the following disciplinary actions; In School Suspension, Out of School Suspension and possible Expulsion. The student may also be subject to counseling, drug testing and searches. The discipline of said student shall be determined by the severity of the incident and number of incidents.

Cigarettes and Incendiary Devices

Cigarettes and/or incendiary devices (matches or lighters) found in the possession of a student on school grounds) will be confiscated, and the student will receive a one day in-school suspension. The confiscated items will only be returned to the parents/guardians of the student.

IV. PROCEDURES & GUIDELINES

Students' Presence Before and After School

Students are only permitted on school grounds from **7:10 a.m. to 2:50 p.m.** on any day school is in session, unless they are under the direct supervision of a staff member or administrator. Any unauthorized person found on school grounds will be considered to be trespassing on school property and risk prosecution.

Other areas restricted during school hours are:

- All vehicle parking lots
- All vehicles. A student needs **administrative approval** to go to a car when school is in session.

- Any area outside the school building. Exceptions: the courtyard during lunch and passing between classes.
- Vestibules, door foyers and stairwells outside the change of classes.
- All athletic and physical education fields without supervision.
- Wooded areas of school grounds
- Any classroom or teaching area, which includes the gym, auditorium, or locker rooms, which is not supervised by a staff member

DISCIPLINE

Philosophy

A positive learning environment remains an area of emphasis for schools. At BRHS, effective discipline is synonymous with effective instruction. An effective discipline policy increases instructional time, teaches students responsibility and self-control, and improves the overall feeling that Bordentown Regional High School is an exciting place to teach and learn.

In fact, student behavior is viewed as an extension of the instructional program. The planning for instruction includes activities that engage the students in a variety of ways, holding the students responsible, treating the students fairly and with respect, teaching students that they make choices and with each choice, there are consequences.

Assumptions Inherent In B.R.H.S. Discipline Policy

Prior to the rules and regulations which bring reality to the discipline policy, an understanding of the assumptions that guide our behavior is critical. These assumptions include:

1. Parents will be included as early as possible in the teacher's classroom discipline plan and the school's discipline plan.
2. The discipline policy will increase in effectiveness through frequent staff interaction and in-service.
3. Every staff member will take responsibility for maintaining student behavior in and out of the classroom.
4. Staff expects administrative support related to disruptive students.
5. Effective discipline begins in the classroom with effective instruction.
6. Discipline plans can be successful as long as students believe that there is real hope for them to be successful.

Rules, Regulations, and Consequences

Introduction

This set of rules, regulations, and consequences defines what we will do to implement our philosophy, goals, and assumptions. It is designed to not only react to student behavior after it has occurred but also to be proactive to prevent those behaviors that disrupt the teaching/learning process in our school and to teach responsibility.

A critical component in the teacher's classroom plan and the school's discipline plan is early intervention with the parents and other adults. The expectation of the adults who teach and work in this school is that we will all try to change patterns of misbehavior and promote healthy behaviors that enhance the teaching/learning process. Integral to this process is the involvement and cooperation of all the adults who can have impact on the student. These adults include the student's classroom teachers, counselors, activity advisors/coaches, administrators, parent(s), secretaries, aides, and custodians.

The rules, procedures, and consequences are meant to guide and provide structure. A progressive set of consequences for those students who continue to prevent teaching and learning from occurring are also included. But, these rules, regulations, and consequences are not meant to be applied in a lockstep approach. This system does not remove teacher/administrator judgment and discretion from the process.

School Discipline Plan

The school discipline plan must be congruent and supportive of the teacher's classroom plan. The school discipline plan will include dimensions to prevent discipline problems, to avoid escalating minor problems into major ones, and to resolve problems with the chronic rule breaker and the more extreme student.

Conduct that may result in disciplinary action includes but is not limited to:

1. Continued and willful disobedience;
2. Cutting/skipping;
3. Open defiance of the authority of any teacher or person having authority over him/her;
4. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
5. Physical assault upon another pupil or upon any teacher or other school employee;
6. Taking, or attempting to take, personal property or money from another pupil by force or fear;
7. Willfully causing, or attempting to cause substantial damage to school property;
8. Use of profanity towards another student, teacher or any other adult.
9. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
10. Incitement which is intended to result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;

11. An incitement which is intended to result in truancy by other pupils;
12. Unauthorized accessing and/or tampering with any computer equipment or files as per the Acceptable Use Policy.

Detention

Detentions may be assigned after school by a teacher or administrator so long that transportation is secured with a parent or guardian. Central detentions (CD) will be assigned Monday through Friday during Blocks 3/4 and 5/6.

Rules of Central Detention

1. No talking, sleeping or walking around.
2. No computers or television.
3. No use of electronic devices.
4. Only one (1) cafeteria/bathroom visit.
5. Lateness (any time after the bell) to CD results in having to serve an additional CD.
6. Cutting/missing a CD results in serving two (2) more CDs (missing any of these 2 CDs will result in an In-School Suspension [ISS]).

Suspension

Exclusion from the classroom is a serious consequence. The student is missing valuable teaching and learning interaction with other students. A student excluded from the classroom has demonstrated that he/she has prevented other students from learning or represents a danger to the safety of the other students and to the staff of Bordentown Regional High School. Therefore, the purpose of the suspension is to allow other students to learn and teachers to teach in a safe, non-threatening environment. Some infractions may result in a combination of In-School and Out-of-School suspensions. **Students may only participate in after school activities on the last day of their In-School Suspension.**

In-School Suspension (ISS)

In-School Suspension (ISS) will allow students who have demonstrated behavior that disrupts the educational process of others yet does not warrant removal from school, to have that behavior modified. ISS will have three components to it: punitive, remedial and counseling. This will allow suspended students to maintain their academic progress and modify unacceptable behavior.

Offenses that may require ISS will include, but are not limited to:

- Refusing to follow the directive of an administrator.
- Willful destruction of school property.

- Intention to violate the rights and dignity of another student or staff member (for example, racial slurs, abusive or obscene language, and threats).
- Failure to serve Central Detentions.
- Continual behavioral incidents of the same nature
- Behavior, whether in school or out, that disrupts the learning environment

Out of School Suspension (OSS)

A student who has been suspended out of school has demonstrated that he/she has prevented other students from learning or represents a danger to the safety of other students and staff of Bordentown Regional High School. An OSS will only be used in severe disciplinary problems. In some cases, a police complaint will be included with the suspension that may result in a court appearance.

Offenses that may require OSS may include, but are not limited to:

- Refusing to follow the directive of an administrator
- Willful destruction of school property
- Intention to violate the rights and dignities of another student (for example, racial slurs)
- Verbal and/or physical abuse of a staff member.
- Physical assault upon another student (fighting)*
- Violation of the drug and substance abuse policy
- In possession of or hiding weapons on school property (including imitation firearms)
- In possession of or setting off an explosive device

*Note that any physical altercation (fight) will automatically result in a police complaint in addition to a school suspension.

Re-Admittance Procedure from External Suspensions

The Board of Education has determined that a pupil returning from an external suspension **must be accompanied by a parent/guardian** to the re-admittance conference unless the student is the age of majority. Following the first and second suspensions they will meet with the Assistant Principal. If a third external suspension is warranted, the re-admittance conference will be held with the Principal. Following a fourth external suspension, the re-admittance conference will be held with the Superintendent of Schools, at which time a Child Study Team or a pre-expulsion evaluation may be ordered. Any further external suspensions shall require a re-admittance conference with the Board of Education or a committee thereof. One of the purposes of this re-admittance conference is to determine if a full expulsion is necessary. Nothing in this policy will prohibit the administration from accelerating this procedure based upon the severity of the presenting problems. **Students may only**

participate in after school activities once they are admitted back to school.

Appeal Process for External Suspensions

The appeal must be made to the Principal's office by the student and/or parent(s) within one (1) school day of notification of suspension. The appeal must be in writing and include a stated reason for such appeal.

1. The Principal will review all pertinent information and, on that basis, rule on the decision of the Assistant Principal within one (1) school day. The Principal will notify the student/parents in writing.
2. The decision of the Principal may be further appealed to the Superintendent. This appeal must be submitted in writing within 24 hours of the Principal's decision. The Superintendent will decide within two (2) school days and notify the student/parents in writing.

Academic Integrity

Cheating is taking credit for any work that is not your own. Students, who cheat, including those who help others cheat, will receive no credit for the essay, test, quiz, homework assignment, or project in question and may result in the failure of the class. Parents or guardians will be contacted by the teacher. The Assistant Principal's office will be notified. The cheating incident will remain on file until the student's senior year.

Plagiarism is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing will face severe penalties; plagiarized work will not be accepted nor will credit be given. It will be at the teacher's discretion to allow the student to resubmit the project. The plagiarism incident will remain on file until the student's senior year. **All students and staff have the obligation and responsibility to report cheating and plagiarism to the administration as soon as it is known.**

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA) as found in the BRSD's *A Student's Guide to Research Writing*. Also, these guidelines can be accessed on our district website www.bordentown.k12.nj.us. Look under High School, Library/Media Center

In addition, students must:

1. practice responsible note-taking,
2. understand the significance of copyright laws,
3. document all sources, and

4. give credit to others for their thoughts/ideas/opinions.

The faculty and administration of Bordentown Regional High School wants everyone to be successful in their research assignments – no matter how big or small – but not through intellectual theft.

Hall Pass Guidelines

Students are not permitted in the halls during class periods unless accompanied by a teacher, have a hall pass from an authorized staff member, or have their signed student handbook pass. Students who have been called out of class by an administrator or guidance may use a teacher's quick pass instead of passbook

Use of Agenda Book

Appropriate use of the hall passes is expected. Students with excessive use of these passes will be restricted by administration. At the teacher's discretion, "quick passes" may be issued for trips to the locker, emergency bathroom trips, etc. Students are expected to return in a timely fashion.

- Each teacher will maintain a notebook/hall pass log in the classroom. Students are expected to fill out their name, destination and times left/returned.

Proper Procedures

- Students will fill out the date, time and destination in their own agenda book, in ink, when given permission to leave the room. Teachers will check to verify the information is correct and initial in the appropriate space
- Any teacher expectations made known at the beginning of the semester, which are more restrictive than this stated policy, will be in effect for that specific class.

Study Hall Procedures

- All students must check in with their assigned study hall teachers before they leave to go anywhere.
- If a student wishes to use the library, s/he should sign up prior to their study hall period. Students who have signed up for the library will wait for their study hall teachers to confirm they are on the emailed list, and then they may head to the library. This information will be electronically shared with staff by our librarian.
- Students may not leave to go to another study hall unless they have a pass from the teacher of the room they plan to visit.
- Three (3) tardy arrivals to study hall should be reported by the study hall teacher to administration. Students will receive a central detention. Excessive tardiness to study hall may lead to a one (1) day In-School Suspension.

Dress Code

It is our belief that the dress of students is one of the factors, which determines their general behavior and attitude. Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and school activities. Student dress should not be extreme and it must not be in any significant way distracting to the educational activities of the school. We believe our students should dress for success.

The following dress code is a guideline and is not intended to be an all-inclusive list.

1. Student dress must represent a regard for hygienic care to body and clothes. Any clothing that creates a disruption to the learning environment, as noted by administration, will not be permitted.
2. Hair may be worn as desired providing it does not create any safety concerns or classroom disturbances.
3. There are to be no hats, visors or head coverings worn except for appropriate religious beliefs. Headbands and scarves may only be worn to keep hair out of the eyes. **(See specific Hat Policy)**
4. Appropriate footwear must be worn at all times. Footwear must promote personal safety, particularly in the shops and science labs.
5. Clothing may not be worn that:
 - a) suggest vulgarity and/or obscenity
 - b) may be discriminatory to race, religion, creed, etc.
 - c) suggest alcohol, weapons, illegal drugs or activity
 - d) suggest gang behavior
6. Extremely short tops, shorts or skirts are not allowed.
7. Shirts that reveal the midriff and/or are worn inappropriately are prohibited. Tube tops, halter tops and single-strap tops are not permitted. Shirts that are sheer or expose the torso (without another shirt under) are not to be worn.
8. Excessively tight-fitting clothing is prohibited.
9. Underwear should not be visible (boxer shorts, men's undershirts, bras, panties, etc.)
10. Eyewear that prevents eye-to-eye contact (sunglasses) is not permissible.
11. No jewelry, chains or accessories that may present a danger to one's self or to the health and safety of others are permitted.
12. Book bags are prohibited in the following areas: science labs, wood shop and consumer science lab. Book bags may not be left unattended in the hallways and cafeteria.

Violations of the BRHS Dress Code will result in the following disciplinary actions:

1st offense: Warning, parent contact and change of clothes.

2nd offense: Parent contact, change of clothes and central detention.

3rd offense: Parent contact, change of clothes and one day of ISS

4th offense: Parent contact, change of clothes, three days of in-school suspension and loss of all extracurricular privileges, including athletics.

5th and subsequent offenses: Parent contact, change of clothes, one-day suspension out-of-school.

Hats

Students are not permitted to have a hat (head covering, visor, skull cap, wave cap, hood, or scarf) on their head between 7:30 am and 2:26 pm. Headbands and bandanas may be worn providing they are holding back hair and are not perceived as representing gang affiliation.

Administrative Procedures

First offense – administrative warning

Second offense - central detention - hat will be returned at end of day.

Third offense - central detention, phone call home - parent/guardian will have to come in to collect the hat.

Senior Class Trip Administrative Regulations

Students who intend to participate in the senior class trip must meet the following eligibility requirements:

1. Parent permission

- The regulations will be distributed to the parents well in advance of the trip. The packet will include a sign-off form stating that the parents and the student understand the rules and regulations.
- A meeting will be held before the trip to discuss the rules and regulations.
- A registered letter will be sent to any parent not attending the pre-trip meeting. All parental forms will be sent in the packet.
- Permission slip and regulation sign-off form must be signed prior to October 1st for all students attending the class trip.

2. Scholastic eligibility

- The student must be eligible per existing policy as determined by Board Policy #6130. (Not eligible to attend the trip if student failed two [2] or more courses at the end of the third marking period.)

3. Non-credit status

- Prior to the trip, if a student is notified of being on non-credit status for any reason from any class, and the appeal process has been exhausted, s/he will not be permitted to participate on the class trip. This includes, but is not limited to, attendance issues and dismissal from a job/job-related class, internship or community service.

4. Disciplinary eligibility

- The following disciplinary actions taken against a student will keep that student from attending the trip:

- (1) Any single OSS that totals more than 5 days.
 - (2) Two out-of-school suspensions,
 - (3) OSS suspensions and ISS that amount to four incidences,
 - (4) Two trancies, as defined by the attendance policy in the student handbook.
5. **Misconduct at school sponsored activity**
If a student is suspended for possession, consumption, and/or being under the influence of alcohol or a controlled dangerous substance at a school-sponsored activity, s/he will not be permitted to attend.
6. **Fines and debts**
All fines and debts must be paid in full prior to the trip.
7. Any student attending this trip **must** be present to school on the Monday preceding the trip.
8. Refunds to any excluded student will only be made in accordance with the cancellation policy stated in the regulations packet. All students will be required to purchase insurance.
9. Any student who is restricted from attending a class trip under the terms of the pre-trip stipulations shall be considered truant if, in fact, they attend by providing their own transportation and admission. These students will be considered insubordinate and truant and will be appropriately dealt with under the terms and conditions of the disciplinary and attendance regulations.
10. Please note that the senior class trip is a privilege, any student excluded for the above reasons is not entitled to an appeal.

Automobiles/Parking Privileges

All students are reminded that driving to school is a privilege. Students driving cars to school must register the car in the school office each school year. A parking permit will be issued and must be displayed.

A student who drives to school must properly park in his/her assigned space and lock the car, then leave it immediately. If a car is parked illegally, the owner takes the risk of losing his/her parking privilege for the remainder of the school year.

Students are not to sit in parked cars or go to their cars between classes or at lunchtime. Smoking by students in automobiles is prohibited and all students in such an automobile are subject to the smoking penalties and loss of parking privilege.

Automobiles are subject to administrative search in the interests of school safety, sanitation and discipline, and are subject to search by law enforcement officials when having probable cause and permission from parents. Students shall be informed of this policy when parking permits are granted.

All NJ driving laws shall be enforced on school property. Any infraction of the laws (speeding, reckless driving, illegal passengers, etc.) may result in loss of parking privileges for the remainder of the school year.

Students will also lose their parking privileges for the following reasons:

1. Non-credit status from any class
2. Leaving school without permission. (Truant) Cutting class/school
3. Three (3) unexcused lates to school (10-school day parking suspension of privileges)
4. Suspension for more than three (3) days, ISS or OSS
5. Violation of Drug/Alcohol policy
6. Unauthorized use of vehicle. (Taking other students off campus without permission).
7. Failure to attend scheduled detentions or excessive (10 or more) disciplinary actions.

Any student found driving to school without administrative approval or parking in a spot not assigned to him/her, will receive a warning for the first infraction and will receive central detentions thereafter; additionally, underclass drivers will risk the loss of parking privileges during their senior year on the second offense.

School Bus Conduct

Proper behavior under the direction of the bus driver is imperative to the safety of everyone riding the bus. In addition to all school rules, students are subject to a loss of bus privileges for misconduct on the school bus.

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Students assigned to a particular bus must not change buses. Riding a school bus is a privilege. Inappropriate behavior will result in disciplinary action that may include being excluded from the bus.

NOTE: All school rules and consequences apply at school designated bus stops and during the travel to and from the bus stop. Students must ride their assigned buses to and from school. There can be no changes.

Bring Your Own Device/Electronics Policy

Bordentown Regional School District recognizes the usefulness of mobile phones & devices as a means of supplementing educational instruction under staff supervision. Students are permitted to "bring your own device" to school. This includes but is not limited to: cell phones, smart phones, iPods, iPads, electronic tablets, and laptop computers. Students may use devices in class at the teacher's discretion. Students are not to use devices to plagiarize or cheat. Additionally, devices may not be used to record, transmit or post photographic images or videos of a person or

persons on school property without prior approval of a staff member. Students must follow teacher/staff rules and guidelines for use. Students will be permitted to use devices during lunch and study hall at their own risk. **Bordentown Regional High School assumes no responsibility for devices that are lost, stolen, or damaged.** Students violating the rules and regulations for electronic devices may incur consequences (see below). Use of cell phones or other electronic devices is strictly prohibited in locker rooms and restrooms. Taking pictures of others, including faculty members without their knowledge is strictly prohibited. Additionally, students are not permitted to use headphones in/on both ears at same time. This is for safety and security purposes.

Students, unless given permission, are not permitted to make or receive phone calls at any time during the school day. A student may be given permission to use an office telephone to make a call, and in the case of an emergency, a student may be called out of class to receive a telephone call from parents/guardians.

Administrative Procedures

First offense – Teacher will notify the parent within 24 hours. Phone will be confiscated by teacher and returned at the end of the period.

Second offense – Teacher will notify the parent within 24 hours. Device will be confiscated, and given to an administrator and returned at end of the day. 1 Day central detention.

On the third offense – Parent contacted by administration. Same procedures as above. Student will receive 2 days of central detention.

Subsequent offenses may result in increased disciplinary action.

Failure to relinquish the cellular telephone or electronic device to a requesting staff member will result in 3 days of central detention. Failure to relinquish the device to an administrator will result in an out of school suspension for the remainder of the day and 1 day ISS.

In conjunction with the BYOD policy, students may access free Wi-Fi while in school. To access the Wi-Fi, students should do the following:

1. Connect to “BRSD – Student”
2. Go to the internet, and a splash page will appear.
3. Click “Create an Account” and fill in the appropriate info.
4. Use your district email and password to log into the page.

Ex: Student Name: Joe Student (Class of 2019)

Student ID: 17studentj

Password: Student ID number

Email: 17studentj@bordentown.k12.nj.us

5. Your account will be approved within a week. You will receive notification upon its approval.

Show of Affection

Students are expected to act respectfully toward each other in this educational setting. Excessive or inappropriate demonstrations of affection between students will be considered offensive and/or a disruption to the educational atmosphere and will be addressed by staff members. Repeated violations will result in disciplinary action.

V. SERVICES AVAILABLE TO STUDENTS

Health Services

Illness in School

When a student becomes ill in school, he/she should report to the nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school. Once examined by the nurse the student may use the nurse's telephone to inform his/her parents of the situation. When the nurse is not in, students are to report to the main office. **Students are not to call parents directly. Any student using an unauthorized phone to call home will be subject to disciplinary action. Students are also reminded not to leave school grounds without properly signing out in the main office.**

Medication in School

No student is allowed to have either **prescription or non-prescription** medication in school. If it is necessary to take **any** medication during school hours, a form can be obtained from the nurse's office to be completed by the physician and parent. **Compliance with this procedure is very important.**

NOTE: It is extremely important that parents inform the nurse of any health, immunization, and/or emergency number update/changes.

Medical Excuses in Physical Education

1. All medical excuses must be submitted to the school nurse. Parental/Age of Majority notes will be accepted for up to 3 days. **Students will be required to complete a course of study to attain credit.** After 3 days, a doctor's note will be required. The nurse will issue a medical excuse to the student to be presented to the teacher.
2. Students must take the Health portion of the Physical Education program. Upon the successful completion of the Health portion, credits will be awarded.
3. No medical excuse shall be retroactive.
4. Whenever a student is found to be in any set of circumstances not covered by the above policies, an appeal may be made in writing to

the department supervisor for a review of the case. An appropriate program particular to the student's individual needs may be designed at the direction of the principal in cooperation with the physical education supervisor.

Announcements

Public address announcements will be made at the beginning of first period and at the end of the day. Anyone desiring to have an announcement made must submit it in writing to the office.

Lockers

Lockers are assigned to each student for their personal use; however, they remain the property of the School District. Lockers and their combinations **should not be shared**, and the locker should be locked at all times. Students are permitted to use their lockers between classes and before and after school. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline, and are subject to search by law enforcement officials on presentation of proper warrant.

Student Email Accounts

Each student is provided an email account that can be accessed via the internet by the student or parent. Each student is responsible to maintain their accounts by reading email and deleting email on a regular basis.

Personal Belongings

Please be aware that the district does NOT hold insurance against the theft or damage of the personal property of students or staff. This includes personally owned or leased items used in school programs, such as musical instruments and equipment for art and drama projects, and all personal electronic devices. Even if personal items are kept in a secure area, the owner still bears the responsibility and risk, and personal insurance would have to be used in the event of theft or damage.

Working Papers

Minors who are gainfully employed must have an employment certificate or "working papers". Working papers can be obtained at the main office. Applicants must apply in person with a copy of their birth certificate and social security number.

A school administrator issues working papers only after being satisfied that the working conditions and hours will not interfere with the student's education or damage a student's health.

Working papers will be revoked when

1. A student goes on non-credit status,
2. A student's disciplinary record shows a total of five or more days of suspension in the current school year.

School Closing and Delayed Opening

In case of emergency or severely inclement weather, the school may be closed or starting time delayed. This information will be available through our automated phone system and on our website, www.bordentown.k12.nj.us. This information will also be available by calling the high school telephone number: (609) 298-0025. If no report is broadcast, then school *will be in session*.

Cafeteria

The cafeteria, besides being a lunchroom, is also a place where students may socialize. Each student is expected to practice the general rules of good manners that one should find in the home.

Library/Media Center

The Library/Media Center is an area for information gathering using a variety of resources. In order to gain admittance to the Library/Media Center during periods 3, 4, 5 or 6, **the student may sign up electronically**. The Library/Media Center is open to all students Monday through Friday from 7:30 AM until 2:30 PM.

Lost And Found

Lost and Found is located in the main office (valuables) and in the cafeteria (clothing/sneakers).

Textbooks, Classroom Materials and Fines

Textbooks and other class materials are loaned to students for their use during the school year. Upon assignment, students should place identification on those materials in case of misplacement. Students will be required to pay for lost or damaged books and materials. At the end of the first and second semesters, if a student has outstanding fines or obligations, the final report card or diploma will be held until such obligations have been met.

Parent Conferences

Parent Conferences are formally held twice during the school year; November and April. Parents may make appointments anytime during the school year for conferences with teachers, counselors or the administration by calling the school office.

Olde English "B"

The purpose of this award is to recognize and honor students who have been outstanding in their contribution to the school through their involvement. It is a culmination of all awards and the privilege of wearing the Olde English "B" is reserved for those students who have accumulated a total of 1000 activity points. To insure well-rounded

participation, minimum and maximum point totals are stipulated in the various categories both annually and for a student's four-year high school record. A description of the various categories of activities and their point awards can be found on the BRHS website.

National Honor Society

Any student who meets the criteria to apply for membership to the George M. Dare Chapter of the National Honor Society will be notified in September of his/her junior or senior year. Students will receive information about the application process and deadlines.

The Faculty Council of the National Honor Society selects members of the George M. Dare Chapter of the National Honor Society. The selection process occurs throughout the months of September and October ending with an induction ceremony.

Students who accept membership are expected to maintain the National Honor Society standards of Scholarship, Character, Leadership, and Service. Each member is required to submit **20 hours of service** during the fall, winter and spring submission dates. Members must also participate in numerous group service activities throughout the year.

Additional information about the George M. Dare Chapter of the National Honor Society can be found on our website by clicking Student Activities.

Determination of Class Rank

Class rank is calculated by computer in PowerSchool and published two times per school term: in February and in late June. A more complete explanation of this can be found on the counselor's webpage.

Determination of Valedictorian, Salutatorian, Senior Female/Male with the Highest GPA, and Senior with the Highest Math Average

Manual calculations are made independently by members of the school counseling department, and then compared for accuracy and consistency. The final GPA is determined at the conclusion of final exams, the day before commencement.

Dances/Prom

Dances are open to all BRHS students and their registered guests only. A host student may sponsor only one guest who is a high school student. The host student is responsible for the proper behavior of his/her guest. Guests must be registered by the date noted on the dance contract or announced by the class advisors. **All guests must be under the age of 21 on the date of the dance.** Students may be required to show their

identification card before they will be granted admittance. The hours for the dances will be described in the dance contract. No student will be admitted to a dance one (1) hour after the dance begins. Any student who leaves the dance early will not be permitted back on school grounds. All school rules will apply during dances. Students will not be permitted to leave a dance without parent permission.

All students and their guests should complete a dance contract before attending the dance. All dance styles must comply with standards of modesty and safety. The faculty and the administration in attendance will be the final judge of the appropriateness of the dance style. Inappropriate dancing is defined by any overtly sexual or suggestive movements that mimic or emulate sexual acts or motions or otherwise dangerous dancing. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, freaking, booty dancing (including prone, hip to hip, grinding, juking, and "sandwich" dancing).

Students who intend to participate in at the Dance/Prom must meet the following eligibility requirements:

1. Misconduct at school sponsored activity

If a student is suspended for possession, consumption, and/or being under the influence of alcohol or a controlled dangerous substance at a school-sponsored activity, s/he will not be permitted to attend the Dance/Prom.

2. Disciplinary eligibility

The following disciplinary actions taken against a student will keep that student from attending a dance:

- a. Any single OSS that totals more than 5 days.
- b. Two out-of-school suspensions.
- c. OSS and ISS that amount to four incidences.
- d. Two trancies, as defined by the attendance policy in the student handbook.

3. Scholastic eligibility

- a. The student must be eligible per existing policy as determined by Board Policy #6130 (*Not eligible to attend a dance if student failed two [2] or more courses at the end of the previous marking period.*)

Attendance Reminder:

Any student who wishes to attend any school dance or the prom **must** be present to school on the day of the dance.

IMPORTANT SCHOOL DATES

2018-19 SCHOOL YEAR

Please visit the high school website at <http://www.bordentown.k12.nj.us> to view both district and high school calendar events.

RESPONSIBILITY FOR THIS HANDBOOK

This Student/Parent handbook is the property of Bordentown Regional High School and each student in the school is assigned one. If this book is lost, stolen, or damaged, it is the responsibility of the student to whom it is assigned to purchase a replacement handbook. The cost of a replacement is seven dollars (\$7.00). Anyone found in possession of a handbook that is not assigned to them *may be disciplined for theft or inappropriate use of handbook*. In the case of theft, the consequence is a one day In-School Suspension and financial restitution for the handbook.

Violations of this BRHS Student Handbook policy will result in the following disciplinary actions:

1st offense: Warning, review of this policy, one (1) week pass restriction from leaving the specific class.

2nd offense: Central Detention, two (2) week pass restriction from all classes.

3rd offense: One (1) day of In-School Suspension; minimum loss of pass privilege for the remainder of the semester (may be deemed as long as necessary by the administrator)



