

# **NORTH BERGEN HIGH SCHOOL**



## **2018-2019 STUDENT HANDBOOK**



*Recognized as a Benchmark Public High School for Academic Achievement  
by the Business Coalition for Education Excellence*

*Recognized for Three Years as "Best High School" Bronze Medal Award  
Winner by U.S. News & World Report*

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**North Bergen High School**

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7417 Kennedy Boulevard • North Bergen, NJ 07047 • (201) 295-2800

[northbergen.k12.nj.us](http://northbergen.k12.nj.us)

**NORTH BERGEN HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2018-2019**

**NORTH BERGEN HIGH SCHOOL**  
NORTH BERGEN, NJ 07047  
**TEL.: (201) 295-2800**

*This agenda book belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Student ID# \_\_\_\_\_

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## North Bergen Board of Education

Sai Rao

*Board President*

Claudia Baselice

*Vice President*

### **Trustees**

Patricia Bartoli

Luis Diaz

Haissam Jaafar

Kanaiyalal Patel

Luis Rabelo

Claudia Rodriguez

Ruth Shaw

Mark Rogers

(Trustee Appointed by Guttenberg)

### **Administration**

GEORGE J. SOLTER, JR., Ed.D.

*Superintendent of Schools*

HUGO D. CABRERA

*Board Secretary*

STEVEN P. SOMICK

*Business Administrator*

ALLEN PASCUAL

*Director of Curriculum and Instruction*

## Foreword

This planner/handbook is intended to give parents and students a general outline of programs, policies, activities, for students in the High School.

For additional information on any of the subject matter which follows, parents are encouraged to visit the office of the principal.

## High School Administration

RICHARD LOCRCICCHIO

*Principal*

THOMAS LIGGIO

*Vice-Principal – 9th Grade*

*11th Grade PAT-Z*

PATRICIA BRANDO

*Vice-Principal – 10th Grade*

*11th Grade-GAR-PAS*

EDWARD J. SOMICK

*Vice-Principal – 12th Grade*

*11th Grade- A-GAL*

DENISE ARENAS

*Vice-Principal*

EDWARD C. NARUCKI

*Vice-Principal*

THERESA RABELO

*Director of Student Personnel Services*



Dear Parent/Guardian:

The North Bergen School District provides a comprehensive curriculum and educational experience that prepares each of our students to become lifelong learners. We look to develop personal and social responsibilities while fostering a sense of self-respect and respect for the dignity of others. We look to work collaboratively with parents, students, administrators and teachers to create an educational experience that allows for maximum student learning as well as a safe and positive social environment for students. The home/school partnership has to become the foundation of the North Bergen School District's core values and goals.

Together we must embrace and celebrate the children in our community. We have high expectations for learning for all students; we value the use of technology as a tool to improve and support classroom instruction; we believe that all students will have equal access to strong core academic programs; and, we believe that all students can and want to learn.

The goal of the North Bergen Board of Education is to obtain the resources necessary for the district to attain maximum achievement of all our objectives. We continue to maintain and upgrade our facilities, to develop a district budget that is fiscally responsible, and to ensure that we can provide a 21st century education. All staff members attend Professional Development workshops to keep informed of the latest research in instructional strategies. There is a constant evaluation of all points of data that include state assessment scores, benchmark assessments, reading levels, and other academic information to enhance the program of study.

Please be active users of the parent portal in Realtime, frequently visit the school and district website, and review the school and district vision/mission statements. We encourage you to join us in our charge to advance all students through active participation as we strive to be the finest school district we are capable of becoming.

Very truly yours,

George J. Solter, Jr., Ed.D.  
Superintendent of Schools

## Principal's Message



Welcome to the 2018-2019 school year! Our commitment at North Bergen High School is to provide a safe, comprehensive learning environment to meet the needs of every student while preparing him/her for success at the post secondary level. Attaining high academic achievement, promoting positive social growth and celebrating our diversity is at the forefront of our daily mission.

High standards and expectations for each student in regard to academic performance, co-curricular participation, and responsible citizenship are the foundation of our school. It is with pride that we hold these high standards. We strive to provide an educationally challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the twenty-first century.

It is the contribution of our students to our school community that makes North Bergen High School an exceptional learning community. Full participation in academic and extra-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all students to have a successful and enjoyable year.

Richard Locricchio  
*Principal*



## **Philosophy of the North Bergen School System**

During their years in the North Bergen School System, our students will undergo great, natural changes in mind and body. It is the purpose of our school system to participate with the family and community in helping the students channel those changes so that they may develop as individuals into productive members of the family, the community and the state.

Our most potent tool for channeling student growth is the classroom. In our classrooms, laboratories, workrooms, studios, libraries and gyms, we promote growth in intellect, emotion, skill and physical well-being. The faculty, staff and administration of our schools act together to nurture the classroom environment by planning lessons, providing supplies, maintaining the physical environment and supporting discipline.

To enhance the work of teachers and students in the classroom, we offer extracurricular programs. Our student government, club activities, athletic programs, school publications, supplementary academic classes, Student Assistance Resource Program, and work-study programs are designed to add to the intellectual, physical and social development of every student.

In planning the structure of our schools, we must consider the variety of changes our students are undergoing, the variety in the multifaceted society surrounding student and school, and the variety in subject matter, skills and vocational goals we serve. Consequently, we allow each discipline and each extracurricular activity latitude in finding the method and approach that best suits the specific goals of each student.

The constant to all factions in our school system is the result for which we all aim: a student with intellectual tools for success in the world; with economic skills suitable to his/her place in the labor market; with social attitudes and values congenial to life as an individual and community member.

An important part of this philosophy is the following list of objectives:

- A. To provide an environment which promotes learning and self-motivation for students to develop:
- A sense of responsibility
  - A pride in work
  - A feeling of self-confidence
  - An awareness of his/her potential
  - A sense of the worthy use of leisure time
  - A desire for learning to be carried with them into the future
  - Good character, good citizenship, and leadership ability
  - An understanding and respect for the republican form of government and democratic principles and ideals
  - An awareness of the needs and sensitivities of others
  - An appreciation of the arts
  - Individuality while respecting the rights of others
- B. To provide instruction and practice in the following skills:
- Studying, listening and the communication arts
  - The ability to think rationally, to formulate opinions, make decisions and solve problems
  - Functioning in the laboratory, studio and workroom
  - Using the body properly in healthful living and recreation
  - Interpreting charts, maps, graphs, newspapers and periodicals
  - Performing mathematical operations
  - Interpreting critically fictional, expository, and lyric texts
  - Learning subject matter and applying it to everyday experience
- C. To make available and encourage:
- The study of foreign language
  - The sampling of career opportunities in classes and work-study programs
  - Participation in extracurricular activities
  - Remedial and supplementary instruction to overcome individual weaknesses.

## **Affirmative Action and Equal Educational Opportunity Policy**

BE IT RESOLVED, that the North Bergen Board of Education does hereby affirm its policy to ensure educational opportunities for all students and equal employment opportunities for all persons and by said policy affirms not to discriminate in its educational programs, activities, employment policy or admission policies and practices on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The North Bergen Board of Education shall maintain a learning and working environment that is free from sexual harassment. Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited in the work place or educational setting and is grounds for disciplinary action. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature carried out by someone in the work place or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, or interfere with job or school performance. Acceptance of sexual advances sometimes creates a complex situation which may include various forms of blackmail and favoritism and can influence true compliance with the law in all other areas.

The North Bergen Board of Education has designated the Affirmative Action/Section 504 Compliance Officer/ Title II of the Americans with Disabilities Act Coordinator to coordinate compliance efforts and to investigate any complaints of discrimination as pertains to the above. As required by Federal regulations, all employees and students must be notified of the name, office address, and telephone number of this employee:

Name: Robert N. Kornberg  
Affirmative Action Officer  
Office Address: Lincoln School  
1206 - 63rd Street • North Bergen, N.J. 07047  
Telephone Number: (201) 295-2858

## RULES AND REGULATIONS

### Attendance

#### Title 18A Laws on Compulsory Education

- A. Attendance Required: 18A:38-25 “Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools.”
- B. Days When Attendance Is Required: 18A:38-26.  
Such regular attendance shall be during all the days and hours that the public schools are in session in the school district.
- C. School Attendance: 6A: 32-8.3 A school day shall consist of not less than four hours of actual school work, except that in an approved kindergarten, one continuous session of 2.5 hours may be considered a full day. Four hours of actual school work includes study halls, but not lunch.

A student must be in attendance for 162 or more days in each course (meaning 18 or fewer absences) in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned (9 or fewer absences for half year courses).

The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student’s absence in determining a final grade, except absences for the observance of a religious holiday, college visits for 11th and 12th graders (maximum of three), Take Our Children to Work Day, or absence for a student’s suspension from school will not adversely affect the student’s grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

A secondary student may be dropped from a course or denied course credit when he/she has been absent from more than 18 class sessions of a full year course, more than 14 class sessions of physical education, more than 9 class sessions of a half-year course, and more than 5 class sessions of health, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student’s suspension will not count toward the total.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff. Students who cut class will not be afforded this opportunity.

Students who are absent from school for any reason are responsible for the completion of assignments because of their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

### **Student Attendance Regulations**

1. Students who are at least 18 years old are permitted to leave the building during the school day with parental permission and administrator approval. (If a student leaves school without said permission, the student will be subject to suspension.)
2. Any student who wishes to be excused early **MUST** be picked up by a parent/guardian with appropriate identification.
3. Dental and Medical appointments are to be scheduled **AFTER** school hours.
4. When a student is absent from homeroom, unless a tardy slip has been obtained, said student is considered truant and subject to suspension.

## Student Absence

1. A student NOT reporting to homeroom and who does not get a tardy slip, will be considered truant and subject to suspension.
2. Medical excuses will be submitted to the Medical Office only upon returning to school. Doctor's notes must be received within 5 school days of student's return from absence. The medical excuses must contain dates of absences. (In the case of a medical excuse from participation in Physical Education, the medical excuse must contain dates of non-participation in Physical Education). Medical excuse notes must appear on the physician's stationery, must be original with the physician's signature, and may not be copies or faxes. Also, only dental emergencies will be accepted.

It is the student's responsibility to make up all work that has been missed within 5 days from return date to school. The student should check promptly with each subject teacher to obtain all assignments missed.

Students may be excused for up to five (5) days in the event that a mother, father, grandmother, grandfather, brother or sister passes away. All other relatives or close friends will carry an excused absence for the day of the funeral. A written note must be signed by the parent or guardian on the day of return.

4. Regular attendance is extremely important. Absence from school is an important cause of failure. Students who expect to attend college or to secure employment after graduation should keep in mind that college admission officers and employers are not impressed by a record of excessive absences or tardiness. Such a record may indicate carelessness, indifference, a lack of purpose, or poor health. Grades will be lower since the student loses the value of class discussion and the teacher's presentation.

A student may not participate in a weekend athletic or co-curricular activity without prior approval by the Principal if he/she is not in school on Friday.

### **Make Up Work**

All school work must be made up within a reasonable time (no longer than 5 school days) of their return to school.

### **Truancy**

Any pupil whose absence is unexcused shall be considered truant. No credit will be given and work cannot be made up. At the discretion of the Attendance Department, a referral to a county agency and/ or a court summons can be issued any time a pupil is truant or has ten (10) or more unexcused absences.

### **Pupils Being Dropped from the Attendance Rolls**

School Principals or their designees may administratively sign out and/ or discharge non attending pupils between the ages of 16 and 20 from the official register of the school, thereby indicating an official leaving of school. The administrative signout or discharge shall be effected only after appropriate attempts have been made to persuade the pupil to continue and such signout and/or discharge action shall not be taken until at least 10 days after the pupil last attended.

### **Release Time**

It is the policy of the Board to keep the number of times a pupil is given permission to leave class for activities at a minimum. The time that pupils are to be dismissed for extracurricular activities will be decided by the Principal.

## **School Code for Excessive Absences**

See Board of Education Policy on Absenteeism

## **School Code for Student Truancy**

1. Truancy is an unexcused absence, subject to two days suspension from school. Parent will be notified and/or referral to a county agency for further review.
2. Cuts of single periods are considered in the same light as truancy. All cuts will receive disciplinary action. Cuts one, two or three will result in a detention the following day. On the fourth cut students will receive a Saturday detention. Every cut thereafter will result in Saturday Detention.

## **School Code for Student Tardiness**

1. Students who are late to periods one or two will receive a detention that same day. Students who are late to periods three to ten will receive a detention the following day. On the eighth late to class the student will be given school detention the following day and a Saturday Detention. However, in cases where the student has missed the entire class, the teacher should give the student a zero and submit a referral slip. The student will be assigned a detention and this infraction will be counted as a cut. If a student misses a substantial portion of the class, it is at the discretion of the teacher whether this constitutes a cut.
2. Students reporting late to homeroom will receive school detention on the same day. Failure to report to school detention will result in a suspension and/or Saturday Detention.
3. Students reporting late to school after 3rd period MUST report to the Attendance Office for a tardy slip before they can proceed to any classes.



## RULES & REGULATIONS

4. STUDENTS LATE TO HOMEROOM WILL RECEIVE DETENTION ON THE SAME DAY. Students who are late to homeroom will receive a detention for each lateness through the third late. During the marking period, the fourth, fifth, and sixth lates will result in Saturday Detention. The seventh, eighth, and ninth late will result in 1 day in the The Learning Center. Ten or more lates will result in Out-of-School Suspension for 2 days.

STUDENTS ENTERING LATE AND NOT OBTAINING A LATE PASS WILL BE SUBJECT TO SUSPENSION.

5. Students missing class(es) due to tardiness shall receive a zero for quizzes, tests, assignments missed, and it will be considered an unexcused absence except for extenuating circumstances as determined by Vice Principal.
6. Disciplinary measures for lateness to class will be the responsibility of the SUBJECT TEACHER.

## Guidance

The guidance curriculum is structured to provide students with the information and skills to enhance their development in three distinct spheres of influence: academic, career and personal/social.

Counselors work closely with students to develop competencies in the areas of educational, personal, and vocational development.

Through individual counseling, guidance seminars and group presentation, counselors help students understand their learning strengths and weaknesses, select appropriate courses, plan for the transition to college and careers and meet personal challenges in a mature, productive way.

Students may stop in the Guidance Office and request to see their counselor. However, they must have a pass from a teacher. Your guidance counselor will also contact you during the year to discuss grades, test results, personal problems, secondary plans and any other issues that arise during your life at high school.

Parental Conferences may be arranged by calling 201-295-2788 and requesting to speak to the student's guidance counselor or by looking on the guidance website to find the counselor's email or phone number. Please make sure to schedule all appointments in advance so time can be arranged to meet with you without delay.

## Realtime Parent Portal

The parent portal will allow parents, by using the Internet, to view their child's information regarding schedule, grades, progress reports, attendance and testing scores. Instructions can be found on the district **web site: [http:// www.northbergen.k12.nj.us](http://www.northbergen.k12.nj.us)**. Follow the link for Realtime- Parent portal.

## Counselor Responsibilities & Duties

1. Serve as an advocate for students: listen to students, monitor academic progress, assess their needs and develop realistic interventions, promote equal education opportunities for all students, identify “at risk” students due to poor academic performance and design appropriate intervention strategies to enhance academic improvement.
2. Work with teachers and parents to meet the needs of students: to conduct conferences involving parents and teachers and to assist families with school-related problems.
3. Implement the guidance curriculum: facilitate the goals and objectives as outlined in the three major areas of influence: academic, personal and career awareness that comprise the essential components of developmental guidance.
4. Make referrals for students with special needs, utilizing in-school resources such as administrators, nurse, faculty, Intervention Referral & Services Committee (IRSC - formerly the Pupil Assistance Committee),  
  
504 Committee, Child Study Team (CST), as well as outside community agencies and physicians, where necessary, in consultation with their parents.
5. Evaluate the school-counseling program: conduct an annual review of the counseling program for the purpose of making appropriate modifications.
6. Demonstrate professional growth: each counselor will pursue professional growth by joining professional associations, reading professional journals, attending relevant workshops and conferences.

## **Information Parents/Guardians Should Know**

### **Cumulative Folders**

Each student's cumulative folder contains testing results of standardized tests, the elementary school record, previous report cards, and a school registration form. Health records are housed in the nurse's office.

### **Permanent Record**

The student's permanent record is a standardized form, which is used as the official high school record of the student. The information given on the permanent record is as follows: student's courses and final grades, total credits earned, summer school grades, rank in class, grade point average, attendance record, test profile, and extra-curricular activities.

### **Transcript**

Unofficial transcripts are available for student's use for college/employment visitations. This transcript does not include a school seal and is clearly marked unofficial. A request and signed release are also required by the named student. Official transcripts (includes the school seal) may be sent to educational institutions, places of employment, military establishments, etc., after a request and signed release are provided by the named student.

### **Making Guidance Appointments**

Counselors adhere to an "open door" policy: a student may walk in and talk with counselor if the counselor is available. Alternatively, students may request an appointment in advance by conferring with counselor. Counselors systematically contact students during homeroom periods to set up individual conferences throughout the year.

### **Parent - Teacher Conferences**

Teachers and/or parents/guardians may arrange for conferences by contacting the student's counselor. Counselors will coordinate a suitable date and time for all parties involved.

## **Dropping or Changing Subjects**

All requests for changes must be submitted, in writing, signed by a parent, and approved by his/her guidance counselor. Schedule changes cannot be routinely made to allow for any early dismissal or to accommodate a student's personal preference, but every effort will be made to provide the required subjects for a student's personal and career goals. All changes should be completed before the start of the school year. Courses dropped prior to the first day of the 2nd marking period will not appear on the transcript card. However, courses dropped subsequently will receive a Withdraw Pass (WP) or Withdraw Fail (WF). Please note when dropping a course, a minimum of 30 credits must be maintained throughout each school year.

## **Accepted to School**

Accepted to School is a networking portal that helps students and colleges increase their visibility and opportunities to be seen and searched by one another for the college application process. Accepted to Schools will assist in educating and motivating students about what colleges can offer and the steps to take to ensure success throughout High School for their college and career paths.

## **Admission to College**

Requirements for college admission vary widely. Most colleges consider a student's complete academic record including grades, rank in class, test scores, recommendations of counselors, teachers and principal, personal interviews and school activities.

All students should visit colleges, vocational-technical schools and other post-secondary institutions prior to senior year to determine specific academic requirements for admission.

Admission to college is competitive for today's high school graduates. In view of this fact, it is advisable for college-bound seniors to prepare themselves adequately for the college or school of their choice, and to make tentative selections early. College catalogs, financial aid information, and general college reference books are available in the Guidance Office for use by the students. In addition, a Financial Aid Workshop is scheduled in September for both parents and students.

THE STUDENT WHO IS INTERESTED IN ANY OF THE INFORMATION ABOVE HAS THE RESPONSIBILITY OF CONTACTING HIS/HER COUNSELOR AND SATISFYING ALL DEADLINES.

Upon request, a transcript of a student's record will be sent to a college or special school. There is no charge for the first three transcripts. If a college requests a 7th semester transcript, it is the student's responsibility to provide the counselor with any pertinent forms and a stamped addressed envelope.

The same procedure is to be followed for the final transcript. This information **MUST** reach the counselor by June 1.

### **College Entrance Examinations**

College Entrance Examinations are the Scholastic Aptitude Test SAT I: Reasoning Test and SAT II: Subject Tests. The SAT I is required for admission to most colleges. This test measures verbal and mathematical abilities. Some colleges also require the SAT II (Subject Test). These tests assess knowledge attained in particular subject areas.

The American College Test may be required by some schools in other parts of the country. Students should consult the individual college catalog to determine the recommended testing dates. Counselors are available to assist students in college planning.

It is recommended that Grade 11 students take the PSAT/NMSQT. PSAT helps students evaluate their academic development and plan for their education. National Merit Scholarship Qualifying Test determines the students who will be recognized in its programs and identifies candidates for consideration for National Merit administered scholarships.

If you are planning to enter college, you should take the College Entrance Examinations. Consult your counselor at the beginning of your junior year so that preparations are made for you to participate.

Many competitive colleges also require achievement tests. Therefore, sophomores and juniors are encouraged to register for achievement tests in advanced courses as soon as possible after completion of these courses.

## **SAT II tests are available in the following areas:**

- American History and Social Studies
- European History and World Cultures
- English Composition Literature
- Mathematics - Level I, II and III (Calculus)
- Biology
- Chemistry
- Physics
- French
- German
- Italian
- Modern Hebrew
- Latin
- Spanish
- (TOEFL) Test of English as a Foreign Language

Students presently registered in ESL classes and those students who recently advanced to regular English from ESL classes are encouraged to register for the TOEFL in addition to the SAT. The purpose of the TOEFL Test is to evaluate the English proficiency of individuals whose native language is not English.

The test of Spoken English (TSE) is also available to these students. The purpose of the TSE is to evaluate the spoken English proficiency of persons whose native language is not English. It requires the examinees to answer orally a variety of questions presented in printed and recorded form.

## **Valedictorian and Salutatorian**

The board recognizes and appreciates the sacrifices made by its top students during their time at North Bergen High School. It is felt that only those students who spend a major portion of their High School time at North Bergen High School should be considered for the honor of being the Valedictorian or Salutatorian of their graduating class. Therefore to be eligible for those positions a student must have completed a minimum of 60 credits at North Bergen High School prior to senior year.

Valedictorian and salutatorian will be selected on the basis of Class Rank at the end of the 7th semester and student conduct.

## Guidance Q & A

1. **How do I arrange a conference with my child's teachers?**  
Your child's counselor, when contacted, will arrange a convenient time for a parent-student-teacher-counselor conference so that all parties can collaborate toward optimum achievement.
2. **If my child is sick, how do I get homework?**  
For absences of more than two days, parents/guardians should call your child's counselor by 9:00 a.m. to ensure that assignments will be ready for pick-up at the end of the school day. Parents may also access work through the Realtime Parent Portal.
3. **How are parents/guardians notified about student performance?**
  - Progress reports are mailed home four times a year in October, December, March and May.
  - Report cards are mailed to students four times a year in November, February, April and June.
4. **What is GPA?**  
Grade Point Average is a calculation of a student's grades including the number of credits taken and weight given each course.
5. **What information will North Bergen High School release to colleges, employers, and military recruiters?** Family Education Rights and Privacy Act (FERPA), a Federal law, requires that public schools provide notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as "directory information," includes such items as the name of the student, address, and telephone number and is generally not considered harmful nor an invasion of privacy if disclosed.

In addition, the No Child Left Behind Law requires high schools to provide military recruiters, upon request, access to names, addresses and telephone numbers of high school juniors and seniors listed in the student directory. Parents do have the option of having this information withheld, but this request must be made, in writing, by September 30th.

Colleges, nursing, trade and technical schools will receive an official copy of a student's transcript. The transcript includes grades, rank in class and standardized test results.



**6. What are the graduation requirements?**

The North Bergen Board of Education has adopted a policy that mandates that students successfully complete 120 credits for graduation. Additional information concerning curriculum and attendance requirements is available in our Program of Studies booklet.

**7. Are PSATs and SATs required for college acceptance?**

Although PSAT/SAT scores are not required for two- year community colleges, all students considering further education are strongly urged to take the PSAT in October of junior year and the SAT Reasoning in spring of junior year and fall of senior year in preparation for applying to colleges.

**8. What counseling services are available?**

The guidance counselors are the initial contacts for any routine difficulties or crisis intervention. If further attention is needed or long-term counseling is indicated, referrals can be made to other school resources or to outside agencies.

**9. How often will my child meet with his/her counselor?**

There are scheduled, individual conferences for each student according to grade level. In the ensuing pages under the appropriate grade level, the stated purpose of the conferences and when each will occur is spelled out. However, students are encouraged to visit the Guidance Department whenever they feel the need. Our doors are always open to help students any way we can.

**10. How do students receive career counseling?**

Each student is introduced to the Naviance program, which provides an individual approach to exploring interests, careers, and educational requirements. The end result is the development of a personalized portfolio and a customized resume.

## Independent Study

Independent study is a plan of instruction to guide learners in their own independent work. It is a separate phase of instruction tailor-made for the individual pupil and guided by the teacher in order to build on the pupil's abilities as an independent learner. Under independent study, the teacher's role shifts from a director of learning to a resource for the learner. Independent study may take any of several patterns: a substitute for organized instruction; honors work; a culminating activity; correspondence study; programmed instruction; a supplement to group instruction; individualized instruction.

Any student requesting such a program shall submit a letter for approval to the Independent Study Coordinator, Department Supervisor, and High School Principal. The letter shall detail the proposed project and explain its relevance to the current curriculum. Each independent study program shall require a minimum of one written or oral report per marking period and one written report for each two marking periods.

Any student successfully participating in an Independent Study Program shall receive five credits for each year of the program. In the event a student successfully participates for less than a year the student shall receive a prorated credit of 1.25 credits per marking period.

## Working Papers

New Jersey law requires employment certificates or special permits for the employment of any minor up to 18 years of age. The only exception is for work in agricultural occupations for which a special permit is required only up to 16 years of age.

To obtain "working papers" for the first time after promise of a job, necessary forms must be received from the issuing officer at the office of the Superintendent of Schools and then returned to him/her in person, as follows: (Students who reside in Guttenberg must obtain working papers from the office of the Superintendent of Schools in Anna L. Klein School, Guttenberg.)

1. A Promise of Employment - upon completion by employer. This must be completed before any forms can be processed.

2. School Record - upon completion by Guidance Department when accompanied by birth or baptismal certificate.
3. Health Certificate - upon completion by the designated physician or family physician.
  4. Proof of age - in order of preference
    - a. Birth certificate or transcript
    - b. Baptismal certificate or transcript
    - c. Bible, passport, immigration card, providing such evidence has been in effect at least one year prior to the date it is offered as evidence.

After your first New Jersey “working papers” have been approved by the Labor Department only a new Promise of Employment is required for each change of job thereafter, until the age of 18, at which time your employer may request an age certificate likewise obtained from the issuing officer in the office of the Superintendent of Schools. General Employment - includes mercantile establishments, offices, gas stations, restaurants, hotel jobs, counselor at camps, lifeguard for 14-16 years of age, outside of schools hours. Combined hours of school and work not to exceed 8 hours per day for minors under 16, nor before 7 a.m. or after 7 p.m. Those 16-18 may work from 6 a.m. until 10 p.m. outside of school hours and males until 11 p.m. during regular school vacation. In restaurants any minor at least 16 years of age may work until 12 midnight on such days which do not precede a regularly scheduled school day No minor, however, can work more than 8 hours a day, 40 hours a week, nor more than 6 days a week at any time, until the age of 18, at which time there is no restriction whatsoever either in employment or hours for any job. For information pertaining to prohibitive occupations for minors, consult your counselors.

### **Financial Aid / Scholarships**

All State and Federal Financial Aid Assistance Programs require the student to submit a financial aid form (FAFSA) which may be obtained from his/her guidance counselor. A considerable amount of financial aid is obtained through filing this form. Financial Aid Forms are available to the students through the Guidance Office after the Financial Aid Workshop is conducted during September.

Many scholarships are available to students, as well as career information and job opportunities. To be aware of what is being offered it is your responsibility to:

1. Listen to all announcements during homeroom.
2. Read the student bulletins that are published and distributed by the Guidance Department periodically in all grade levels.
3. Check the bulletin board outside the Guidance Office at least twice a week.
4. Consult Counselors periodically.

### **Guidance Procedures**

Students should adhere to the following procedure in meeting with their guidance counselor:

1. From Study Hall - get a “pass” from the study hall teacher.
2. From Lunch - you may come to the counselor before lunch and then get a “pass” from the counselor to be admitted into the lunchroom.
3. Come before your first class or after your last class.
4. Students are not permitted to wander aimlessly on the school premises.

If your counselor is not available, please write your name, homeroom number, date and time in the Guidance Office and you will be contacted by your counselor.

### **Change of Student Address or Telephone Number**

It is the responsibility of the student to notify the Guidance Department and Attendance Officer immediately of any change in his/her home address and/or telephone number.

### **Career Planning**

A career implies a life work in which you have interest and for which you have received some training and general education.

Remember that planning a career is not just “getting a job.” It is looking for some kind of work that will interest you and then finding out how to do this work well. The actual career decision is the responsibility of the student and his/her parents. The function of the school through its teachers, guidance counselors and administrators is to make available the best information on which to base a choice.

### **Two types of information are needed for a wise career choice:**

Occupational - about the work itself, what it is, what kind of qualifications and training the work requires; and personal - about the student, what he/she can do, what he/she likes to do, what sort of person he/she is. Both student and parent should be aware of the wide variety of occupations. It has been shown in the past that students tend to choose from a very limited list in selecting occupations. This is often because they are not aware of many others open to them. There are over twenty thousand different occupations today, of which more than half were non-existent forty years ago.

### **Student Behavior**

The behavior codes of the North Bergen Public Schools are aimed primarily at helping the students achieve a high standard of socially acceptable conduct. This is regarded as an important part of their learning experience. Students are expected to:

#### **Prepare themselves mentally and physically for the process of learning:**

- Students are nourished, rested, clean, properly dressed and groomed
- Students are free of drugs and alcohol
- Students come to school prepared to learn

#### **Demonstrate respect for people and property:**

- Students are honest, courteous and polite
- Students respect the property of others
- Students accept the rights of others to their own opinions
- Students settle differences peacefully
- Students display good sportsmanship at school-related functions
- Students participate in the maintenance and cleanliness of school facilities and property.

### **Take responsibility for their own behavior and learning:**

- Students recognize that school is work and academic development is the primary purpose
- Students complete all homework, classwork and exams
- Students make personal choices based on reasonable decision-making processes
- Students accept constructive criticism and disagreement when necessary and appropriate
- Students accept the consequences of their actions

### **Use time and other resources responsibly**

- Students attend school regularly and punctually
- Students use study periods and library time for school work
- Students use books and other equipment appropriately

### **Share responsibilities when working as members of a group:**

- Students cooperate, contribute and share in the work of the group
- Students accept and assume leadership when appropriate
- Students listen to the points of view of others

### **Meet the unique requirements of each class:**

- Students participate actively in the classroom
- Students follow class rules and procedures
- Students bring to class textbooks, clothing and other materials necessary for participation
- Students observe rules for safe handling of class equipment and materials

### **Monitor their own progress toward objectives:**

- Students are not permitted to attend any extra-curricular activity, summer school, prom, graduation or project unless he or she is actively attending school on a daily basis or unless individual circumstances require administrative review.
- Students record and maintain records of progress
- Students plan courses of study and schedules
- Students seek assistance from school staff members and peers
- Students value the relationship of learning to everyday life

Communicate with parents and school personnel about school-related business:

- Students take time to discuss academic learning and school progress with parents and school personnel
- Students transmit information to parents and return responses to appropriate school personnel when requested
- Students know the appropriate people to involve when a problem occurs
- Students outline with parents and teachers a clear and concise educational goal for the school year.

### **Harassment, Intimidation and Bullying Policy**

#### **A. Policy Statement**

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

The Board of Education recognizes the pressures put upon pupils to participate in all of the electronic activities around them and to be "popular". Conversely, pupils are concerned about being unpopular. In conjunction with the implementation of this policy, the Board is considering the development of a pupil information exchange that promotes positive interaction, well-being, and character development.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

- B. Harassment, Intimidation, and Bullying Definition “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:
1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
  2. By any other distinguishing characteristic; and that
  3. 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 pupils; and that
  4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/ her person or damage to his/her property; or
  5. Has the effect of insulting or demeaning any pupil or group of pupils;  
or
  6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device. Examples include but are not limited to:

1. Cell phones, pager, handheld devices;
2. Social networking sites, e-mail, live streaming;
3. Instant messaging, video mail; and
4. YouTube, chat rooms.

The following behaviors may result in a Harassment, Intimidation, and Bullying investigation:



Physical aggression or contact to a pupil  
Teasing or name-calling  
Insulting or demeaning comments  
Threatening comments, gestures or physical acts  
Intimidating conduct toward another pupil  
Spreading harmful rumors or gossip about a pupil  
Getting another person to harm a pupil  
Harassment, intimidation or bullying through electronic communications  
Destruction of property  
Stalking another pupil  
Publicly humiliating a pupil  
Stealing or theft  
Defacing/destroying school property  
Excluding or rejecting a pupil  
Extorting or exploiting a pupil

### **C. Pupil Expectations**

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

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupils rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16- 7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

D. Consequences and Appropriate Remedial Actions: The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

Please refer to the school website under the heading of Harassment, Intimidation, and Bullying for the complete policy.

## Hazing in Athletic Programs

In athletic settings, some may view hazing as a harmless rite of initiation or an important activity for team bonding. However, it is actually a form of harassment and represents a North Bergen Board of Education Disciplinary Code offense. A more complete explanation of harassment can be found in the North Bergen School Districts Handbook.

Hazing, therefore, cannot and will not be condoned or permitted in the athletic program of North Bergen Board of Education. This means that HAZING is not tolerated on the fields or courts, in the locker rooms, on the bus, or at any other activity in which student-athletes represent the North Bergen Board of Education.

## The Warning Signs

If you see a group where the “power differential” between the old and the new is great, this should be a warning. Watch out for groups where everyone is not equally respected and treated the same. The following activities are all examples of but not limited to:

### Hazing

- Being yelled, cursed or sworn at
- Being publicly embarrassed
- Having to act as a personal servant to an older group
- Being told to eat or forced to eat disgusting things such as cat food, Tabasco sauce, raw egg
- Being thrown or forced to go into a pond, ocean, toilet or other body of water
- Pressured to be tattooed, body pierced or shaven
- Participating in drinking contests
- Drink, exercise or smoke drugs until you pass out
- Making prank phone calls or harassing others
- Destroying or vandalizing property
- Inflicting pain on yourself or others

## Child Abuse and Neglect

The Board of Education believes that the physical and mental well-being of all children in its charge must be maintained as a prerequisite to achievement through the formal educational process. The school district will cooperate with the Department of Child Protection and Permanency (DCPP) in identifying and reporting all suspected cases of child abuse or neglect.

Information regarding child abuse and its prevention shall be incorporated into the district's family life education program in accordance with the consultation procedures set forth in board policy on family life education. Staff members shall be provided with in-service training to assist them in the identification of child abuse and to instruct them in their responsibilities to the abused child.

The Board of Education directs the Superintendent to make available to DCPP confidential district records of any pupil alleged, either by school personnel or DCPP, to be the recipient of abuse or neglect as defined by law. The Board further directs the Superintendent to develop procedures for compliance with statutory requirements that instances of child abuse be reported.

Such procedures shall:

- A. Inform all staff members having contact with pupils of their responsibility to report directly to DCPP all cases of abuse, abandonment, cruelty or neglect resulting in physical or mental injury by other than accidental means;
- B. Require all school personnel to report suspected instances of child abuse to the building principal after reporting to DCPP; Police Dept. also to be informed by representative.
- C. Require prompt action to secure treatment of such injuries as result from abuse so as to protect the health of the child;
- D. Require that a report of each case of unexplained absence which might be a case of child abuse be reported to DCPP as the law provides.

The Board of Education shall designate a liaison to DCPD. Abuse referrals are not screened or referred through the liaison. The function of the liaison is to:

- A. Facilitate communication and cooperation between the district and DCPD; and
- B. Act as the primary contact person between the schools and DCPD with regard to general information sharing and the development of mutual training and other cooperative efforts.

The chief school administrator shall require all employees and volunteers to receive in-service training concerning child abuse, instructional methods and techniques relative to issues of child abuse in the local curriculum, and personnel responsibilities. This training shall include information regarding the identification and reporting of allegations of child abuse to DCPD, as well as the investigative process conducted by DCPD. Additionally, the employees shall be made aware of their rights and responsibilities according to the law and code.

A person making the report in good faith is immune from any liability, civil or criminal. No school personnel can be discharged from employment or discriminated against as a result of making a report or causing to be reported an allegation of child abuse.

Failure to make a report is a violation punishable by a fine up to \$1,000.00 and up to six months in jail.

## **Student Identification Badges**

Students are required to wear photo ID badges at all times. The badges must be displayed on lanyards issued by the Board of Education. Lanyards must be worn around the neck. The first photo ID will be taken and issued to students by the school at the school's expense.

Any student who has lost or misplaced their Photo ID must purchase a new ID for \$2.00 and new lanyard for \$1.00. Refusal to obtain a replacement I.D. card or wearing someone else's I.D. may be considered an act of insubordination for which the student's parent must come to school.

## **School Disciplinary Code (Suspension)**

Students may be suspended by the Principal and Vice-Principals for the following offenses:

- a. Insubordination
- b. Willful disobedience of school authorities and rules
- c. Use of profanity or vulgarity
- d. Smoking
- e. Fighting
- f. Defacing school property: kicking lockers, defacing desks, etc.
- g. Stealing
- h. Possession, use, or sale of controlled dangerous substances/steroids or drug paraphernalia or
- i. Forging doctor's notes
- j. Truancy
- k. Excessive cutting and/or tardiness
- l. Failure to report to homeroom
- m. Leaving school before the end of the student's school day
- n. Cafeteria violations
- o. Fire Drill violations
- p. Threats to Staff Members
- q. Pranks
- r. Dress Code violations
- s. Allowing trespassers into the building

Most infractions will warrant the Learning Center. Students assigned to The Learning Center must abide by the directives issued by The Learning Center staff. Violations of these rules will warrant Out-of-School Suspension.

Students engaged in fighting will be suspended for 10 days, have a disorderly person charge filed with the North Bergen Police Department and be subject to a S.A.R.P. referral.

Any student who is arrested will receive an automatic 10-day suspension.

For Seniors: Project Graduation is a privilege, not a right. Any Senior who incurs a disciplinary infraction during his/ her senior year risks losing the privilege to attend Project Graduation.

### **Due Process**

Pupils shall be informed of the charges against them and be given the opportunity to respond. Each pupil shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the pupil or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Pupils suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the Board which shall take place not later than thirty (30) calendar days following the day the pupil is suspended from the general education program. If the offense involves a weapon or assault with or without the weapon, the hearing shall take place not later than thirty (30) days after the suspension occurs.

### **Out of School Suspension & Home Instruction Students**

When a student is OSS or on HI, the student is not permitted within 1000 feet of the high school. Students on OSS or HI cannot attend extra-curricular activities. Failure to comply with this policy will result in further disciplinary action taken. If the student is found in or on school grounds the student is subject to arrest for trespassing.

Parent/Guardian must return with a student when he/ she returns from out-of-school suspension for a formal discussion regarding the student's behavior.



Home instruction students must return to school with a medical clearance from his/her physician upon completing home instruction and returning to school. A child will not be permitted to return to school if medical documentation for his/her return is not provided.

### **Rules for The Learning Center**

1. The Learning Center will be held from 7:40 A.M. – 3:07 P.M. Periods 1-10.
2. Cutting TLC is considered truancy. Students will receive a two day Out-of-School Suspension and a mandatory referral to a county agency and/or a court appearance.
3. Students are not permitted to leave TLC room for any reason other than provided by the North Bergen Board of Education.
4. Students are not permitted to talk.
5. Students are not permitted to sleep. Students who fall asleep are referred to the appropriate Vice-Principal.
6. Students who are late to Homeroom are assigned detention.
7. Students must make up all time missed if they are absent.
8. Students are permitted to use the bathroom one time up to 2:25 PM, or in event of an emergency.
9. Students will bring all books to The Learning Center. They will not be allowed to go to their lockers.
10. Students will have lunch during Period 8.
11. Student identification cards are collected in The Learning Center. If students are not in possession of their ID card, they may have new ones prepared at the students' expense of \$2.00, plus \$1.00 for a lanyard. Refusal to obtain a replacement I.D. card may be considered an act of insubordination for which the student's parent must come to school. Students without their IDs will be placed in TLC.

12. Students will be given out of school suspension after being assigned five (5) TLCs.
13. A composition must be written 250 words per day as to why student is in TLC.
14. If a student is removed from The Learning Center for disciplinary reasons a parent must pick up their child immediately from the school. The student will be placed on OSS.

### **Saturday Detention**

Rules and Regulations on file in High School Main Office.

*Please Note: Only excused absences as outlined on page 14 will be permitted.*

### **Leaving School Grounds During the Day**

No student is permitted to leave the school grounds from the time he/she arrives in the morning, until he/she is dismissed at the end of the school day. There may be exceptions, but only by the Principal's approval.

### **Smoking**

Students are not permitted to smoke in the school building OR on the school grounds. This includes all sidewalks as well as walkways leading to school entrances. Violation of this regulation will warrant disciplinary action.

### **Trespassing**

Any student that allows a non-member of North Bergen High School (trespasser) to enter the building will be subject to a 10 day O.S.S. and police charges.

## School Code for Parking

Under no circumstances shall a student make use of the faculty or administrators' parking areas. A violation of this rule will result in immediate suspension and will result in violator's automobile being ticketed and towed away.

## Dress Code

### Mandatory School Uniform Policy Requirements

#### Grades 9 - 12

The following information describes the School District uniform requirements:

**Male:** Uniform: Black color polo shirt with district's emblem.

Khaki or black cotton twill pants or long walking shorts. Black color, cardigan or fleece cover-up with district emblem for cold weather, but only over the black uniform shirt.

**Female:** Uniform: Black color polo shirt with district's emblem.

Khaki or black long pants, skort or jumper, knee-length skirts, or long walking shorts. Black color, cardigan or fleece cover-up with district emblem for cold weather, but only over the black uniform shirt.

**Foot Apparel:** must be appropriate footwear. Shoelaces should be tied properly for safety. Slippers, sandals, slides and shoes without a solid back are not permitted.

## 2018-2019 North Bergen Student

### Dress Code Guidelines

#### Male and Female - Grades 9-12

The following information describes the School District uniform guidelines.

North Bergen Schools must be an environment in which work can be accomplished by adults and students. Students' dress will fall within the following guidelines in order to create an orderly setting, in which teaching and learning can occur with as few visual distractions as possible. The school administrators will make the final decision about whether an article of clothing or style of dress falls outside of these guidelines.

## MALE/FEMALE

\*\*\*\*\*ABSOLUTELY NO BLACK OR TAN JEANS, SKINNY PANTS, LEGGINGS, SWEATPANTS, WARM-UP PANTS, OR DENIM MATERIAL SLACKS OF ANY KIND WILL BE PERMITTED. **Shirts must be worn appropriately in size. Shirts must be tucked in at all times. Only school uniform shirts should be worn under the black cardigan or fleece.**

**Pants/Shorts** may be purchased at any store that sells black or khaki cotton slacks, (Old Navy, Target, Walmart, Kohls, etc.) as long as they follow the uniform guidelines.

## OUTER GARMENTS

Coats, jackets and outerwear, including hooded clothing or “hoodies”, shawls, ponchos and raincoats cannot be worn inside the school building.

## ACCESSORIES

Hats, bandanas, sweatbands, stocking caps, do-rags, grills, sunglasses, and other distracting apparel, may not be worn in the school building. If a student is noted as wearing any of these, the enforcement policy will be the same as non-uniform compliance. **\*\*To accommodate students’ adherence to religious dress codes, headscarves will be permitted.**

## **PHYSICAL EDUCATION UNIFORM (MALE & FEMALE)**

\*Sweat pants

\*Shorts (knee length)

\*Loose fitting T-Shirts (no logo require / Sweat Shirts for outdoor activities)

\*Athletic Sneakers

Uniforms may be purchased at:

### **Cover Stitches**

568 54th Street West New York, NJ 07093

### **Lobel's Uniform Outfitters**

5819 Bergenline Avenue West New York, NJ 07093

### **Tuxedos by Rose**

7727 Bergenline Avenue North Bergen, NJ 07047 (201) 869-4010

**Land's End** via (Phone / Internet) [www.landsend.com/school](http://www.landsend.com/school)  
North Bergen School District

### **Kids Fashions Inc.**

3505 Bergenline Avenue Union City, NJ 07087 (201) 866-1504

The vendors will have uniforms in stock starting at the end of June.

We encourage you to visit their stores at your earliest convenience, where you will be able to buy or order your child's uniform. This will avoid any delay in delivery prior to the start of the school year in September.

Any student in non-compliance with the mandatory school uniform policy will result in The Learning Center for the day. The parent/guardian will be notified by the school office. After numerous offenses a Saturday Detention will be added to The Learning Center. More stringent discipline procedures will address continuous offenses.

## Telecommunications Devices

**The following will NOT be permitted in North Bergen High School:**

Playing Cards	Hand-Held Electronic Games	Dice
Laser Pointers	Walkie-Talkies	IPods

Any teacher who sees a student with one of these items should confiscate it and report the student to the appropriate Vice-Principal. Parents must pick up confiscated items.

## Cell Phone Use

Cell phones may only be used on school grounds in an emergency situation or before and after the school day or with the permission of a school staff member supervising the student in a curricular or school-sponsored co-curricular activity. Failure to adhere to this policy may result in the following:

After an initial, verbal warning, the cell phone may be confiscated and a parent required to pick it up. If a student refuses to relinquish his/her cell phone, further disciplinary action will be taken.

## Games of Chance

Games of chance with or without money involvement are prohibited at all times. Violation of this regulation will warrant disciplinary action.

## Use of School Property

- Property within the building and play areas is for use of students.
- Students must treat all property and school areas with respect.
- Destruction of school property will result in immediate suspension. Payment in full **MUST** be made for destroyed property.
- Students who abuse the privileges of the high school by acts of vandalism will be referred to the Board of Education.

## End of the Day Dismissal

- After classes are dismissed for the day, the halls, stairs and building must be clear of all students except those having appointments or meetings under the supervision of a teacher.
- The building must be cleared by 4:00 P.M. each day.
- Permission for use of the building, after regular hours, must be secured, in writing, from the high school administration, at least three (3) days prior to the event.

## Flowers and Balloons

Flowers and balloons are not permitted to be taken to class. Any balloon and flower deliveries to school (we do not encourage this) must be left in the Main Office until the end of the school day.

## Birthday Posters

All birthday posters must be approved in the Main Office by the Principal. Once approved, they will be hung opposite Cafeteria A.

## Bulletin Board

1. All notices, announcements, advertisements or school posters must be approved by the administration before being displayed. No material may be posted on doors or painted surfaces.
2. All posted material must be in good taste and proper size.

## Cafeteria Regulations

### STUDENTS ARE REMINDED THAT NORTH BERGEN HIGH SCHOOL DOES NOT HAVE AN OPEN LUNCH POLICY.

Neatness and cleanliness are essential elements in maintaining a proper atmosphere for breakfast and lunch.

The following regulations must be observed:

1. All food must be eaten in the cafeteria. No food or drink may be carried from the cafeteria. Food may not be purchased during the passing of classes.
2. No one may enter the lunch line through the cashiers' aisles.
3. After finishing breakfast or lunch:
  - a. Clean your area and return tray to designated place
  - b. Put chair in place
  - c. Put waste paper and refuse in containers provided
  - d. All students at the table are responsible for its cleanliness and the cleanliness of the surrounding area.

4. No grooming, such as combing of the hair and putting on make-up, is permitted in the cafeteria.
5. Students are not to leave the cafeteria except to go to the lavatories. (Passes will be provided for lavatories and telephones by the teacher on duty.)
6. No food is permitted to be ordered and/or delivered by an outside vendor to the high school.

### **Hall Traffic Regulations**

1. Running in the corridors or any other area is prohibited.
2. Students are to keep to the right in all corridors.
3. The stage area of the auditorium must never be used as a corridor.
4. Gathering in the halls or on stairways is a safety hazard.
5. STUDENTS MUST HAVE PASSES ISSUED BY TEACHERS FOR PASSING THROUGH THE CORRIDORS OR ENTERING THE LAVATORY DURING THE CLASS PERIOD.
6. Students are not permitted in the lavatories between class periods.
7. No student is permitted to remain in the corridors, or on the stairways after class begins.

### **Health Regulations**

1. Students are admitted to the Medical Office upon presentation of a signed pass from their subject teacher. In an EMERGENCY, a pass is not necessary.
2. The nurse will indicate the time of arrival and departure from the office. Upon returning to class, students will present subject teacher with the signed pass.



3. In case of illness, the student **MUST REPORT TO THE MEDICAL OFFICE**. The nurse will then determine if the student is to be sent home. Students approved to sign out, must be accompanied by a parent or an adult named as a parental substitute before leaving the building. Students will be signed out in the Medical Office.
4. Physical examinations are required of all new students. All students participating in school athletic programs must have a physical examination.
5. Any student requiring the use of a cast or crutches must present a written note from a physician to the nurse. The note should include the length of time the student will require a cast or crutches. A note from the school's medical office allowing a student to use the elevator is required. This note is for that student only, not accompanying friends.
6. Students who have health problems should see the nurse.
7. In case of injury, illness or emergency, the student should immediately notify the nearest teacher.
8. Scoliosis screening on all grade 9 and 11 students will be conducted yearly. A parent may refuse examination in a written letter to the Medical Department.
9. Audio and visual screening according to state guidelines will be performed at the 10th grade level.

### **Fire Drill Instructions**

Classes should observe the following regulations immediately upon hearing the fire signal:

1. **THERE MUST BE NO TALKING.**
2. Doors to all classrooms must be closed when the last student leaves.
3. **WALK – DO NOT RUN.**

4. Follow the directions given by the teacher in charge.  
Two single lines are to be kept going down each side of the stairways. Leave an aisle in the middle.
5. Upon leaving the building, walk away from the building following directions and distances given by the teachers.  
Upon reaching designated area, attendance will be taken.
6. It is a student's responsibility to stay with his/her teacher at all times during the drill.

**FAILURE TO TAKE THE DRILLS SERIOUSLY  
WILL RESULT IN IMMEDIATE SUSPENSION.**

### **Food Sales**

No food of any kind, i.e. candy, brownies, etc., may be sold in the school unless Board sanctioned.

### **Dance Regulations**

1. All dances start at 7:00 P.M. and end at 10:00 P.M.
2. Dance attendance is limited to 400 and only N.B.H.S. students.

### **Study Hall**

Attendance is mandatory. No student will be excused from study hall unless requested by a teacher.

### **Media Center**

The Media Center is located on the second floor above the main entrance. The Center is open and staffed by a Library Media Specialist periods 1-10.

The Center offers books and audio-visual materials that have been selected for class and recreational use. The periodical collection includes daily newspapers and magazine and journal subscriptions. Internet access is also available for curriculum use.

Special orientation lectures are given to Freshmen students and instruction involving research strategies and skills is given individually as well as in groups involving curricula research projects. The Media Center staff welcomes student volunteer assistance. Applications for the Media Council are accepted at the beginning of each school year.

## Media Center Regulations

Admission to the Media Center: Students wishing to use the Media Center for research purposes or periodical use may do so before their first period or after their last class or during their Study Hall assignments. Attendance will be kept and Study Hall teachers will be informed of the students' presence. Study Hall teachers will not issue passes. Students must report to the Media Center before the late bell. Students will remain in the Media Center for the full period including students attending during lunch periods.

Borrowing of materials: Students may borrow circulating materials by using their North Bergen Free Public Library cards. Applications for a Public Library card may be processed in the Media Center. Circulating materials may be checked out for two weeks and may be renewed. Certain reference and audio-visual items may be borrowed overnight and returned before homeroom of the following day. Tardiness in returning items may result in disciplinary action.

## Book Regulations

- a. Students attending North Bergen High School are issued textbooks free of charge. These books are the property of the Board Education. Special care should be taken to keep these books free from unnecessary wear and damage.
- b. Books should be covered at all times.
- c. Lost books MUST be paid for in accordance with the type of book and condition as established by the high school administration.

## Field Trips

Field trips are occasionally scheduled during school hours. Field trips are important in the students' educational development in that they supplement the classroom learning process by:

1. Giving students an opportunity to observe and investigate outside the classroom

# RULES & REGULATIONS

2. Enriching the educational background
3. Stimulating student interest and inquiry
4. Developing social awareness
5. Helping students recognize that learning is a continuous process that takes place throughout life and not just in the classroom.

A parental permission slip is required for each student participating in the field trip.

## Grading System

An alpha grading system will be used. It should be clearly understood that students who do not participate in classroom discussion and who do not fulfill the requirements of the course cannot hope for satisfactory grades.

### North Bergen High School Grading System:

<u>GRADE</u>	<u>RANGE</u>	<u>WEIGHTED</u>	<u>HONORS</u>	<u>A.P.</u>
A+	100-97	4.35	4.78	5.22
A	96-93	4.00	4.40	4.80
A-	92-90	3.65	4.01	4.38
B+	89-87	3.35	3.68	4.02
B	86-83	3.00	3.30	3.60
B-	82-80	2.65	2.91	3.18
C+	79-77	2.35	2.58	2.82
C	76-73	2.00	2.20	2.40
C-	72-70	1.65	1.81	1.98
D	69-65	1.00	1.10	1.20
F	64-50	0	0	0
F-	49-0	0	0	0

## Summer School Assignments

Students who must attend summer school will be assigned according to the following criteria:

Failed a class with a grade between 50-64 – 3 hours

Failed a class with a grade between 0-49 – 6 hours

Failed a class with a grade between 50-64

and over 18 unexcused days – 6 hours

Passed a class but over 18 unexcused days – 3 hours

## Summer School Grading

All final grades for summer school courses shall be given on a Pass/ Fail basis. All students with a numerical grade of sixty five (65) or better shall receive a Passing grade.

Any student with three or more absences for any reason, excused or not excused, shall receive a failing grade. Three instances of lateness shall equal one absence.

## Evaluation

**The evaluation of student performance will include:**

1. Attendance as per Board of Education policy.

2. Marking period grades consisting of:

### **In Music:**

10% Tests, quizzes, and projects

20% Homework

70% Class Participation

Concerts & Dress Rehearsals will be considered an assignment and will be graded under the Class Participation category. A makeup research paper will be accepted in extenuating circumstances at the discretion of the teacher and department supervisor. The course syllabus will reflect these policies and must be signed by the parent/ guardian in September.

### **In Physical Education:**

10% Marking period exams/project-based assessments

90% Class participation and homework

### **In all other subjects:**

40% Tests, quizzes, compositions and projects

20% Marking period exams/project-based assessments

30% Class participation

10% Homework

Final grades will be calculated as follows

Marking period grades - 22% per marking period

Final exam grade - 12%

Students who register in North Bergen High School after January 1st will be required to audit classes for the remainder of the school year. Credit will not be granted to these students for the courses; however, courses that are audited may be repeated during the following school year to obtain credit.

## Special Interest Groups

The Board will not permit distribution of literature to or through pupils in the school district for any organization outside the school district.

The Board prohibits the distribution of political literature to or through the pupils of this district in school buildings or on school grounds that promotes, favors, or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election. No pupil shall be requested or directed by any school official or employee to engage in any activity that tends to promote, favor, or oppose any such candidacy, bond issue, proposal or a public question submitted at any election.

## Senior Final Exam Exemptions

Exemptions from the final exam will be granted only to seniors.

All cumulative projects, such as research papers or media presentations must be completed and submitted on the assigned date.

Such exemptions will be granted to students who have maintained an A- average in every marking period, including the fourth marking period, and completed all long-term projects.

Students entitled to exemptions will be notified by their respective teacher one week prior to the exam date. Faculty members will submit a list of exempt students to their supervisor.

## Scholastic Honor Roll

The purpose of the Honor Roll is to encourage every student to put forth his/her greatest effort and to give recognition to those students whose achievements are of high caliber.

Students will receive an honor certificate for accomplishment in studies in the following manner:

First Honors – 90% overall average in all subjects

Second Honors – 83% overall average in all subjects.

The Principal's Academic Award Dinner is held each spring to honor those students who have maintained a 90 average during the first semester.

Any failure or incomplete on the report card automatically excludes a student from the Honor Roll.

## Bus Transportation Rules

1. Be on time.
2. Dress for the weather and the time of day.
3. If you know you won't be taking the bus,  
let the driver know ahead of time.
4. At the bus stop, wait away from the edge of the road.
5. Let the bus come to a full stop before approaching the bus.
6. Stay seated until the bus comes to a full stop.
7. Do not stick anything or throw anything out the window.
8. Keep your arms and legs out of the aisle,  
where they could trip or hurt somebody.
9. Don't lean against windows.
10. Put books and bundles where they can't slide or fall.
11. Refrain from eating on the bus.
12. Don't talk to the driver, unless it's an emergency.
13. Be courteous at all times.
14. When leaving the bus, move away from it quickly,  
and stay clear of the rear wheels.
15. If crossing the street in front of the bus, wait until the  
driver signals you across.
16. **MUST HAVE BUS PASS TO BOARD BUS.**
17. Consequences for breaking bus rules will result in a  
two day suspension.

## 2018-2019 Bus Schedule

### Leaving 6th Street

1 bus – 6:50 A.M.

3 buses – 7:30 A.M.

3 buses – 8:15 A.M.

### Leaving High School

3 buses – 2:30 P.M. After Period 9

3 buses – 3:15 P.M. After Period 10

## The Student Assistance Resource Program

A performance based program for identifying and assisting problem students in the school setting. With emphasis on chemical abuse (alcohol and other drugs), the program will provide confidentiality through the Supervisor of S.A.R.P., the program coordinator, and student and faculty S.A.R.P. members.

Students are provided with both in-house assistance and referred to agencies outside the school community when deemed appropriate. These services will include the following:

1. The district substance abuse policy is available online. Any questions regarding the policy should be directed to the SARP Office at 201-295-2764.
2. Assistance to students who are concerned about their use/abuse/dependency, and to help them develop positive methods of coping with the stress of everyday living.
3. Assisting other students with other problems.

## Plagiarism

Plagiarism is the inclusion of another's words, ideas, or data as one's own work. This covers unpublished as well as published sources. According to Webster's New International Dictionary of the English Language, to plagiarize is to steal or purchase and pass off as one's own the ideas, words, artistic production of another; to use without due credit the ideas, expressions or productions of another. Plagiarism includes but is not limited to the following examples:

1. Quoting another person's words, sentences, paragraphs or entire work without acknowledgement of the source;



2. Utilizing another person's ideas, opinions, or theory without acknowledgement of the source;
3. Using resources without documentation on a task that is to be completed without resources;
4. Copying another student's written test answer;
5. Copying, or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
6. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work. Standard published sources used as guides to citation include:

Gibaldi, Joseph, *MLA Handbook for Writers of Research Papers*, 6th ed., 2003.

*Publication Manual of the American Psychological Association*, 5th ed., 2001

*The Chicago Manual of Style*, 14th ed., 1993.

### Consequences

1. A grade of zero (0) for the assignment and all related assignments with no opportunity to make up that work in any way, including extra credit work.
2. If a student is caught plagiarizing/cheating in an Honors/AP course, he/she will be removed and placed in a general education class.
3. Two days in The Learning Center.
4. Mandatory parental conference.

### Internet Access

The North Bergen Board of Education believes that providing students and faculty with access to the Internet will provide them with incredible educational opportunities and potential. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individuals. It offers vast, diverse and unique resources to both students and faculty. Access to the Internet enables students and faculty to explore libraries, databases, bulletin boards and other resources worldwide.

In making decisions regarding access to the Internet, the district has considered its educational mission and objectives. Its goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. The Internet offers access to computers and people throughout the world. With this access to computers and people also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials and a user may discover controversial information. The North Bergen district believes that the educational value of information and the interaction available on this worldwide network both outweigh the risks that users may procure material which is not consistent with its educational objectives. However, the district will take precautions to restrict access to controversial materials included but not limited to the use of website based filtering.

The district expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Outside of school, parents and families bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, radio, movies, and other possibly offensive media.

The Superintendent shall have regulations prepared governing this access and the principals shall coordinate their building's use and coordination with the district system as well as providing proper supervision over access to the Internet.

Adopted: 12/16/11 amended 6/27/12

1. **Acceptable Use** – The purpose of access to the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. To remain eligible as users, students' and faculty's use must be in support of education and research and consistent with the educational objectives of the North Bergen School System. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network and its acceptable use policy. Transmission of any material in violation of any local, state or federal law or regulation is prohibited.

This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet for commercial purposes, product advertisement, political lobbying or plagiarism is prohibited.

The hardware and software used for the district's computer system are the property of the district. Therefore the district retains the right to monitor all access to and use of the Internet.

2. **Privilege** – Access to the Internet is a privilege, not a right. Access entails responsibility, and inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Superintendent is delegated the authority to determine appropriate use and may deny, revoke or suspend any user's account at any time based upon his determination of inappropriate use.
3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette.

These include but are not limited to, the following:

- a) Be polite and do not be abusive in messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or profanities.
- c) Do not use the network in a way that would disrupt the use of the network by others.
- d) Keep your account password private and log off the network after each use.
- e) Messages relating to illegal or dangerous activities should be reported immediately to the supervising staff person.
- f) Do not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- g) Do not condone or encourage the use of controlled dangerous substances.
- h) Do not repost a message that was sent in private without the permission of the person who sent the message.
- i) Do not engage in spamming which is sending an annoying or unnecessary message to a large number of people.

4. **Vandalism** – Harassment or vandalism may result in cancellation of a user's privilege. Vandalism is defined as any malicious attempt to harm, modify or destroy the hardware, software or data of another user, agency or network that is connected to the Internet backbone. This includes, but is not limited to, the intentional dissemination or creation of computer viruses. Harassment is defined as the persistent annoyance of another user or the interference with another user's work. Additionally, users shall not attempt to gain unauthorized access (hacking) to the district system or any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account.
5. **Security** – Security on any computer system is a high priority. If a user feels that he or she can identify a security problem on the system that user must notify the system administrator or the principal. The user should not demonstrate the problem to others.

A faculty member may allow students who do not have their own account, access to the system in a class setting as long as the member does not disclose the password to the students and assumes responsibility for their actions in using that account. Users will not attempt or actually access any computer sites or files for which they do not have authorization. Users may not let any other person use their account and password.

Passwords should not be easily guessed by others, nor should it be a word which could be found in a dictionary. Attempts to log into the system using another member's account or as a system administrator may result in disciplinary action and termination of the account. Users should immediately tell a system administrator or the principal if their password is stolen or they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the system. Termination of an employee's Internet access may be appealed using the grievance procedure outlined in article 6 of the collective bargaining agreement between the North Bergen Board of Education and North Bergen Federation of Teachers.

6. **Account Information** – Information and signatures on contracts may be required to be updated. Account names and passwords may also need to be updated. Users must notify the principal or designee of any changes in information.
7. **Indemnification** – The user agrees to indemnify the North Bergen Board of Education and its agents and employees for any losses, claims, or damages, including reasonable attorneys' fees relating to, or arising out of any breach of contract or misuse of Internet access privileges.
8. **Copyrighted Material** – Copyrighted software and materials shall not be downloaded, further transmitted or placed on any system without the owner's permission or without compliance with all the terms of a preauthorized licensing agreement. Users will not plagiarize works that they find on the Internet.
9. **Public Domain Material** – Users may download appropriate public domain software for their own use. Users assume all risks regarding the determination of whether a program is in the public domain.
10. **Real-time/Interactive Communication Areas** – The system administrators or Superintendent have the right to immediately terminate the account of any user who misuses the real-time conference features. (talk/chat Internet relay chat). Termination of an employee's account may be appealed using the grievance procedure outlined in, article 6 of the collective bargaining agreement between the North Bergen Board of Education and North Bergen Federation of Teachers. The privileges shall be suspended pending the resolution of the appeal.
11. **Public Posting Areas** – messages are posted from systems around the world and local system administrators have no control over the content of messages posted from these other systems. The local system administrators or the Superintendent, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of these regulations.

12. **Electronic Mail** – Electronic mail is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. Messages received by the system are retained on the system until deleted by the recipient. Users are expected to remove all messages in a timely manner. Messages that are not removed will be deleted if not removed by the user in a timely manner.

Users are advised that E-Mail or other Internet correspondence is not privileged or confidential. From time to time, communications may be monitored by the administration to assure that Internet use is in support of district goals, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene or illegal material. The district reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to mail sent over the system.

13. **Parental Notification and Responsibility** – The District will notify the parents/guardians about the district network and the policies governing its use. Parents/guardians must sign an agreement to allow their student to have access to the Internet. Parents/guardians may request alternative activities for their students that do not require Internet access. Parents have the right at any time to investigate the contents of their child's E-mail account or to request the termination of their child's account. Parents are responsible for monitoring their child's use of the Internet when they are accessing the system from home. Although the District will provide parents/guardians with guidelines for student safety while using the Internet, it is not practical or possible for the District to monitor and enforce a wide range of social values. It is the primary responsibility of the parents to convey their particular set of family values to their children.

14. **Search and Seizure** – An individual search will be conducted if there is a reasonable suspicion that a user has violated the district's policies, these regulations, or the law. Routine maintenance and monitoring of the system may also lead to discovery that the user has or is violating these regulations, the policy or the law.

15. **Academic Freedom** – A student user’s right to free speech also applies to communication on the Internet. The System is considered a limited forum similar to the school newspaper and therefore the District may restrict speech for valid educational reasons. The District will not restrict speech on the basis of a disagreement with the opinions expressed.
16. **Personal Safety** – No one is allowed to post personal contact information about themselves or other people, including fellow students or employees of the district without that person’s written consent. Personal contact information includes but is not limited to full name, address, telephone numbers, school address, work address, pager numbers, etc. Personal information about a student may not be posted without the written consent of the parent or guardian on the state mandated form. Users will not agree to meet with someone they have met online without parental approval and participation. Users will promptly disclose to the local system administrator, a teacher, principal or other school employee any message that a user receives that is inappropriate or makes them feel uncomfortable.
17. **Resource Limits** – Users will only use the system for educational, professional or career development activities. Users will not download large files unless absolutely necessary. Users will not post chain letters or engage in “spamming”. Users will not hack or attempt to obtain access to unauthorized sites or other user’s information.
18. **Inappropriate Access to Material** – Users will not use the system to access material that is profane or obscene (pornography) or that advocates illegal acts, hatred, violence or discrimination toward other people. Any use of the Internet for purposes in conflict with school policies and regulations is prohibited.

19. **Web Sites** – No website shall be established without the prior approval of the building principal. The establishment of web pages on the Internet must have an educational purpose that is related to an assignment, project, job, function or activity. By creating a Web page, the author of that page accepts responsibility for its content which responsibility extends to links to other Web pages. The author is expected to monitor all pages linked from his or her page to review the accuracy of the link and the suitability and acceptability of the information. By including a link to another page, the author is accepting responsibility for the content of that page, regardless of the author or its location.

If the content of a linked page becomes unsuitable or unacceptable, it is the author's responsibility to remove the link. However if the linked page contains a pointer to yet a third page which contains unacceptable material, the author of the first page will not be held accountable for the content of the third page, but he or she must consider the overall merits of the link from his or her document in light of the existence of the link from the second to the third pages.

20. **Photographs** – Photographs of students in approved school activities may be included in Internet materials provided the student's last name is not mentioned and only with the permission of the parents of the students in the photograph.
21. **Phone Charges** –The North Bergen School System assumes no responsibility or liability for any phone charges including, but not limited to long distance charges, per minute charges and /or equipment or line costs, incurred by a user. Any disputes or problems regarding phone services are strictly between the user and his or her local phone company and /or long distance service provider.



22. **No Warranties** – The North Bergen Board of Education and the district make no warranties of any kind whether express or implied for the service provided. The Board and the district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no deliveries, missed deliveries, service interruptions, or the district's negligence or by the user's errors or omissions.
23. **Violations** – Any student violating these regulations will be subject to the following discipline:
  1. Use of computer system only under direct supervision.
  2. Suspension of network privileges.
  3. Suspension of computer privileges.
  4. Revocation of network and/or computer privileges.
  5. Suspension from school.
  6. Expulsion from school and/or prosecution by the authorities.
24. **Dissemination** – This policy and regulations or a summary thereof shall be included in the student handbook and also distributed to all teaching employees.
25. **Technology Protection Measures** – The district will implement technology protection measures including but not limited to filters and blocking systems, with respect to any of its computers with Internet access. Such measures shall protect against access through such computers to depictions, visual and otherwise, that are obscene, child pornographic, and harmful to minors. An administrator, supervisor, or person authorized by the district may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

## **World Wide Web and Websites**

The availability of Internet access in the North Bergen School District provides an opportunity for students and staff to contribute to the school district's presence on the World Wide Web. The district's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our schools and our district's mission.

Creators of Web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authorizing privileges or other more stringent disciplinary measures.

## **Content Standards**

The Webmaster, with input from Administrators, is responsible for Web page approval.

## **Subject Matter**

All subject matter on Web pages should relate to curriculum, instruction, and school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District Web Site, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course or other school-related activity.

## **Quality**

All Web page work must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly or indirectly to objectionable material. Objectionable material is defined as material that does not meet the standards of instructional resources specified in District policies. Regarding the question on quality or propriety of Web page material, appearance, or content, the judgment of the building or district administrators will prevail.

## **Ownership and Retention**

All Web pages created for the express purpose of posting to the School Web site will become the property of the North Bergen Schools. Student projects will be deleted when a student graduates or transfers unless prior arrangements have been made with the appropriate teacher.

## **Student Safeguards**

Web page documents may include only the first name and the initial of the student's last name. Documents may not include a student's phone number, address, names of other family members, or names of friends.

Published e-mail addresses are restricted to staff members or to a general group e-mail address. Publishing student pictures (video or still) and audio clips must have signed waivers by the parent or guardian. All documents on the North Bergen School's Web site must conform to School Board Policies and Regulations as well as established school guidelines. Copies of Board Policies are available in the Board Office and a copy of the Acceptable Use Policy can be seen on our District Web page. Persons developing or maintaining Web documents are responsible for complying with these policies.

## **Intervention and Referral Services**

Each school in the district has established an Intervention and Referral Services Committee to provide the following building-based functions in support of intervention and referral services for general education pupils.

1. Identify pupils in need and plan and provide for appropriate intervention or referral services and/or referral to school and community resources, based on desired outcomes;
2. Identify the roles and responsibilities of the building staff who participate in planning and providing intervention and referral services;

3. Provide support, guidance, and professional development to school staff who identify and refer pupils and to school staff who participate in planning and providing intervention and referral services;
4. Actively involve parents or guardians in the development and implementation of intervention and referral services plans;
5. Coordinate the access to and delivery of school services for identified pupils;
6. Coordinate the services of community-based social and health provider agencies; and
7. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.

## **Special Services**

The North Bergen Board of Education provides educational programs and related services for pupils with educational disabilities in the least restrictive environment as required by the Individualized Education Program (IEP). The types of programs available to meet the needs of each pupil include those for cognitive disabilities and learning/language disabilities. Resource programs, speech-language services and other related services are also available. Our high school program is structured in a departmentalized (individual courses) manner.

Prior to a determination regarding a pupil's need for special education and/or related services, identification/referral is made to the Child Study Team. It is the policy of the school district that prior to any decision regarding identification/referral of a pupil to a Child Study Team for determination for special education programs or services, intervention in the regular education program to alleviate education problems shall be provided to the pupil. Our Prereferral Intervention and Pupil Assistance Policy and Procedures includes written documentation of the interventions and their effect, and the pupil's parents shall be informed of the interventions attempted and receive a copy of the written documentation. To assist in this process, NBHS has been provided with intervention strategies regarding learning and behavior.

The type of information needed to initiate identification/referral to the Child Study Team includes teacher reports, grades, results of pre-referral information in the general education program, guidance counselor reports, and attendance and discipline reports.

Upon identification/referral, the CST, parent, and teacher determine the need for an evaluation and prepare an evaluation plan. Upon written parental consent, the school psychologist, learning disabilities teacher-consultant, school social worker provide the evaluation. Evaluations by additional specialists may be required. The CST also includes pertinent information from the parent(s), teacher(s) and others. A reevaluation is conducted at least every three years.

If the pupil is found eligible for special education and related services, the pupil is classified and an Individual Education Program is written. It is the responsibility of the teacher(s) and other service providers to implement the goals, objectives and other sections of the IEP. The Child Study Team monitors pupil progress and meets the teacher(s) and parent(s) on at least an annual basis to review and revise the IEP.

## **Student Grievance Conference**

1. Academic Grievance Conferences
  - A. Student and teacher.
  - B. Student, teacher and guidance counselor.
  - C. Student, teacher and Vice-Principal.
  - D. Student, parent, teacher and Principal.  
*(At this point, grievance must be presented in written form.)*
  - E. Student, parent, teacher and Superintendent.
  - F. Student, parent, teacher, Superintendent and Board of Education.
  
2. Non-Academic Grievance Conferences
  - A. Student and teacher or guidance counselor.
  - B. Student and Student Council Committee.
  - C. Student, Student Council and Vice-Principal.
  - D. Student, parent and Principal,  
*(Grievance in written form.)*
  - E. Student, parent, Principal and Superintendent.
  - F. Student, parent, Superintendent and Board of Education.

3. A grievance may also be submitted to the Affirmative Action Officer/Section 504 Compliance Officer, Title II of the Americans with Disabilities Act Coordinator, as appropriate.

### **Grievance Procedure**

In keeping with federal/state anti-discrimination legislation, the North Bergen Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student, employee, and parent complaints.

**Purpose:** To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

### **Definitions:**

**Grievance:** A formal written complaint

**Grievant:** Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or anti-discrimination laws. The grievant has the right to be represented by someone of his/her choice and have an opportunity to present evidence throughout the grievance procedure.

**Grievance**

**Officer:** The district employee designated to co-ordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints and notifying the complainant(s) of the disposition of the complaint.

## ACTIVITIES

### Procedure:

- Step #1: The grievant may present in written form the complaint to the responsible person designated as the Building Grievance Officer (the principal or designee). (Use Grievance Report-Form A). This step may include an informal and private conference between the parties.
- Step #2: If not satisfied, the grievant must present in written form the complaint to the responsible person designated as the Grievance Officer. (Use Grievance Report-Form A).
- Step #3: The Grievance Officer has ten (10) working days in which to investigate and respond to the grievant. (Grievance Officer is to use the space provided on Grievance Report-Form A).
- Step #4: If not satisfied, the grievant may appeal within ten (10) working days to the Superintendent or his designee. (Use Appeal-Form B.)
- Step #5: Response by the Superintendent or designee must be given within ten (10) working days. (Superintendent to use space provided for an Appeal-Form B).
- Step #6: If the grievant is not satisfied at this level an appeal may be made within ten (10) working days to the North Bergen Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days (Use Appeal-Form C). The Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross examine and to present written statements. The decision of the Board shall be by a majority of the members at a meeting which shall be public.



Step #7: The North Bergen Board of Education shall respond to the grievant within thirty (30) calendar days. (Use space provided for on Appeal-Form C).

Grievance Forms A, B, and C are available in each of the Administration Offices in the district and from the Affirmative Action Officer/Grievance Officer.

### **Sexual Harassment Policy**

The North Bergen Board of Education shall maintain a learning and working environment that is free from sexual harassment. Administrators and supervisors will make it clear to all staff that sexual harassment is prohibited in the workplace or educational setting and is grounds for disciplinary action. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature carried out by someone in the work place or educational setting. Such behavior may offend the recipient, cause discomfort or humiliation, or interfere with job or school performance. Acceptance of sexual advances sometimes creates a complex situation which may include various forms of blackmail and favoritism and can influence true compliance with the law in all other areas.

### **Lockers**

- a. North Bergen High School requires that all students keep their lockers locked at all times. Students are responsible for all materials issued by the high school and their own personal property.
- b. Students are not to put valuables and/or money in their lockers. The school cannot assume responsibility for property loss from lockers. Students are encouraged to put a secure lock on the lockers assigned to them the first day of school.

- c. The School Administration may, and probably will, from time to time inspect student lockers or other storage facilities provided for the use of the students. Scent dogs may be used.
- d. Student outerwear may NOT be worn in the school without permission, and must be kept in the student's locker. Expensive outerwear should NOT be worn in school.
- e. Students will use lockers assigned to them at all times. Students cannot have more than one locker.
- f. Locks are required on the gym lockers, during the physical education period, but must be removed at the end of class.
- g. Prior to any extended closing of school (Holiday, Winter and Spring Recess, etc.) students should remove locks and all belongings from their lockers. At this time maintenance personnel will clean and refurbish lockers in order to maintain the ongoing cleanliness of the building.
- h. Students that put a lock on a locker not assigned to them will serve a two day suspension.

### **Search and Seizure of Student's Possessions**

In accordance with P.L. 1985, Chapter 198, the school administration may, and probably will, from time to time, inspect student lockers, desks or other storage facilities provided for the use of students. Scent dogs may be used. Additionally, metal detectors will be used to deter the introduction of harmful devices into the schools.

## **Access to Student's Records**

A parent or guardian of a child attending a public school in the North Bergen School District has the legal right to review any records pertaining to the child that are on file in the school.

Any parent or guardian who would like to review records should contact the building principal for an appointment. Certain rights are given to the parent or guardian under the New Jersey Administrative Code, Title 6 – Subchapter 6:3-6.1 to 6:3-6.8 inclusive. These rights may be explained by the building principal. Parents' or guardians' rights of review are limited only to their child; access to records of other children is prohibited.

## **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords 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. Parents or eligible students should submit to the school Principal a written request that identifies the record(s) they wish to inspect. The school Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to a school official, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

**The name and address of the Office that administers FERPA are:**

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

## EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

### Student Council

#### PURPOSES

1. To represent the student body in administrative matters.
2. To develop a sense of loyalty in each student for North Bergen High School.
3. To develop the character of the individual student through responsibility.
4. To foster the spirit of good will and hard work in each and every North Bergen High School student.
5. To provide social activities.
6. To affect curriculum changes.
7. To act as a unifying force among students.
8. To provide a forum for student thought.
9. To provide opportunities for community action.
10. To raise money to support membership in state and national Student Government Associations, Boys' State, Girls' State, Leadership Conferences, Scholarships, Committee expenses, and Awards Dinners.

### Qualifications for Membership

Every member of the Student Council shall have the following qualifications in order to sit on the Council:

- a. Person of good character.
- b. Person of maturity.
- c. Passing average in all subjects.
- d. Person who can assume responsibility.
- e. Person who is willing to lead his/her fellow classmates in building the high school's co-curricular activities to their fullest development.
- f. Person who is willing to devote his/her time and effort for the welfare of the faculty and student body of North Bergen High School.

Students are encouraged to bring their suggestions to the Student Council either by attending open meetings or by speaking directly to the Executive Board Members. Student Council meetings are held the first Wednesday of every month after 9th period. Meetings are open to all students. Membership as a Student Council Representative may be obtained by submitting an application. Most members are selected for a probationary period and then made official members.

The President and Vice-President of the Student Council, as well as all class officers, are elected by the general school body in late May or early June for the following year. The Student Council Secretary and Treasurer are elected by the Executive Board of the Student Council in June of each school year.

The following committees may be joined in the Student Council: Finance, School Store, Constitution and Election, Public Relations, Art and Special Affairs. An explanation of each committee and what they do is given to each member at the beginning of each school year. These committees meet throughout the year as the need arises.

### **Class Government**

Class officers are elected late in the school year for the upcoming year. Members of respective classes vote for officers.

Any student may seek office provided he/she satisfies certain criteria described by class advisors.

### **Music Activities**

North Bergen High School offers a variety of musical activities to suit every taste. Only one requirement is set for membership in any of these organizations – sustained cooperation. Commitment to any musical organization includes a willingness to work hard, cooperate fully, and be absolutely dependable.

CHORAL GROUPS  
THE VOCAL SHOWCASE  
BAND  
INSTRUMENTAL LESSONS  
JAZZ ENSEMBLE

### **Athletics**

The athletic program at North Bergen High School provides an opportunity for all interested students to participate in interscholastic sports. This varied physical education program offers to girls as well as boys a wide selection of individual and team activities. Among the goals of the program are the development of good sportsmanship through wholesome competition, the stimulation of social awareness and desirable practices, and the enjoyment of leisure time activities.

### **Athletic Responsibility**

A good athlete is a good student. Participation may necessitate a student leaving school before regular dismissal time. This is true in the fall and most especially in the spring programs. It is the responsibility of the athlete to make up all work missed. When a student is forced to miss a class through this participation, a teacher may allow him/her to attend a similar class that day in place of study hall. This is especially true on days of scheduled tests. Participation in athletics is a privilege which can be retained only through work, cooperation, and acceptance of responsibility.

## Co-Curricular Eligibility for Non-Credited Programs

### First Semester (September 1 - January 31)

All incoming 9th graders enter HS eligible to compete in athletics. Students in all other grades must have earned 30 credits from the previous school year to be eligible in athletics.

### Second Semester (February 1 - June 30)

To be eligible for athletic participation during the second semester, all students must be passing 30 credits by mid-year average.

A student may not participate in an event on any day in which he/she has not attended school or, in the case of a Saturday or holiday game, if he/she has not been in attendance on the school day immediately preceding the game, without the approval of the Principal of the school. Violation of this rule and participation in the game will result in team forfeiture. This rule will also be applicable to students who have out of school suspension.

## N.J.S.I.A.A. Regulations

To be eligible for competition in games and athletics representing the high school, contestants must be under nineteen years of age on September 1st.

Athletes must be amateurs according to the definition of the NCAA.

A pupil may not represent a school more than four years in athletic competitions or four years from the time he/she enters the 9th grade.

No post graduate shall be deemed eligible to represent a high school in athletic competition.

## Standard Training Rules for All Interscholastic Sports

The following rules and regulations govern athletic participants or team members for all interscholastic sports. Any additions to these rules may be made by the coach or senior members of a squad with the signed approval of the Principal and Director of Athletics of the High School. Coaches are responsible for their athletes. Therefore, participants must adhere to all rules and regulations or otherwise face disciplinary action.



### **Minimum rules:**

1. A participant must be in good standing as a proper student of our school.
2. Every participant must meet the academic eligibility requirements of the New Jersey State Interscholastic Athletic Association and North Bergen High School.
3. No candidate will be given any award if he/she does not remain a member of the squad until the end of the season, and if he/she does not return all equipment lent to him/her.

Other rules may be set up such as those dealing with curfew hours, etc. by the individual coaches and senior members of the squad. It is recommended that after approval is made by the Principal and the Director of Athletics, copies of these rules including the above be given to potential candidates and another copy mailed to their parents before the season begins or at the very beginning of the season.

### **Random Testing of Athletes for Drugs and Steroids**

In accordance with Board policy, the following procedures are established for the random testing of pupils who are members of athletic teams for drugs and steroids. The Policy and these regulations apply to all high school students participating in interscholastic athletics.

### **Consent**

Students wishing to play sports must sign a form consenting to random urine testing and must obtain the written consent of their parents/guardians for such testing.

### **Random Testing**

Players will be randomly tested during their sport's season. The names will be randomly selected via a computerized process and will represent 2% of the athletes. For one week each season, the 2% may be increased to 10% of the athletes. The students shall be notified and tested that same day. All selected names shall go back into the computerized process. Any questions will be addressed by the Director of Athletics.

WINTER TRACK (Boys & Girls), OUTDOOR TRACK (Boys & Girls), CROSS COUNTRY (Boys & Girls), VOLLEYBALL (Boys & Girls), SOCCER (Boys & Girls), FOOTBALL, BASEBALL, SOFTBALL, BOWLING (Boys & Girls), BASKETBALL (Boys & Girls), WRESTLING, TENNIS (Boys & Girls), SWIMMING (Boys & Girls)

### **Sportsmanship Policy**

#### **The Player**

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses, and never quits.
6. Always remembers that it is a privilege to represent the school and community.

#### **The Spectator**

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of game.
6. Respects property of others and authority of those who administer competition.
7. Censures those whose behavior is unbecoming.

Students violating above policy will face suspension from athletic events for an entire year. Further disciplinary action may be taken by school principal.

## Clubs

Art Club, Academic Decathlon Team, Bible Club, Cheerleaders, Chess Club, Color Guard, Debate Team, Distributive Education Clubs of America, The Environmental Club, FBLA, French Club, French Honor Society, Family Career & Community, GSA, Human Relations Club, Leaders of America (FCCLA), Future Lawyer's Club, German Club, German Honor Society, Italian Club, Italian Honor Society, Jazz Ensemble, Key Club, Literary Club, Media Council, Model United Nations, Modeling Club, Middle Eastern Cultural Awareness Club, Peer Mediation / Conflict Resolution, Russian Honor Society "Slava", Russian Society, Spanish Club, Spanish Honor Society, Stage Crew, Student Trainers Club of America.

## National Honor Society

Students who have demonstrated outstanding qualities of scholarship, leadership, service and character can be nominated to membership in the National Honor Society during Junior or Senior year. This is one of the greatest honors that can be bestowed on North Bergen students during their High School career.

## Nomination Procedure

Senior candidates are nominated by their guidance counselors after the conclusion of the 1st Marking Period; Junior candidates are nominated by their guidance counselors after the conclusion of the 2nd Marking Period. Nominations are based on high school academic performance as follows: a ninety (90) cumulative average or above and a class rank within the top 10% of the weighted GPA.

However, these prerequisites do not guarantee selection to the National Honor Society. A five member faculty committee then reviews each nominee's participation in school activities, leadership ability, service to school and community and character, along with faculty recommendations submitted from the High School faculty. Selection to the National Honor Society is based on all of the above criteria.

A National Honor Society member must maintain and uphold the NHS standards in order to retain his/her membership. Any member who falls below the standards, which were the basis of his/her selection, will be issued a warning. If the failure to meet these standards continues, and more offenses are incurred, the dismissal process will be initiated. The dismissal process will begin with a written warning and end with a review of the case by the National Honor Society Faculty Committee and Principal, until they supply a verdict on the matter.

### **Formation Procedures for New Clubs**

1. Submit a brief description of club and its purposes to a Student Council officer or moderator.
2. Submit copy of request to appropriate administrator, preferably the Principal.
3. If preliminary approval is obtained from the Principal, submit a Constitution with all necessary details to the Student Council and Election Committee.
4. A faculty member must agree to act as advisor to the club, with the understanding that time must be devoted to seeing that school policies are followed.
5. Principal then forwards the request to the Board of Education for official approval, assuming that items 1-4 above have been satisfied.

It should be mentioned that the Student Council would discuss the request for a new club at one of its general meetings. This is the time when all interested parties come to the Council meeting to give details, answer questions brought to the floor, discuss the Constitution of the new club, etc. The Student Council and its advisor then inform the Principal of what took place at the Council meeting.

The Principal would then be in a better position to make a decision on the matter. Step 5 above would then be followed.

It is encouraging to see new clubs brought into our activities, and we welcome it. However, proper procedures should be followed.

### **Paw Prints Newsletter**

Published four times a year, it offers students at all grade levels the opportunity to express themselves in print and to learn business practices. Positions are open for students with interests in journalism, photography, art, and business.

Editorships are awarded on the basis of responsibility and acquired skills and are open to all students. Editors are expected to maintain satisfactory scholarship, to serve past regular school hours whenever necessary, and to help train younger members of the staff. All staffers are expected to carry out assignments within deadlines despite scholastic and other activities if they wish to remain on the staff. All staffers are also expected to assist in fundraising when needed.

### **Prelude**

Yearbook Editors are selected for their ability in journalism, photography, art and business, and must be able to work after school hours on the book.

Underclassmen are encouraged to assist in the production of the yearbook. All students have an opportunity to strive for editorial positions in business, layout, literary, sports, typing, computer, if qualified. The Senior Class is expected to assist in soliciting ads and to provide additional financial help when needed. Other classes may be asked to assist with the cost of their sections if necessary.

## MISCELLANEOUS INFORMATION

### **Residency Requirements**

Non-resident students are not permitted to attend North Bergen Public Schools. Upon relocating out of the North Bergen School District students will be immediately transferred to the proper school district. Individuals attending North Bergen Public Schools will be responsible for full payment of non-resident tuition and excluded immediately regardless of the time of the school year. Non-resident students are not able to participate in diploma awarding ceremonies or any and all end of the year school activities.

The above policy does not apply to Guttenberg residents. A reward of \$100.00 shall be paid to any person who provides information on any student who is illegally attending North Bergen Schools. The reward shall be paid if and when the student is removed from the North Bergen School System.

### **Curriculum Areas**

- WORLD LANGUAGE
- MATHEMATICS
- HEALTH
- SOCIAL STUDIES
- ART
- BUSINESS
- LANGUAGE ARTS
- SCIENCE
- PHYSICAL EDUCATION
- MUSIC – VOCAL AND INSTRUMENTAL
- HOME ECONOMICS

### **Parents' Night**

One open house and One Parent's night are planned for the 2018-2019 school year to provide opportunities for the parents/guardians to meet with their son's/daughter's teachers to discuss their progress in school. The first parent's night is scheduled after the distribution of the first marking period report card.

### **Supportive Services**

The following supportive services are available for students. Parents should contact their child's school office if their child is in need of any of the following supportive services:

- Basic Skills Improvement Program
- Dropout Prevention Plan
- Elementary Absentee Prevention Program
- ESL/Bilingual Program
- Gifted and Talented Program
- Guidance Program
- Medical Services
- Remedial Reading Program
- Special Services
- Student Assistance Resource Program  
and Family Life Program

## High School Bell Schedules of the 2018-2019 School Year

### Regular Schedule #1

Period 1	7:40 - 8:20
Period 2	8:23 - 9:03
<b>Homeroom</b>	9:07 - 9:16
Period 3	9:20 - 10:00
Period 4	10:04 - 10:44
Period 5	10:48 - 11:28
Period 6	11:32 - 12:12
Period 7	12:16 - 12:56
Period 8	1:00 - 1:40
Period 9	1:44 - 2:24
Period 10	2:27 - 3:07

### Extended HR Schedule #2

Period 1	7:40 - 8:20
Period 2	8:23 - 9:03
<b>Homeroom</b>	9:07 - 9:26
Period 3	9:30 - 10:10
Period 4	10:14 - 10:52
Period 5	10:56 - 11:34
Period 6	11:38 - 12:16
Period 7	12:20 - 12:58
Period 8	1:02 - 1:40
Period 9	1:44 - 2:24
Period 10	2:27 - 3:07

### Early Dismissal Schedule #3

Period 1	7:40 - 8:20
Period 2	8:23 - 9:03
<b>Homeroom</b>	9:06 - 9:15
Period 3	9:18 - 9:38
Period 4	9:41 - 10:01
Period 5	10:04 - 10:24
Period 6	10:27 - 10:47
Period 7	10:50 - 11:10
Period 8	11:13 - 11:33
Period 9	11:36 - 11:56
Period 10	11:59 - 12:39

**Delayed Opening Schedule #4**

Period 1	10:00 - 10:31
Period 3	10:35 - 11:08
<b>Homeroom</b>	11:12 - 11:21
Period 4	11:25 - 11:58
Period 5	12:02 - 12:35
Period 6	12:39 - 1:12
Period 7	1:16 - 1:49
Period 8	1:53 - 2:26
Period 10	2:29 - 3:02

**SARP Schedule**

Period 1	7:40 - 8:20
Period 2	8:23 - 9:03
<b>Homeroom</b>	9:07 - 9:30
Period 3	9:34 - 10:45
Period 4	10:49 - 11:20
Period 5	11:24 - 11:55
Period 6	11:59 - 12:30
Period 7	12:34 - 1:05
Period 8	1:09 - 1:40
Period 9	1:44 - 2:24
Period 10	2:27 - 3:07

**Activity Schedule**

Period 1	7:40 - 8:20
Period 2	8:23 - 9:03
<b>Homeroom</b>	9:07 - 9:20
Period 3	9:24 - 10:45
<i>Students Report back to Period 3 at 10:30</i>	
Period 4	10:49 - 11:20
Period 5	11:24 - 11:55
Period 6	11:59 - 12:30
Period 7	12:34 - 1:05
Period 8	1:09 - 1:40
Period 9	1:44 - 2:24
Period 10	2:27 - 3:07



**Emergency Closing  
or Delayed Opening of School**

If it becomes necessary during the course of this school year to close school or to delay opening because of inclement weather or other emergencies, announcements will be made over the radio station “WINS”, and the television station “FOX 5 – Good Day New York”.

The radio station “WINS” will announce school closings or a delayed opening from 5:30 A.M. through 10:00 A.M. The dial setting for “WINS” is 1010 A.M. The television station “FOX 5 – Good Day New York” will announce school closings or a delayed opening Monday through Friday from 7:00 A.M. through 9:00 A.M. on channel 5 (WNYW).

Parents are urged not to call the North Bergen Police Headquarters for information concerning the closing of schools or a delayed opening since these calls tie up telephone lines which are needed to be free for use on police matters and other emergencies.

If it is necessary to call, the North Bergen Board of Education switchboard, (201) 868-1000, is open at 7:00 A.M.

## Directory of High School Telephone Numbers

Principal	Mr. R. Locricchio	295-2783, 2784
Vice-Principals	Mrs. P. Brando	295-2781, 2782
	Mr. T. Liggio	295-2180
	Mr. E. Somick	295-2815
	Mrs. D. Arenas	295-2766
	Mr. E. Narucki	295-2837
Main Office		295-2800
		295-2771, 2772
		295-2773, 2775
Attendance	Mrs. R. Brown	295-2767
	Mrs. M. Decegli	295-2763
Art/Home Ec. Dept.	Mrs. S. Guasconi	295-1219
Business Dept.	Mrs. S. Guasconi	295-1219
Language Arts Dept.	Mrs. N. Hovan	295-2823
History	Mr. P. Brady	295-2831
Mathematics	Ms. S. Shibli	295-2836, 2838
Music Dept.	Mr. G. Haviland	295-2801
Physical Ed. Dept	Mr. K. Bianco	295-2817
Science Dept.	Mr. J. Keshishian	295-2837
World Lang. Dept.	Mr. Y. Martinez	295-2835
ESL		
Media Center		295-2825, 2826
Athletic Dept.	Mr. J. Maietta	295-2844
SARP	Mr. A. Becker	295-2764
CST	Ms. F. Rodino	295-4218
	<i>Supervisor</i>	
	Mrs. R. Pinto	295-2821
	Mrs. A. Arnone	295-4219
	Ms. M. Marquez	295-2811
	Ms. T. Nuñez	295-2814
	Ms. M. Staropoli	295-2810
	Ms. J. Bancroft	295-2808
	Mr. J. Castellanos	295-2833

**Directory of Support Services**

**TITLE I**

Eugenia Ramos, Director  
(201) 295-2907

**TECHNOLOGY**

Daniel Diaz, Supervisor  
(201) 295-2809

**DISTRICT ABSENTEE PREVENTION PROGRAM**

Teresa Cabrera, Supervisor  
(201) 295-2828

**ESL/BILINGUAL PROGRAM**

Adamarys Galvin, Director  
(201) 295-2920

**GIFTED AND TALENTED PROGRAM**

Heather Carline, Coordinator  
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**SPECIAL SERVICES/CHILD STUDY TEAM**

Robert N. Kornberg, Director  
(201) 295-2858

**STUDENT ASSISTANCE RESOURCE PROGRAM  
AND FAMILY LIFE PROGRAM**

Andrew Becker, District Supervisor  
(201) 295-2764,2768  
Fax: (201) 295-2818

**DISTRICT ANTI-BULLYING COORDINATOR**

Frank Bafumi  
(201) 974-7045

# NB PROGRAM CALENDAR

## NORTH BERGEN HIGH SCHOOL PROGRAM CALENDAR

MARKING PERIOD DATES SEPTEMBER 2018 – JUNE 2019

### FIRST ( 1 ) MARKING PERIOD

BEGINNING DATE:	MID-MARKING PERIOD DATE:	MARKING PERIOD CLOSING DATE FOR GRADES & ATTENDANCE
September 6, 2018	Notices sent home October 11, 2018	November 21, 2018 (49 days)
<b>BENCHMARK ASSESMENTS</b>		
September 17 - September 21, 2018		
<b>OPEN HOUSE</b>		
September 13, 2018		

### SECOND ( 2 ) MARKING PERIOD

BEGINNING DATE:	MID-MARKING PERIOD DATE:	MARKING PERIOD CLOSING DATE FOR GRADES & ATTENDANCE
November 26, 2018	Notices sent home December 21, 2018	February 1, 2019 (42 days)
<b>BENCHMARK ASSESMENTS</b>		
January 15 - January 19, 2019		
<b>PARENT'S NIGHT</b>		
December 4, 2018		

# NB PROGRAM CALENDAR

## THIRD ( 3 ) MARKING PERIOD

BEGINNING DATE:	MID-MARKING PERIOD DATE:	MARKING PERIOD CLOSING DATE FOR GRADES & ATTENDANCE
February 4, 2019	Notices sent home March 7, 2019	April 5, 2019 (43 days)

### EXAMS:

ACCESS for ELLs 2.0: February 19, 2019- April 12, 2019

## FOURTH ( 4 ) MARKING PERIOD

BEGINNING DATE:	MID-MARKING PERIOD DATE:	MARKING PERIOD CLOSING DATE FOR GRADES & ATTENDANCE
April 8, 2019	Notices sent home May 16, 2019	Last day of school June 30, 2019 All parents, students and staff should be available until June 30, 2019 (180th day)

### EXAMS:

PARCC Administration: May 14 - May 28, 2019

NJSLA-S: May 21 - June 7, 2019

Benchmarks: May 28 - May 31, 2019

# NORTH BERGEN 2018-2019 SCHOOL CALENDAR

September 4, 2018 Teachers Report  
September 6, 2018 School Opens

 School Closed  
 One-session Day  
 School Closed for Students

## SEPTEMBER 17 Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## OCTOBER 21 Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## NOVEMBER 16 Days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## DECEMBER 15 Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JANUARY 21 Days

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### September 2018

Teachers Return.....September 4  
District Professional Day.....September 5  
Students Return.....September 6  
Open House- HS .....September 13  
Open House-Elementary.....September 19  
Open House- Pre-K.....September 20  
Open Houe- Kindergarten.....September 20

### October 2018

One Session Day.....October 5  
Columbus Day.....October 8  
Professional Day.....October 19

### November 2018

Election Day.....November 6  
NJEA Convention.....November 8 & 9  
Veteran's Day.....November 12  
One Session Day.....November 21  
Thanksgiving Break.....November 22-23  
Parent's Night- Elem.....November 27  
Winterfest.....November 29  
One Session Day.....November 30

### December 2018

Parent's Night- HS.....December 4  
One Session Day.....December 21  
Winter Recess.....Dec. 24- Dec. 31

### January 2019

Winter Recess.....January 1  
Martin Luther King.....January 21

### February 2019

President's Day.....Feb. 15- Feb. 18

### March 2019

One Session Day/Students.....March 15  
Prof. Day/Teachers.....March 15

### April 2019

Parent's Night- Pre-K.....April 11  
Parent's Night- Kindergarten.....April 11  
One Session Day.....April 18  
Spring Recess .....April 19- April 28

### May 2019

One Session Day/Students.....May 7  
Prof. Day/Teachers.....May 7  
Memorial Day.....May 27

### June 2019

Last Day of School.....June 30, 2019  
*All parents, students and staff should be available until June 30, 2019 (180th day)*

## FEBRUARY 18 Days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## MARCH 21 Days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## APRIL 16 Days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## MAY 22 Days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JUNE 22 Days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						











