

# Bay Head School Student Handbook

## 2019 – 2020



Superintendent: Dr. Peter Morris  
Principal: Mr. Frank Camardo

The Bay Head School completed the State Thorough and Efficient Mandate and was classified as “*approved*” by the NJ Department of Education. We adopted goals, with community participation, and specific objectives for all curriculum areas. We also determined facility improvement feasibility as required by the completion of a Master Plan.

Bay Head School has successfully completed the rigorous NJ Quality Single Accountability Continuum (NJQSAC) and has once again been designated a “*high performing district*” by the Department of Education.

In addition to our regular classroom instructional program, we have a speech correction program, a resource room, supplemental reading and math program, an enrichment program for potentially high achievers. We also offer music, art and technology programs, Spanish instruction and physical education. Bay Head School students benefit from our cutting edge technology programs. All kindergarten through grade five classrooms are outfitted with interactive white boards, Smart Boards, and television monitors. Kindergarten students benefit from a computer lab within the classroom while students in grades one through five draw from two wireless laptop carts, with enough machines for two or three grade levels to be using them simultaneously. Students in grades six through eight participate in a true one to one laptop program where each student is issued a school laptop to be used for the duration of the school year. Students in all grades also benefit from assistive listening technology installed in all classrooms and through the use of hand held responders. Bay Head School also employs the services of a Child Study Team to help us meet the needs of specific individual children.

Bay Head School has a comprehensive testing program to assess student achievement and diagnose deficiencies. Specific skills mastery is expected at each grade level and individualized or small group instruction is available to children with deficiencies, either with the classroom teacher or specialized personnel. Due to the unique and individual characteristics of each child, there is often a wide range of levels within a class as we have only one class per grade.

Your children receive instruction from a dedicated, professional staff continually *IN PURSUIT OF EXCELLENCE*.

We are proud of our students and of our School.

**Mission Statement:**

The Bay Head School will:

**Promote** a stimulating environment for each student including the preferred learning modality and appropriate learning style for each; teachers will also use innovative approaches to learning.

**Provide** students with knowledge to acquire skills for problem solving, mastering subject matter and having respect for diverse ideas and other cultures.

**Prepare** students with knowledge to enable an individual to live successfully and meet the challenges of everyday life capably, physically fit and drug-free.

**Encourage** parents and community members to become involved in the educational process for children to succeed in communication and various life skills both locally and globally.

**Establish** a curriculum consisting of diversified subjects to include academic areas, social responsibility and develop personal growth to successfully attack the challenges of the 21<sup>st</sup> century.

This mission statement will enable Bay Head School to not only meet, but also exceed, the New Jersey Core Curriculum Content Standards established for all schools by the New Jersey Department of Education.

### **Communication**

We strive to form a positive learning relationship between your child and his/ her teachers. Your encouragement is vital and will help foster this rapport. Should your child have a school related problem, you should be a good listener; and get all the facts first. Your words and actions will be a positive influence in helping to solve the problem. Jumping to conclusions could make the problem more difficult to resolve. As with any concern, please contact your child's teacher.

### **School Hours:**

**8:00 a.m.- 2:30 p.m.**

**Students are NOT permitted inside the school building until 8am. Once the doors are open- students will report directly to their classrooms.** Students must leave the school campus at 2:30 dismissal time. Exceptions are after school extracurricular activities, and detentions. Children not picked up within ten minutes of the final bell will be taken to After Care and parents billed accordingly.

### **Emergency Closings**

When it is necessary to close school due to inclement weather or other emergency, our 'One Call Now' system will alert you. You may also check the school website at [www.bayheadschoo.org](http://www.bayheadschoo.org). Announcements may also be made on Cable TV News 12 NJ. *Should you change your telephone number it is important that you notify the office immediately.*

**12:15 p.m. closings** are scheduled prior to some of our holidays, for Parent/ Teacher Conferences and during the final week of school. On these 12:15 sessions, students should bring a snack to school, lunch will not be served on 12:15 days.

### **Delayed Opening of School:**

In the event of inclement weather or other emergency conditions, it may be necessary to open school later than the normal time. Our 'One Call Now' system will alert you. On delayed opening days when school opens at 10:00 a.m., school lunch will be served. However, grade 8 will not be allowed off school campus for lunch. Instead, students should bring a lunch to school.

### **Attendance**

New Jersey Law requires every parent or guardian having control or charge of a child between the ages of six and sixteen to send the child to school. Once sent to school, the child must attend continuously until he becomes sixteen years of age. Regular and diligent attendance is essential to success in school.

If your child is absent, please call the school office, 732-892-0668 ext. 3105. Parental notes are required when your child returns to school. A doctor's note is necessary after three days absence or with a communicable illness. According to New Jersey Law, all absences are unexcused except those caused by illness, and documented by a doctor's note, quarantine, death in the immediate family, or religious holidays. If your child shows symptoms of illness, it is requested that he/she be kept home until well. Notify the school nurse if your child has a communicable disease. If a child is returning to school on crutches or in a wheelchair, a doctor's note is required. Please advise the office and the school nurse in advance.

### **Make-Up Work**

**You may request to pick up work on the second consecutive day of being absent.** For additional days, previously picked up work must be returned when picking up new or additional work will not be provided. For multiple days of absence the teacher will set up a work completion schedule with the individual student upon his/her return. Homework is not prepared beforehand for students planning vacations.

### **Homework Guidelines**

The purpose of homework is to provide reinforcement and enrichment to classroom instruction. Homework helps promote good study habits and organizational skills, and it helps students to review information discussed during class time. Teachers are mindful of the suggested daily time guidelines for homework at each level. Suggested daily time guidelines for homework are:

For the average student the suggested maximum is: K-20 minutes; grade 1-20 minutes; grade 2-20 minutes; grade 3-30 minutes; grade 4-40 minutes; grade 5-50 minutes; grade 6, 7, 8- one hour.

### **Tardiness**

It is critical to children's education that they arrive at school and are prepared to start their day on time. This year our goal is to minimize the number of students arriving late (past 8:05). This plan's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children.

## **Grades K-2**

- First through third late- phone contact with parents.
- Fourth Late- parent receives a letter
- Fifth Late- parent receives a letter and a conference is held with the school counselor and Principal/Superintendent.

## **Grades 3-8**

- First through third late- phone contact with parents.
- Fourth Late- parent receives a letter
- Fifth Late- parent receives a letter and a conference is held with the school counselor and Principal/Superintendent.
- Sixth through Seventh Late- twenty minute detention after parent notification.
- Eighth through Tenth Late- thirty minute detention after parent notification.
- Tenth Late- Conference is held with school counselor and Principal/Superintendent.
- Eleventh through Fifteenth Late- two thirty minute detentions on consecutive days after parent notification.

We certainly realize that over the course of the school year emergencies occur and we will not include these documented incidents in this tardiness plan. Being late to school because of a dentist or doctor appointment will not count as being tardy providing the student presents a note from the appointment. Students arriving after the start of school in the morning must check in at the Main Office to obtain a tardy slip before being admitted to the classroom.

**Family Trips:** Family trips are **not** excused absences. Parents assume responsibility for the educational needs of their children during the absence. Teachers are not required to prepare special lessons or give work ahead of time. Student should collect all missed work when they return.

**Walking** to and from school, students in K-4 must be accompanied by an adult and must cross Bridge Avenue by the crossing guard at West Lake Avenue. Note: During regular school days the crossing guard is on duty from 7:20-8:20 a.m., 11:30-12:30 and 2:20 to 3:20 p.m.

**Bicycles:** Students in grades 5-8 may ride bicycles to school on their own.

**ALL Students Must Wear Helmets.** Bike racks are provided and bikes must be locked. Bay Head School assumes no responsibility for damaged or stolen bicycles. Bay Head School reserves the right to withdraw permission to bicycle riders if student does not follow rules and regulations pertaining to such.

**Any student may not ride to or from school on Skateboards, Scooters or Rollerblades at any time.**

### **Morning Student Drop Off**

Many students are driven to and from school. For our student's safety please adhere to the following procedure:

1. Traffic direction when discharging your children will take place on Meadow Ave. Please do not double park at any time. NEVER try to pass another vehicle during drop off. This is very dangerous.
2. **Do not get out of your car.** Once your children are out of the car and safely on the sidewalk, please pull away. Do your part to keep the flow of traffic moving.
3. If you need to come into the school in the morning for any reason (to help your child bring in a project, snack, attend a conference, etc.) you must park in a NON-YELLOW curb area.

### **After School Dismissal/Pickup**

Grades K - 4 students are dismissed out the back door by the playground. Students in grades 5 - 8 are dismissed on their own providing the parent does not notify the main office in writing otherwise.

By Board Policy, for all students in grades K - 4 teachers can only release students to an authorized adult (over the age of 18). The classroom teacher will bring students who are not picked up by ten minutes after the official school dismissal time to the After Care program. Upon the parent/guardian arrival, the main office will notify him/her of the child's location. Parents are encouraged to list anyone whom they authorize to pick up their child for the year on the appropriate form, which is sent home at the beginning of the year. Parents may add to the list at anytime by notifying the main office in writing.

*Because teachers must be sure each child is released to the proper person at dismissal they cannot hold impromptu conferences at this time. If you need to speak with your child's teacher please wait until he/she has dismissed all students in his/her charge.*

**Cell phones** and other electronics must be off and kept in lockers or backpacks. Any device found not in a locker or backpack during the school day will be confiscated by the teacher and held in the office until dismissal. A subsequent offense will require a parent/guardian to pick up the device from the main office. Repeated offenses will result in central detention. Students are not permitted to take any unauthorized video or audio recordings during school hours. The students' teacher must first give authorization.

**Behavior** Bay Head School students are subjected to various challenges in academics, sports, and after-school life. Responsible behavior and social graces are a very important part of a student's personality. All people involved in a child's life provide students with tools upon which they can build a foundation of personal success. Using our Code of Conduct will encourage students to enhance their profiles.

*"Good manners will open doors that even the best education cannot."*

(C. Thomas)

**Supervision** of students by teachers will be provided inside the gym for 15 minutes prior to the start of school. Students should not arrive at school earlier than 15 minutes prior to the start of school, unless they are participating in a school-sponsored activity such as Breakfast Skills.

**Vandalism** will not be tolerated. Students who destroy or deface school property will be liable for damages.

**Teachers finding students in violation of Code of Conduct rules may assign Central Detention, with the Principal's approval.** Parents will be notified a day in advance of assigned detentions. Please be aware that there is no crossing guard on duty after central detention concludes. It is the parent's responsibility to make transportation arrangements for the child. The Principal may assign multi-day or Saturday central detentions.

**Suspension** is the temporary exclusion by the school Principal/Superintendent of a pupil from the regular school program. At the discretion of the Principal/Superintendent, suspension may be 'in-school' or 'out of school'.

**Expulsion** shall be the permanent exclusion of a pupil from school.

**Home Instruction** will be given in cases of extended illness. Approval through the State Department of Education is needed.

### **Dress Code**

Choosing to dress as they deem appropriate is but one of the many ways in which children uniquely display who they are.

Bay Head School encourages this individuality in that it challenges each student to become an independent thinker. We require that every student wear clothing that promotes **integrity** and **self-respect** because this type of apparel is in direct correlation to high academic performance and acceptable social behavior.

All headgear is to be removed when entering the school. Clothing with profane or negative language or suggestive pictures is unacceptable. Clothing that exposes the midriff, has holes or tears, shorts that are shorter than the 'fingertip rule,' tee-strap tops, clothing that is either extremely tight-fitting or extremely baggy is unacceptable. No open-backed sandals or flip-flops.

Teachers will send students to the office if they feel clothing/footwear is unsuitable. The Principal or Teacher In Charge will make a determination whether the student's parents are to be called. Repeat offenders may be assigned disciplinary consequences.

Personal grooming and cleanliness are equally important aspects, as much a part of a student's total dress as the garments themselves. The school nurse will address these issues, if necessary.

## **Conduct**

We take pride in our students and the way they conduct themselves both in and out of school. Good manners begin at home and are encouraged throughout a student's school life.

## **Harassment, Intimidation & Bullying**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is the type of conduct that interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The Board's policy on HIB, procedures for handling acts of HIB, the designated form for reporting acts of HIB, and school district personnel responsible for investigating acts of HIB can be found on the district website at [www.bayheadschoo.org](http://www.bayheadschoo.org).

## **Surveillance**

Surveillance cameras are located throughout the interior and exterior of the school buildings. Anyone on school property may be videotaped.

## **Lunch**

*Students must bring their lunch to school. Students in grade 8 are permitted to leave school grounds for lunch on their own provided a signed school permission slip is on file in the office. Students are to cross Bridge Avenue at the guard. Students are not allowed on Route 35, Route 88 or the railroad tracks. Acceptable lunch destinations, other than home, are any of the local eateries. Students are not permitted to ride bikes, skateboards, razors, etc. they are only allowed to walk to and from their lunch destination. The Board of Education assumes no responsibility while students are off-campus. The Principal and/or Superintendent may revoke this privilege at any time for academic or safety reasons.*

## **Recess**

Children are encouraged to enjoy their lunch and socialize in an orderly manner.

## **Playground Rules**

No food is to be brought onto the playground. Students are to obey playground supervisors as to where it is safe to play and what games are allowed. No rough sports, chasing or fighting will be allowed. Those not able to follow the rules may lose this privilege and be assigned to an indoor activity. Only sports equipment approved by the principal will be permitted. From time to time weather conditions will not allow outdoor recess to be practical. Parents can assume their children will be outdoors unless:

1. It is raining, snowing, sleeting or hailing.
2. The playground and blacktop are soaked.
3. There is an accumulation of snow/ice that would be hazardous to safe play.
4. The temperature or wind-chill is such that normal outdoor recess is hindered.  
(Below 32 degrees)

An attempt will be made to give students some outside playtime every day. The Teacher-In-Charge and/or the Principal will make the determination as to inside or outside recess.

### **Visitors**

All parents and visitors **must** sign in at the school office when entering the building. Visitor's badges are to be worn while in the building. This includes class parents. **Please do not go directly to your child's classroom.** This is an interruption of the educational process and compromises the safety of our students. *The police will be called* if an unidentified person is seen in the hallway and security protocols will be activated. If you are bringing your child's lunch, books, or other items to school please label the item with student's name. **All lunch bags should have names on them.**

### **Field Trips**

Field trips are an important part of a student's expanded and well-rounded education. Students are expected to be on their best behavior at all times during a trip. Rules for trips are for a student's safety. Student may forfeit future field trips if disciplinary action must be taken. (Personal electronic games and devices are not allowed on school trips unless the principal gives permission). Permission slips for field trips **must** be in the school office the **day before** the trip. Students **will not** be permitted to call for permission on the day of the trip and will be required to stay in school with class work. It is requested that all students wear their Bay Head School tee shirt on all trips.

### **Report Cards**

Report cards are distributed four times a year at the end of each marking period through Genesis. Parents are encouraged to make appointments to meet and discuss their child's progress. Conference times will be scheduled in November. Should you have any questions or problems, please talk to the teacher first. If the teacher is unable to resolve the matter, the school office should be contacted. Meetings will be arranged through the office.

## **Honor Roll Grades 6-8**

### **Superior**

All A's in graded subject areas

All O's in special subjects

### **Excellent**

2 B's

Remainder to be A's in all other graded subject areas

All O's in special subjects

## **Grading**

<b>A+</b>	<b>100</b>
<b>A</b>	<b>93-99</b>
<b>B+</b>	<b>90-92</b>
<b>B</b>	<b>85-89</b>
<b>C+</b>	<b>82-84</b>
<b>C</b>	<b>77-81</b>
<b>D</b>	<b>70-76</b>
<b>F</b>	<b>below 70</b>

### **Friday Folders**

Folders with student work and some notices for the week are sent home each Friday. Parents/Guardians should review this information and sign the folder and return it to school with your child on Monday. The Friday Folder acts as another form of communication between the school and home. As a general rule, hard copies of notices are no longer sent home. Instead, parents are asked to view the notice section on the school website to review it.

[www.bayheadschoo.org](http://www.bayheadschoo.org)

Bay Head School uses an administrative software package (Genesis) in grades K – 8. This online, web-based program affords each student and parent/guardian the ability to monitor student's progress daily. At the beginning of each school year each student is assigned a specific username and password. Should you forget or misplace your student's login information please contact the main office 732-892-0668 ext 3105.

## **CODE OF CONDUCT**

The Code of Conduct is written in a positive spirit of expectations. If the student follows the first three “R”s : RESPECT, RESPONSIBILITY, and RESOLUTION, he/she will have little or no difficulty and concern with the fourth “R”, RULES, and the consequences.

A set of clearly attainable expectations is essential in the development of productive and responsible members of society. These expectations are dependent on RESPECT, RESPONSIBILITY, RESOLUTION, and RULES to support them.

The members of our school society developed the CODE OF CONDUCT in a collaborative effort to establish a positive environment for the betterment of our students and our community. The work was done in full recognition of the need to live by this code until society dictates a need to change it.

The school community consists directly of students, teachers, parents or guardians, and administrators, school staff and, indirectly, the local community, who agree there must be order for the school society to continue and achieve its goals. The goal of the Bay Head School is to provide a safe, productive, stimulating environment for everyone involved, so that students can grow to their full potential.

The reason any society can function is that the people in it willingly agree to cooperate for the good of all. This cooperation is made easy by accepting and following a set of rules and expectations by which to live. When society has order, it can have a calm atmosphere in which to work toward the goals it wants to reach.

## **RESPECT**

### ***WE RESPECT EACH OTHER***

- by treating each other in the way we want others to treat us.
- by being courteous, mannerly and polite
- by being aware of the need for quiet in the classroom, halls, and lunchroom.
- by asking permission before touching property that is not ours.
- by being aware that everyone has a right to a clean and safe place to learn.
- by being tolerant and patient of the work, ideas, and cultural background of everyone.

## **RESPONSIBILITY**

### ***WE ARE RESPONSIBLE***

- for keeping our hands to ourselves.
- for cooperating and sharing with each other when working or playing together.
- for being honest and fair in speech and behavior toward all.
- for using good manners always when at work, lunch, and play.
- for helping make our surroundings happy and free of stress and unfriendliness.
- for taking care of school materials, equipment, buildings, and playground, and leaving things in good order when finished.
- for protecting and conserving the natural environment of the planet earth of which we are a vital part.
- for keeping our parents or guardians and school personnel informed about school related matters.
- for our actions and our commitments.

## **RESOLUTION**

### ***WE RESOLVE:***

- to begin each day with an attitude for learning, developing our minds, and being reliable.
- to behave so that teachers can teach, and we can learn.
- to peacefully work out personal differences with each other, if this is unsuccessful, to seek guidance from the adult in charge.
- to raise our hands for our turn to speak, and listen to others when it is their turn.
- to use appropriate language at all times.
- to follow the rules for the proper care of school property.
- to be careful not to waste resources or our time.
- to accept the need for authority to help us reach our goals.
- to acknowledge that there are positive consequences for being responsible, and there are negative consequences for being irresponsible.
- to allow all living things in nature the opportunity to exist and thrive.
- to make decisions for personal benefit, but also for the benefit of others.
- to help each other be respectful and responsible.

## **RULES**

### **I. School Grounds**

1. Arrive on school property **no earlier than 8 a.m.** to enter the building.
2. Games should not include a degree of physical contact that would cause harm.
3. Report any injury or emergency immediately to an adult.
4. Cooperate and share when using playground equipment and playing games.
5. Leave equipment in good order, and return it to the proper place when finished.
6. Follow directions given by authorized Safety Patrol members.
7. Line up in an orderly fashion at the signal.
8. Walk quietly to a designated area.
9. Do not harm our natural surroundings, which include plants, animals, insects, etc.
10. Students are required to leave school grounds upon dismissal, unless attending approved after-school activities.
11. Snow/ice is not to be thrown.
12. Students will not climb trees.
13. Only conveyances approved by the administration (wheelchairs, etc.) may be used on school property between 8:00 a.m. and 3:00 p.m.

### **II. Hallways**

1. Students should be in the halls only with permission and carry a hall pass.
2. Walk at all times.
3. Do not push, shove, harass, bully, tease students, or throw things.
4. Do not talk in hallways, if necessary speak in a soft, quiet voice.
5. Wait outside of the classroom until admitted by a certified teacher.

### **III. CLASSROOM**

1. Be respectful and patient in speech, manners and attitude toward peers and adults.
2. All homework must be completed when due.
3. Be prepared for class by bringing a pencil, pen, books, and other supplies.
4. Use class time as directed.
5. Complete classwork as instructed.
6. Remain in seats and raise hand to be recognized.
7. Do not disturb the class by doing anything other than the classwork or activity assigned by the teacher.
8. Be a patient, good listener when others share their ideas in class.

### **IV. LUNCHROOM**

1. Be sure your hands are clean before touching food and after eating.
2. Line up quietly and orderly.
3. Walk to table and recess.
4. Talk with friends in a normal manner, no shouting.
5. Be considerate of others, keep your hands to yourself.
6. Keep food, lunch bag, other items on the table.
7. Keep area clean by collecting trash. Recycle materials in bin marked for that purpose.
8. Cover your nose and mouth when sneezing or coughing.

### **V. TRIPS/EXTRACURRICULAR EVENTS**

1. Remain seated and exhibit good behavior on the transportation. Follow instructions given by the driver and/or chaperones.
2. Assemble in an orderly fashion on arrival.
3. Stay with the group to which you are assigned.
4. Adhere to the decisions of the people in authority.
5. Show respect for all adults and other students.
6. Listen attentively.
7. Focus on the purpose of the event.
8. Use good manners at all times.

## **VI. MISCELLANEOUS**

1. Anyone entering the school building, other than staff and students, must first report to the office.
2. Students will remain on school property until given permission to leave.
3. Students must give all authorized forms and papers to parents or guardians by the date specified.
4. Students must return all authorized forms and papers that require a signature by the date specified.
5. Student dress will be neat and clean and appropriate as determined by the administration.
6. Hats must be removed upon entering the building unless authorized by the administration.
7. Safe footwear is required at all times.
8. Articles that could cause damage to the other students or school property are prohibited.
9. Act responsibly on school property and at all school-sponsored events or while representing the school, including riding in all means of transportation.
10. Students will take care of and return all textbooks, library books, or other school-owned materials loaned to them.
11. While on school property students are prohibited from taking part in physical acts of a sexual nature, engaging in sexual harassment, or offending others by indecent exposure.
12. Smoking of any kind or possessing and/or using illegal or dangerous substances or tobacco, or misusing legal substances is not permitted.
13. Damaging, defacing, or vandalizing school property is prohibited.
14. No student may use insulting, profane, or offensive language, or make obscene remarks or gestures.

## **RULES AND CODE OF ETHICS FOR SCHOOL COMPUTER USE**

Computer users agree to follow the rules and code of ethics listed below in all work with computers while attending Bay Head School.

1. All computer users have the same right to use the equipment, therefore:
  - a. Do not play games or use computer resources for other non-academic activities when others require the system for academic purposes
  - b. Do not waste or take supplies such as paper, toner cartridges, etc. that are provided by BHS.
  - c. Talk softly and work in ways that will not disturb others.
2. Computer software is protected by copyright laws; therefore:
  - a. Do not use copyrighted material in reports without permission; or make unauthorized copies of software found on the school computers, either by copying them onto personal CDs, onto other computers, etc.
  - b. Do not give, lend, or sell copies of the software to others without written permission of the copyright owner, unless the original software is clearly identified as software or is in the public domain;
  - c. Do not bring a CD, etc. to school from home to use.
3. The work of all users is valuable; therefore,
  - a. Protect the privacy of others, do not copy, change, read, or use the files in another user's area, without that user's permission.
  - b. Do not attempt to gain unauthorized access to system programs or computer equipment, or download information onto the hard drives of any Bay Head School computer for permanent storage unless authorized to do so.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy a computer or data of another user. This includes, but is not limited to, uploading or creating computer viruses.
5. Violations of the rules and code of ethics will be dealt with seriously. Violators will lose computer privileges. Any violation of the rules on a given day will result in forfeiting the right to use the computer for the class period or day. Continuous violations may result in the exclusion from computer use. Parents will be notified of any violations via a Disciplinary Referral Form.

## NETWORK ETIQUETTE AND PRIVACY

1. Be polite: Never send, or encourage others to send, abusive messages.
2. Use appropriate language: You are a representative of our school on a public system.
3. Privacy: Do not reveal your home address, phone numbers, names and addresses of family members or other students.
4. Disruptions: Do not use the network in any way that would disrupt the use of the network by others.
5. Representation: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.
6. The Students Acceptable Use of Technology Agreement addresses the particular use of mobile technologies that has come to be referred to as ‘Cyberbullying’. The school will investigate and take action where this kind of bullying occurs in school **and** outside of school when it causes significant harm to the relationships between students and or teachers, is criminal in nature or has the capacity to impact on relationships across the wider school community.
7. School supplied electronics may record or collect information on the student’s activity or use of the device, however, under no circumstances will privacy be violated with the device, as per New Jersey’s Anti-Big Brother Act (A2932/S2057) The NJSA 18A:54-20.3 mandates that school districts provide pupil directory information for students enrolled in grades 6 through 12 upon request by a county vocational school district. Pupil directory information shall include student’s name and address. If you do not want this information to be shared with Ocean County Vocational Schools, you must notify the BHS office in writing.

## **SANCTIONS AND STUDENT'S RIGHTS**

The Principal and Superintendent are authorized to devise and implement general guidelines of behavior to govern undesirable student behavior and to institute procedures and methods with which to correct such behavior, including, but not limited to, the establishment of after-school detention periods and notifications to parents or guardians.

The following actions are offered as guidelines in situations warranting suspension or expulsion:

1. The student has the right to:
  - a. written notification of the charges
  - b. copies of all documents related to the charges
  - c. list of names of adverse witnesses
  - d. copies of statements and affidavits of those adverse witnesses
  - e. be heard in his/her own defense
  - g. cross-examine adverse witnesses
  - h. have participation by parents or guardians
  - i. be represented by counsel.
  
2. Any faculty or staff member noticing a pattern of continued misbehavior should immediately request the Chief School Administrator to schedule a conference with the parents or guardians to determine whether any actions can be taken to alleviate the situation. The faculty or staff member shall present a written summary of the student's activities prior to the conference. Written results of the conference shall be submitted to the Principal.
  
3. The Principal has the power to suspend a student for a period of ten (10) days or less following an informal hearing described in the Suspension and Expulsion Policy of the Bay Head Board of Education. The informal hearing may follow suspension in an emergency situation.
  
4. A suspension may continue only if the Board of Education approves the continuation. In the case of suspension or expulsion, the student must be afforded a private, full hearing before the Board, to be held independent of any scheduled public board meeting.

A student may appeal a suspension or expulsion decision of the Bay Head Board of Education up to the Commissioner of Education. Appeal from a decision of the Commissioner of Education is to the State Board of Education. Decisions of the State Board of Education are reviewable by the courts.

### **LIABILITY OF PARENTS OR GUARDIANS OF PUPILS FOR DAMAGE TO SCHOOL PROPERTY**

The parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of injury, to be collected by the Board of Education of the district and, if necessary, through any court of competent jurisdiction, together with the costs of the suit.

(Legal reference: NJSA 18A:37-3)

### **SEXUAL HARASSMENT**

#### **I. DEFINITION**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct is used as a basis for decisions affecting the person; or,
3. such conduct has the purpose or effect of unreasonably interfering with a person's or student's performance or creating an intimidating, hostile, or offensive situation and work or learning environment.

- B. Sexual harassment, as set forth in Section IA, may include but is not limited to, the follow:
1. verbal harassment or abuse
  2. pressure for sexual activity
  3. repeated remarks with sexual or demeaning implications
  4. sexual jokes, posters, etc.
  5. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.
  6. unwelcome touching

## **II. Procedures**

- A. Any person who alleges sexual harassment in the school district may use the procedures detailed in the BHS district grievance procedure or may complain directly to his or her supervisor, principal/superintendent or district Title IX coordinator. Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, or relative(s) of the individual, nor will it affect future employment, grades, work assignments, or participation in school activities.
- B. The right to confidentiality for both the accuser and the accused will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

## **III. SANCTIONS**

- A. A substantiated charge against an employee of the school district shall subject that employee to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to disciplinary action, which may include suspension or expulsion.

## **BHS STUDENT GRIEVANCE POLICY AND PROCEDURE**

Each student or group of students has the right to initiate a grievance orally or in writing. In the case of younger children who have not attained the level of composition, parents or guardians may initiate the grievance along with the child(ren). The initiator(s) will decide whether to use the oral or written option. If the grievance is not resolved at the initiation level and the student(s) want to pursue further remedy, the grievance must be in writing.

A student(s) and parent(s) or guardian(s) have the right to seek administrative remedy concerning the application of school policy, rules, and regulations when directly or indirectly involved, at any time. In order for a situation to be investigated fairly and properly, initiation of a grievance should be made in a timely fashion while memories are fresh. The levels for remedy are in the procedure, which follows. Whenever the word ‘students’ is used, it also will mean student and parent or guardian where applicable.

### **Procedure:**

1. After initiating the grievance, the student will meet with a teacher or staff member for discussion. Where the grievance concerns matters unrelated to the teacher or staff, the grievance may be brought directly to the Principal.
2. In the event that the grievance is not resolved in step 1., the student will submit the grievance in writing to the principal/superintendent within ten (10) days of Step 1. At this point, all parents and guardians may become part of the process, if not already involved.
3. If the grievance is unresolved in Step 2. and the student(s) want to pursue further remedy, the student(s) will present the written grievance to the Board of Education at the next regularly-scheduled meeting. Upon receiving and/or hearing the grievance, the Board of Education will advise the grievant when within the next sixty days it will render a decision. The decision of the Board will be final at the district level.

## **NOTE**

The Bay Head Board of Education has existing policies concerning Handling Student Disorders, Sexual Harassment, Student Grievance, Substance Abuse, Bullying, and Suspension and Expulsion. These and all policies of the Bay Head Board of Education are available for your review.

## **HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, are the type of conduct that interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The Board's Policy on HIB, procedures for handling acts of HIB, the designated form for reporting acts of HIB, and school district personnel responsible for investigating acts of HIB can be found on the district website at [www.bayheadschoool.org](http://www.bayheadschoool.org).

### Definitions:

"Harassment, intimidation or bullying" means any gesture, written, verbal, physical or any electronic communication (telephone, cellular telephone, computer, or pager) act that takes place on school property, at any school sponsored function or activity, on a school bus, or that has an effect on the school learning environment, regardless of the location even off school grounds where the prohibited conduct takes place, and that is motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or physical appearance or characteristic or by any other distinguishing personal or social characteristics that a reasonable person should know, under the circumstances, that the action will have the effect of harming a pupil or the pupil's property, or placing a pupil in reasonable fear of harm to his or her person or damage to his or her property.

The definition of harassment, intimidation or bullying, for the purposes of the school district's policy, also includes actions that have the effect of insulting or demeaning any pupil or group of pupils in such a way

so as to cause substantial disruption in, or substantial interference with a student's learning environment or with the orderly operation of the school.

This definition also includes conduct constituted by a pupil exercising power and control over another pupil in a single, isolated incident or in a continued pattern of harassing, intimidating or bullying behavior.

#### Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other pupils and school staff.

#### Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this Policy requires a determination by the Principal based on all of the facts and surrounding circumstances reported as a result of the Anti-Bullying Specialist's investigation.

As with all infractions of the code of student conduct, an appropriate consequence will be determined after meaningful consideration of these factors listed above. Consequences and appropriate remedial action for

pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions to detentions, suspensions and expulsions, as set forth in the Board adopted Parent/Student Handbook. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Verbal warning
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Saturday detention/suspension
6. Suspension from participating in after-school programs/activities
7. Out of school suspension
8. Legal action; and
9. Expulsion

Revised: 2/2020

**THIS FORM IS TO BE RETURNED ON THE 1st DAY OF SCHOOL**

By signing this you acknowledge that you have reviewed the BHS Student Handbook which is located on the school website at [www.bayheadschoo.org/policies](http://www.bayheadschoo.org/policies). The Handbook contains Harassment, Intimidation & Bullying information and the Code of Conduct, which includes computer use and the Internet Usage Policy and student will abide by each.

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent: \_\_\_\_\_  
Print Name Signature

Student: \_\_\_\_\_  
Print Name Signature

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\_\_\_\_\_ Initial here if you **DO NOT** wish for your child's photo to be used on the school website, media coverage or any publication, ie: The Ocean Star, BHS brochures, etc.