

FACULTY MANUAL

BERGENFIELD

HIGH SCHOOL

2010-2011

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PHILOSOPHY

At Bergenfield High School we believe that students should be given a variety of opportunities within the educational environment to develop independent and cooperative learning skills. Because we live in a rapidly changing society, we acknowledge that our goals should be responsive to shifting educational priorities.

The Bergenfield High School Philosophy reflects the following five objectives:

1. **EDUCATION:**
To provide students with content knowledge and skills that they can become independent thinkers/learners capable of gathering, assessing, analyzing, applying, and presenting information.
2. **CURRICULUM CONTENT AREAS:**
To offer a variety of content areas including: Arts (Visual and Performing), Comprehensive Health and Physical Education, Industrial/Technology Studies, Language Arts, Mathematics, Science, Social Studies, and World Languages. Each content area encompasses specific skills and concepts, problem solving, and workplace readiness.
3. **INDIVIDUAL POTENTIALITIES:**
To ensure a variety of opportunities within the curriculum to discover and develop individual potential in conjunction with students' needs, abilities, and interests.
4. **VALUES AND ETHICS:**
To guide students in developing a moral and ethical value system and encourage students to accept responsibility for their own actions. Students should develop an appreciation and respect for cultural diversity.
5. **CITIZENSHIP:**
To foster an appreciation for democratic institutions and traditions through both courses and extra-curricula activities. Education is a collaborative effort involving students, parents, teachers, and the community, where each group has a responsibility to work towards common goals, thus enabling all to share in the pride of accomplishments.

MISSION STATEMENT

Bergenfield High School, in partnership with students, their families, and the community at large strive to provide an education that will enable students to acquire the knowledge, skills, and values necessary to become contributing citizens of a more demanding, ever-changing society. We encourage students to appreciate cultural diversity and realize their need for life-long learning.

The mission of Bergenfield High School, in partnership with students, their families and the community at large, is to provide an education that will enable students to acquire the contributing citizens of a more demanding, ever changing society. Thus we encourage students to appreciate cultural diversity and realize their need for life long learning. Our vision includes instilling within the high school an atmosphere of high expectations, an active engagement of students, challenging career/technical studies, a rigorous college prep curriculum, an academic core and a concentration.

Additionally, the high school will include work based learning integration of academic and career/technical studies, strong guidance and advisement services, extra help for students, and database decision making. This mission can only be accomplished if we value each individual and we see the role of the teachers and administrators not as teachers, but as creators of learning experiences which are meaningful and encourage each student to desire to learn more.

Bergenfield High School must ensure that all students receive an equal educational opportunity regardless of race, sex, creed, color, religion, ancestry, national origin, handicap, or social or economic status, and that it has instituted open and equal access to all school-sponsored programs and activities offered during, before or after school hours.

The Affirmation Action Officer for the high school is Mr. Robert Ragasa, Assistant Principal.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURES

In accordance with federal and state anti-discrimination legislation, the Bergenfield School District has formulated the following procedure for Title VI, Title IX and Section 504 infractions.

Purpose

The purpose of the grievance procedure is to provide students, employees, and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, natural origin, handicap, social or economic status.

Procedure

1. The grievant must present the written complaint to the person responsible for the alleged discrimination for his/her consideration/resolution.
2. If not satisfied the grievant may appeal, in writing, to Mr. Fasano, Principal, whose responsibility it is to investigate and respond to the grievant within a reasonable period of time.
3. If not satisfied the grievant may appeal, in writing, to Dr. Janice Dime, District Affirmative Action Officer. The District Affirmative Action Officer will consult with the Superintendent of Schools prior to rendering a decision.
4. If the grievant is not satisfied at this level, an appeal may be made to the Bergenfield Board of Education which will hear the complaint. A local board hearing will be conducted in a manner which accords due process to all parties involved in the complaint, such as written notice of the 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.
5. Upon receipt of the Board's written decision, the grievant may pursue the complaint by filing with the Office for Civil Rights, Washington, D.C.

Teachers are required to be in attendance a minimum of 7 1/4 hours per day, on an average. Teachers are expected to be at each assignment on time.

Each day, upon arriving at school, teachers must be accurate in their initialing of the sign-in sheet in the Main Office. This record is useful to know if you are in the building should calls come in for you. Teachers must sign in by 7:45 AM.

Teachers who leave the building during the school day are required to use the sign-out sheet in the Main Office.

FACULTY PARKING

Every staff member has been assigned a parking location. Teachers are requested to use only their assigned space. Do not park in fire lanes, visitor, bus, or handicapped parking or other unauthorized location. If, for some reason, your space is occupied please park in the rear of the building. In addition, report the license plate number of the car in your space to an Assistant Principal's office. **STUDENTS ARE NOT PERMITTED TO PARK ON SCHOOL PROPERTY DURING NORMAL SCHOOL HOURS.**

LESSON PLANS AND SEATING CHARTS

Lesson plans are to be on-line. They should be designed for a minimum of one week of lessons and prepared in advance. The plans should be specific and contain enough detail so that an observer or substitute can follow the daily procedures. Your seating plans and schedule should be available in your substitute folder. Seating charts should also include each student's grade level. Any special plans for substitutes should be discussed with your department supervisor.

CLASS REGISTERS

Class marking forms are to be kept as objective records of student progress and attendance through each

marking period. An adequate number of grades/evaluations should be recorded for each marking period. Each grade or evaluation must be clearly designated in the register, as this record is used by the administration during the summer to correct or clarify grades. Attendance should also be clearly indicated in the register. All grades must be posted on Infinite Campus. All assignments must be posted within seven days of the Assignment, test, etc. being turned.

TEACHER ABSENCE

The board of education has installed a recording machine that you may call at anytime of the day or night when you are going to be absent. The recording machine will ask your name, school, grade or subject area, location of lesson plans, reason for absence, and the number of days you are going to be absent. If there is uncertainty concerning the number of days, indicate only one day and then call again should further days prove necessary. Unless otherwise identified, absence will be charged as illness. When reporting a personal day on the tape, you need not give the reason for the personal day, just that fact that it is a personal day. Days other than illness must be followed up with the appropriate forms immediately upon return. Because it is a recording please speak slowly and distinctly. Please note parking space number. If the teacher is in the district at a meeting, etc., the substitute will have to locate a parking space in the visitor's areas in front of the school.

The school will be informed by 7:00 A.M. of the names of teachers absent and the substitutes obtained for them. Accordingly, it is requested that you call in no later than 6:30 A.M. to report your absence. If an emergency should occur, where you are not able to call by this time, please call the high school rather than the calling service. This will enable us to assign other teachers to your classes, for we will most likely be unable to obtain a substitute at such a late hour.

The district substitute service telephone number is unlisted, in the attempt to prevent mischievous students from calling. Please do all that you can to ensure its confidentiality.

The school will call you after 7:00 A.M. for your assignments for the day if you have not indicated where assignments are located for your classes. **DO NOT DICTATE LESSON PLANS ON THE CALL TAPE. EMERGENCY PLANS SHOULD BE LEFT WITH YOUR SUPERVISOR OR IN YOUR DESK DRAWER. PLEASE PROVIDE THE LOCATION TO YOUR SUPERVISOR.**

If you know, while you are in school, that you are going to be absent the next day for conferences, personal days, field trips, etc., please notify the administration; the call to the district service will not be necessary.

LEAVE FOR DEATH IN THE FAMILY

Leave with pay following a death in the immediate family (wife, husband, son, daughter, mother, father, sister, brother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law) shall be fixed from the date of

the death until one day beyond the date of the burial or final disposition. Extension of leave of this classification shall be at the discretion of the Superintendent of Schools.

Leave with pay for one day may be granted for reason of death of a relative other than one in the immediate family.

LEAVE FOR PERFORMANCE OF LEGAL RESPONSIBILITY

Leave for the purpose of serving on a jury shall be granted without loss of pay provided the proper documentation is provided.

Leave for acquiescing to a court or other valid subpoena may be granted without loss of pay; it is dependent on circumstances and should be submitted in writing to the Superintendent of Schools. Otherwise, the leave will be granted with deduction from pay equal to the substitute rate of pay.

LEAVE FOR PERSONAL EMERGENCIES

Leave up to three days each year for personal emergencies may be granted with pay. Reasons for leave in this category may include illness in family, religious holidays, death of friends, graduation of members of the immediate family, marriage (self/children), house closing, moving, or other reasons at the discretion of the Superintendent of Schools.

REQUEST TO ATTEND A CONFERENCE

Teachers are encouraged to attend conferences and meetings for the purpose of improvement of instruction at Bergenfield High School. Staff members will be granted monies to attend on a fair and equitable basis. Request forms are available in the Assistant Principal's Office. See appendix for sample form.

TEACHER CERTIFICATION

Each teacher is required by state law to be certified for the teaching position he/she holds. THIS IS THE PERSONAL RESPONSIBILITY OF EACH TEACHER. All appropriate and updated certificates should be

filed with district's Personnel Office.

Each teacher should be familiar with the requirements for his/her position. Information can be secured from the County Superintendent of Schools through its certification department.

PROFESSIONAL GROWTH

Continued professional growth of all certified personnel is encouraged and now mandated by state regulations. All personnel are encouraged to maintain active membership in professional organizations and to attend and participate in their meetings. Teachers are expected to participate in local in-service training, professional meetings, and the Staff Development Program.

PROFESSIONAL OBLIGATIONS

There are certain professional obligations to students, parents and the school which are shared by all teachers and administrators. These include faculty meetings, corridor supervision, professional committees, attendance at all Parents' Nights, individual parent and teacher conferences, duties of a general nature assumed for school social events (weekends and evenings), and for approved extra-curricular activities.

PARENTS' NIGHTS

Parents' Nights are designed to allow person-to-person contact of teachers with students and parents. These contacts will be centered on seeking solutions and directions for a student in order that achievement might be improved.

Three Parents' Nights are scheduled for each of the first three marking periods. Parents receiving Progress Reports are encouraged to come to school with their son/daughter on these evenings or late afternoons to discuss their child's achievement.

A fourth night is designated as an Open House for the purpose of allowing parents to meet teachers, briefly preview the course content and ask questions pertinent to the functioning of the classes being attended by their son/daughter.

All teachers are required to attend these four events. Schedules, including professional classes, should be arranged so all teachers will be available for these events.

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FACULTY AND DEPARTMENTAL MEETINGS

Faculty or departmental meetings will be held on Wednesdays immediately following student dismissal. All teachers are required to reserve this time for that purpose. Special meetings may be called as needed.

KEYS

School, classroom, and storage security is critical and requires your special attention. The keys issued to you are your responsibility and must be in your possession at all times. Do not lend keys/swipe cards to students at any time, not even for a few seconds. If keys are lost or misplaced, report this to the office immediately upon discovery of the loss.

DISPLAY OF THE AMERICAN FLAG

The American Flag will be displayed in each classroom and each school building according to law.

SALUTE TO THE FLAG

The flag salute and oath of allegiance will be conducted on every school day. Students not wishing to stand and participate in the flag salute may remain seated provided they do not do anything to disrupt the saluting process.

RELIGIOUS SERVICE AND/OR EXERCISES

No religious services or exercises shall be held in the school at any time.

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RELIGIOUS HOLIDAYS

New Jersey law, regarding pupil absence from school due to religious holiday, states that:

1. Any pupil absent from school because of a religious holiday may not be deprived of any award,

eligibility or opportunity to compete for any award because of such absence.

2. Pupils who miss a test or examination because of an absence on a religious holiday must be given the right to take a make-up or an alternate test or examination.
3. The pupil must present a written excuse signed by a parent or guardian to be entitled to the privileges set forth above.
4. Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
5. Such absence must not be recorded on any transcript or employment application form or any similar form.

Class work should continue as normally as possible on religious holidays. Students should not be encouraged to take a ``day off'' because no new work is to be covered. Tests, labs, and projects may be scheduled as long as students taking a religious holiday are given every opportunity to make up those assignments.

A list of this year's religious holidays may be found in the appendix.

BHS BELL SCHEDULE

E	8:00 - 8:41
1/HR	8:47 - 9:29
2	9:33 - 10:15
3	10:19 - 11:01
4	11:06 - 11:48
5	11:53 - 12:35
6	12:40 - 1:22
7	1:27 - 2:09
8	2:13 - 2:55

Half-Day Schedule

E	8:00 - 8:41
HR/1	8:47 - 9:29
2	9:33 - 10:15
3	10:19 - 11:01
7	11:06 - 11:48
8	11:53 - 12:35

Delayed Opening Schedule

1/HR	10:05 - 10:15
3	10:19 - 11:01
4	11:06 - 11:48
5	11:53 - 12:35
6	12:40 - 1:22
7	1:27 - 2:09
8	2:13 - 2:55

CORRIDOR SUPERVISION

You will be responsible for corridor supervision before and after school, while students are passing between classes, and while classes are in session.

Note: Teachers are expected to be in the corridors while students are passing between classes. When the late bell rings, teachers are to close their doors. Late students are to report to the attendance secretary for a pass.

NON-ENROLLED STUDENTS IN THE BUILDING

Every staff member must be alert for non-enrolled students in the building. All visitors to the school are required to wear a visitor's pass or be accompanied by a staff member. Any faculty member suspecting that an adult or a young person is in the building without permission should first question that person and, if he/she is a non-enrolled student, ask him/her to leave the building. The administration should be contacted immediately after this questioning if, in fact, it is determined that an unauthorized person was in the building.

CLASS COVERAGE

Should there be an insufficient number of substitute teachers to cover all of the classes of absent staff members it may become necessary to assign teachers to cover these classes. Assignments will be made on a rotation basis, as best as possible, after all volunteers have been assigned first. Teachers will be paid per the BEA contract provision for covering classes.

ASSEMBLIES - ROLE OF THE TEACHER

Supervision of assemblies is divided among the various attending teachers. Teachers must create the proper atmosphere by insisting on order, attendance, attention, courtesy and respect. Since assemblies are a part of the learning or social situation those students, whom the teachers observe to be uncooperative, should be immediately referred to one of the administrators so that this lack of control can receive immediate attention. Teachers are requested to discuss the duties and responsibilities of an audience with their students. This is a time to make the necessity of audience cooperation for successful assemblies significant to them.

1. The appearance on the platform or stage of the one who is to speak should be the signal for immediate silence and attention. Pupils are not to do any reading or writing during an assembly.

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2. Teachers will be assigned to aid in the control of students at special assemblies. Teacher absence from an assembly, which he/she is expected to attend, must be approved by the principal in advance; the only exception would be grave emergencies. Teachers are expected to remain with their classes during the entire assembly. THE ENTIRE FACULTY IS INVITED TO ATTEND THE ASSEMBLIES WHENEVER POSSIBLE.
3. Assemblies will be open to all students on an interest basis with the exception of certain classes or

special informational meetings. The procedure for students desiring to attend an assembly will be defined prior to each assembly.

CHAPERONING ASSIGNMENT

Each faculty member is expected to chaperone an equal number of evening functions (dances, concerts, dinners, etc.). The Assistant Principal, using a random number procedure for sequence, will contact each faculty member for his/her choice of assignments from among those remaining at the time of his/her selection.

EXTRA HELP FOR STUDENTS

Each teacher is expected to notify all classes as to his/her availability for extra help. A copy of this availability schedule should be on file with the Department Supervisor. This is an important function and extra help time should be made available to all conscientious students.

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HOME INSTRUCTION

A Home Instructor provides instruction for a student at his home or public library at a time convenient for both the family and the instructor. A parent (or his/her representative) should be at home each time an instructor visits.

Instruction should consist of a minimum or an average of two hours per week per subject. Flexibility is intended. If the instructor or the student has a conflict or illness one week, double time should be provided the

next week. If the student is far behind the class, and if the instructor has additional time available and is willing, more instruction may be given upon administrative approval.

Home Instruction (if the instructor is a Bergenfield teacher) must be provided after school hours, in evenings, on weekends, etc. (NOT during school hours).

The Board of Education pays \$30.00 per hour wage for the instruction provided.

Procedure for Home Instruction:

1. Home Instructor will be chosen by the AP.
2. Classroom teachers will be asked first to be HI.
3. HI will then be chosen from an office list of subs and certified staff interested in the assignment.
4. Once the HI is chosen the AP will:
 - a) Notify parents and classroom teachers with I name
 - b) Notify Guidance Counselor to get books for students.
5. Course teachers will be responsible for:
 - a) Providing assignments and books and delivering them to the Guidance office. (Student HI folder). The teacher will then check off, initial, and date on the appropriate form.
 - b) Grading finished assignments and maintaining accurate records for any missing assignments.
 - c) Report to the AP any problems with procedure.
 - d) Marking period and final grade average.
6. Home Instructor will:
 - a) Meeting or talk to course teacher for assignments and evaluation procedures.
 - b) Pick up assignments in the Guidance Office student HI folder. When pickup is made, the HI will initial and date the form.
 - c) Provide appropriate instruction in a timely and professional manner.
 - d) Deliver to the Guidance Office student HI file finished.
 - e) Provide input to AP about any problems pertaining to HI.
7. Guidance will:
 - a) Maintain individual assignment folders in HI cabinet.
 - b) Coordinate the transfer of assignments and books from staff to HI and back to the classroom teacher.
 - c) Oversee that credit and graduation requirements are being met.

PRIVATE TUTORING FOR COMPENSATION

Teachers shall not give private tutoring for pay to any student enrolled in Bergenfield High School.

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HOMEWORK

The term “homework” refers to assignments which will achieve their purpose best when prepared outside of class, or as independent work in a study hall, classroom or at home.

Homework is a learning activity which should increase in complexity with the maturity of the student. As the students get older, they need to be encouraged to study and to investigate things for themselves and to work independently of others.

The purposes of homework are to improve the learning process, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Assignments should always have real meaning for the student, and the purpose should always be clear to both teacher and student. Assignments should be carefully planned and presented. An integral part of a good assignment is making sure that each student understands the assignment and knows how to go about completing it. Teachers should give clear and specific information for each assignment so that its requirements are understood. They should not require further “teaching” on the part of the parents. Homework assignments must take into consideration the individual differences of each student.

Homework should require only the use of reference materials readily available in most homes, school library, or the public library, and should require these materials only when the student has had instruction in their use.

The mastery of a field of study and the acquirement of skills have never been accomplished by the student solely in the classroom. Homework is as essential to a student as practice is to a musician or as research is to a scientist. Therefore, a certain amount of independent work is necessary at the high school level. The total time spent in independent work for all subjects (including work done in study hall at school or work done at home) should increase gradually to approximately **two hours** per day as a total for all subjects.

Homework Policy

Homework will count for 10% of the marking period grade.

All staff members should have up-to-date homework assignments posted on the internet, HomeworkNOW.com

HomeworkNOW.com

Teachers and school personnel use HomeworkNOW.com to communicate their assignments to students and parents. To obtain assignments, log onto “Bergenfield Public Schools Online” and click onto “Schools”; “Bergenfield High School”; “Homework Assignments” and select the desired teacher(s).

ADOPTION OF TEXTBOOKS AND WORKBOOKS

A list of all textbooks and workbooks shall be approved annually by the Board of Education. Only books on this list may be used as textbooks or workbooks. Requests for additions to this list should be submitted to the Department Supervisor.

TEXTBOOKS AND FINES

The teacher is responsible for all school books issued to pupils. Keep a record by number of every book you issue. Keep this record in your marking book. Personally inspect each book you issue and, in the pupil's presence, mark its condition beside the pupil's name in the front of the book that day. See that each book is covered, either with school covers available or with similar protection secured by the pupil.

Book fines for loss and misuse of books shall be based on the teacher's record of the condition of the book, years circulated, and on the purchase price. The amount of the fine should be determined by department chair. In order to prevent "lost and found" books, teachers should accept no book other than the one issued to the student, as identified by the number.

It is difficult to rate a book above "poor" if it has had more than five year's use and no rebinding. In assessing fines, the teacher's judgment will be accepted. Failure to pay fines will mean the holding of the pupil's schedule and/or diploma. A student who fails to pay his/her fine in June will not be permitted to enter September classes until obligations are met.

SENDING STUDENTS FROM CLASSROOMS - HALL PASSES

Students are not to be released from class unless absolutely necessary. Class time is valuable; it is not to be wasted. Students are never to be released to go to a car or to leave school property refer them to the Assistant Principal. When possible, call ahead to inform someone that the student is on his/her way. This helps to discourage students from wandering the halls. All students leaving a class must have a **completed** blue hall pass and must have signed the book in the classroom. A pass must include the student's name, date, time, where the student is leaving, and where he/she is going. **All passes must be clearly signed by the teacher.** All students must sign out and back into class when using a hall pass.

STUDENT USE OF BATHROOMS

Students are permitted to use the student bathrooms upon request. Any student going to the bathroom should have a completed hall pass which includes the time and date, student's name, where they are going, and where they are coming from. Students who take excessive advantage of the bathroom procedure should be reported to the school nurse who will, in turn, contact the parent/guardian to discuss the situation.

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TRANSPORT OF STUDENTS BY DISTRICT EMPLOYEES AS PART OF ASSIGNED DUTIES

District employees who transport pupils in a private vehicle during working hours as part of their assigned duties shall:

1. Have a current driver's license with no convictions for moving violations;
2. Show proof of at least the statutorily required insurance coverage in using a privately owned passenger vehicle of 8 or less capacity.

See the approved form for this procedure in the appendix.

FUND RAISING ACTIVITIES

Any faculty sponsor of a student group seeking a fund raising endeavor must first submit to the Assistant Principal an APPLICATION FOR FUND RAISING. The Assistant Principal shall screen, coordinate and approve all applications and then submit them to the Principal. Some fund raising activities may necessitate Board approval.

It shall be the responsibility of the Assistant Principal to coordinate all fund raising endeavors so that conflicts are minimized.

Fundraising endeavors shall be permitted before, during and after school time but, at no time, shall a classroom teacher permit any sale to take place during class time. All extra-curricular activities are eligible to request a fund raising activity within the scope of the extra-curricular activities program of the school.

All monies raised through approved school fund raising activities shall be deposited in the internal account. All monies should be locked in the school safe for storage overnight. Staff should not store money in their rooms, offices, or workrooms overnight. See "School Monies" section, pg. 61.

People NOT permitted to do fund raising are:

1. An individual student who is satisfying a financial need;
2. Classroom teachers who wish to raise money for a classroom activity or field trip;
3. Any organization not affiliated with the school;
4. Any fund raising directly related to the curriculum.

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POSTERS

To assure that all posters are educationally effective and, at the same time, lend to the attractiveness of the building, the following will be followed for displaying posters:

1. Any staff member or student wishing to display a poster must have the expressed consent of the Assistant Principal. This consent will be given only after a visual review of the poster by the Assistant Principal.

2. Posters will be permitted to be displayed ONLY on the wood or tile surfaces. Posters displayed in all other areas will be removed and discarded.
3. There are to be no posters on any painted surfaces.
4. Please use only masking tape to secure the posters.
5. Please remove all posters once they are no longer needed.

ELEVATOR USE

The elevator shall be available for the following:

1. Transporting of handicapped/disabled students and/or faculty members to and from the second floor. Assigned custodians will have keys and are responsible for the elevator during passing periods per the established schedule. The elevator may be used for those students who present to the school nurse that they have a handicap or incapacity which does not allow them to use the stairs safely to get to and from the second floor. Upon presentation of such evidence by the handicapped person, the school nurse will place his/her name on the daily list of those to use the elevator. The elevator will NOT be used to evacuate these persons during a fire drill or other emergency. Other procedures have been established for these times.

The custodian will be on duty during each passing period when someone must be transported up or down. Students who have been approved to use the elevator will have a pass noting this approval. A student assistant (carrying books, opening doors, etc.) will also be given a pass and may use the elevator.

2. Transporting audio visual equipment; NO STUDENT SHALL OPERATE THE ELEVATOR.
3. Transporting custodial/maintenance supplies and equipment, books, desks, greenhouse materials, etc.

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STUDENT LOCKERS

A corridor locker is assigned to each student. Bergenfield High School will provide a lock for each student for locker security. The student will provide their PE lock only.

Locker inspections may be held at any time. Locker condition and security are each student's responsibility once he/she accepts the locker.

Lockers that are not working properly should be reported to the office by the students. If the locker cannot be repaired, the student will be issued a new one. STUDENTS ARE NOT TO EXCHANGE LOCKERS AMONG THEMSELVES AND ARE NOT ALLOWED TO SHARE LOCKERS. IF A TEACHER OBSERVES THIS PRACTICE, HE/SHE SHOULD REPORT THE NAMES OF THE STUDENTS TO THE APPROPRIATE ASSISTANT PRINCIPAL.

CUSTODIAL SERVICES

Requests for custodial services should go through the Main Office and be approved by an administrator. No person may be in the building at any time unless a qualified custodian is present.

PUBLIC ADDRESS SYSTEM

All announcements must be typed or printed and signed by the teacher and placed in the P.A. mailbox the night before the announcement is to be made. Announcements should be brief and concise. Please think ahead and thus avoid requests for “emergency” announcements. All announcements must be approved by the administration or a designated representative.

SALESPERSONS AND REPORTERS

Before being granted an interview, a salesperson or reporter must present evidence of approval from the Main Office. Students should not be interviewed by a salesperson or reporter at any time except if approved by an administrator.

SMOKING

The use of tobacco products is strictly forbidden by students at anytime on school property. **Smoking is not permitted in the school building at anytime by anyone.** This is New Jersey state law and violators are subject to a fine.

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THEFTS

All thefts must be reported to the administration as soon as the incident is known. Students who have belongings stolen should report to the administration immediately. Teachers should also report thefts of personal belongings or school items to the school administration as soon as possible. In all cases a Theft Report must be completed. A sample may be found in the Appendix.

DISTRIBUTION OF MATERIALS BY STUDENTS

Regarding candidates and public questions - No literature promoting or opposing candidates for any general or municipal election, or communication which promotes, favors or opposes the adoption of a bond issue proposal, or other public question submitted at any general, municipal or school election shall be given to any public school child in any school or on its grounds.

State policy calls for reasonable guidelines setting forth the time and places for distribution of materials in school and for defining fair standards for their content. It is to be jointly determined by representatives of all groups in the school community, with ultimate responsibility for determining the suitability of materials resting with the local board of education.

EARLY DETECTION AND REPORTING SYSTEM FOR MISSING CHILDREN

In order to provide an early warning to the appropriate authorities when a student appears to be missing from the educational system, the chief school administrator shall inform the local police, the County/State Department of Education and other appropriate agencies when the following conditions occur:

1. The student's parent or guardian withdraws him/her from school and the school does not receive an official request for his/her records from another school within 15 school days.
2. The child does not attend school for five consecutive school days and school officials are unable to locate or otherwise account for the student.

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GUIDANCE SERVICES

PHILOSOPHY

Guidance at Bergenfield High School is based on the belief that every teacher, department and activity in the school has a part in guidance. The aim of our total guidance program is to help each student make the most of

his/her school opportunities by aiding him/her personally, socially, and educationally.

It is our basic belief that guidance should help all students develop their individual potentialities toward being productive, socially integrated beings. This approach to guidance inevitably involves all individuals who contribute to the student's development.

Most guidance activities are planned to help the student to know himself/herself, to accept himself/herself, and to become proficient in the decision making process.

PERMANENT RECORDS

The guidance folders are kept in the Guidance Office. The records are available to any faculty member who has a direct responsibility for the student. Folders are kept up-to-date by the guidance staff.

Information in the records of a pupil, upon request, shall be made available to a parent or guardian provided that this information is given before the pupil attains age eighteen. At age eighteen, this information can be given to the pupil or his/her authorized representative and not to a parent or guardian.

PROCEDURES FOR STUDENTS TO VISIT THE GUIDANCE OFFICE

Students may visit the Guidance Office by their request or the request of the counselor. Teachers of class periods to be missed will be notified in advance, via a pass, from the counselor. A counselor may occasionally call a classroom and request to see a student. A teacher may also honor a verbal request by the student to go to the Guidance Office. In the latter case students must use a hall pass when requesting to see their counselor. Staff may want to contact Guidance at extension 1360 or 1361, to determine if the counselor is available.

In all cases a student should submit a pass to the classroom teacher upon return to class. The pass should be signed by the counselor with the time of release and date on it. If the student fails to return to class at the end of the period, the teacher should check with the guidance counselor.

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REFERRAL TO THE CHILD STUDY TEAM

A teacher who feels that a student could benefit from any of the services provided by the Child Study Team should consult with the student's counselor. The counselor will refer the student to the team for evaluation. When the evaluation has been completed, the counselor will share the results and appropriate recommendations with the teacher of the student referred.

POST-HIGH SCHOOL OPPORTUNITIES CONFERENCES

At various times throughout the year, admissions officers from colleges, specialized schools and industry visit the high school to talk with juniors and seniors. Students are generally permitted a reasonable number of absences from a class per year to attend these conferences with the permission of the subject teacher. Students must obtain passes from the Guidance Office to attend these conferences.

PROCEDURES FOR SCHEDULE CHANGES

A student receives his/her schedule in June along with the instructions for request for a change. Each request is given careful consideration and changes are made within the limits of the master schedule and class sizes.

OPTIONS FOR DROPPING COURSES

From the time course selections are made until one week after a student receives his/her course verification sheet in June, he/she may change course selection. Students must maintain a minimum of six units of credit. Seven credits are recommended.

A student will be permitted to drop a course up until the 5th day of class. Procedure for students: Obtain a drop form from the Guidance Counselor and have it signed by parent(s), teacher, counselor, and student.

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VOCATIONAL GUIDANCE

Vocational guidance is a planned phase of the total program. Instead of one Career Day, guidance conferences are scheduled throughout the year, during the school day. In general, school and college representatives come early in the school year so that students may make their applications early. Short-term training representatives are also invited to speak.

During the winter and spring, people from business, industry, etc., are invited to the school. From these contacts many of the students have had job offers. In addition, students are encouraged to participate in the work-study program offered by the Business Education and Technology Departments. Special vocational needs may be accommodated via individual programs. Attempts are made to familiarize the students with a broad

scope of vocations so that they will be able to evaluate their abilities and find a use for their talents in the adult world.

Employment services by the guidance department attempt to bridge the gap between community life and school life by taking care of employment formally. Students who express interest in securing employment are directed to job opportunities through the department.

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CHILD STUDY TEAM SERVICES

A Child Study Team consists of a school psychologist, school social worker and a learning disabilities teacher consultant. The basic Child Study Team acts in consultation with the school physician and any other professionals deemed appropriate by the team.

It shall be the responsibility of the Child Study Team to determine a pupil's eligibility for Special Education and related services as defined by N.J.A.C. 6:28. The Child Study Team shall have the responsibility to provide evaluation, intervention and prevention services to pupils which will include but is not be limited to:

1. Consultation services to school staff and parents;

2. Diagnostic assessment of pupils;
3. The design, implementation and evaluation of intervention strategies to prevent and/or remediate educational difficulties.

Referrals to the child study team shall be made in accordance with the procedures issued by the Director of Special Education. Teachers who wish to recommend a student for referral should meet with that student's guidance counselor.

Every student who receives special education services has an Individual Education Plan (IEP), Case Manager (the child study team member who oversees the implementation of the IEP), Guidance Counselor and a special education teacher. Federal and state rules and regulations which govern special education stipulate the general education class as the placement of choice. Special education classes should only be provided when the student could not succeed in the general education class even with supplemental assistance and services.

Teacher Responsibility Regarding IEPs

The IEP is a contract between the school and the student's parents. In a court of law it is seen as a legal document. The school is required to provide and do what is in the IEP. It is important for the teachers of a student with an IEP to be familiar with the contents of the IEP and to implement it as written. Many students' IEPs include curricular or instructional modifications. Teachers are required to provide these modifications. Failure to do so could lead to disciplinary actions in the school and legal action by parents outside of the school. Teachers are also required to give resource center support teacher's information regarding student progress and what is being taught. If a student is having difficulty in his or her class, either behaviorally or academically, the teacher is to let the case manager and guidance counselor know.

Every year students' IEPs are reviewed. General education teachers who have the student are given annual review input forms to complete (Form 1). It is important that the teachers fill out these forms and return them to the special education teacher by the date requested. Communication between general education and special education is a requirement of federal and state rules and regulations.

General education teachers are also responsible to complete, on a weekly basis, the support input form for students who receive resource center support (Form 2).

Role of the Case Manager

Each student has a case manager who is a child study team member. The case manager's role is to insure that the IEP is being implemented as written. If the student is having academic or behavioral difficulty in a class, the case manager, parent(s), and guidance counselor should be notified. The case manager is a resource for teachers to try to resolve problems the student is having. The case manager may also call for a new IEP team meeting if a student is having difficulty that cannot be resolved without special education changes to his/her program.

Role of the Resource Center Support Teacher

Many special education students have a resource center support class. The resource center support teacher's role is to help special education students to succeed in general education classes. The state rules and regulations require the general education teacher to be in contact with the special education teacher. The

resource center support teacher gives each general education teacher a student update form (Form 2) each week to fill out for each student they teach. These sheets are the special education teacher's main means of communication. It is important for each general education teacher to complete the sheets weekly so that the support teacher can help the student succeed in the general education class. If the support teacher is not receiving information requested from the general education teacher, it is a violation of the IEP. The resource center support teacher is also a resource for the general education teacher to go if a student is having difficulty.

Resource Center Replacement

Some special education students can not succeed in the general education class even with supplemental aides and services. We offer two different programs for these students in the school. The first is resource center replacement. This program is for students who can learn parts of the general education curriculum but need a more individualized program than can be provided in a general education class. The role of the resource center replacement teacher is to expose the student to the curriculum at the student's grade level and to increase the student's skills so that in the future they may be able to succeed in general education classes. These teachers instruct in a subject area and are responsible for giving the student the grade in the class.

Specific Learning Disability Class

This class is for students whose academic skills are more than three years below grade level and who need more consistency in the delivery of instruction than can be provided by four to five different academic teachers. Students in this class receive all their instruction from one teacher.

In-Class Support

In-class support involves a class that is taught by a general education teacher and a special education teacher. It is a cooperatively taught class. The role of the special education teacher is to not only help special education students, but also general education students. The role of the general education teacher is to be responsible for grading and making sure the general education curriculum is being followed. Students in these classes have the ability to do the work provided at grade level.

The Child Study Team

The child study team is composed of a psychologist, social worker and learning disability teacher consultant. All three child study team members are available to consult with special education and general education teachers, guidance counselors, parents and administrators regarding special and general education students. Each building in the system has at least one child study team member assigned to it.

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Referral to the Child Study Team

Students, who are suspected of having a learning problem, may be referred to the child study team for evaluation. Prior to referral pre-referral interventions need to be tried. Guidance counselors and parents need to be made aware of the problem prior to a referral. Child study team members may be consulted to help develop pre-referral interventions.

Once you and the guidance counselor decide to refer the child to the child study team for evaluation then the interventions tried need to be documented (Form 3), a referral form filled out (Form 4) and an identification meeting set. Participants at an identification meeting include the child study team, the principal or a designee, guidance counselor, at least one teacher, the parent and the child when appropriate. At the identification meeting the student's records are reviewed and a decision is made regarding the need to evaluate. If the decision is not to evaluate then some other intervention will be suggested.

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HEALTH OFFICE & SERVICES

GENERAL INFORMATION

There is a certified school nurse on duty while school is in session and also after school. The nurse's services are open to the entire student body as well as to all faculty and staff. A physician is in attendance at most sports and school events which might require medical supervision.

Students should be referred to the nurse by telephoning extension 1320 and/or using the student blue hall pass. NEVER REFUSE A REQUEST TO GO TO THE NURSE. Periods spent by the student in the Health Office may be counted as excused unless such visits become regular and disruptive to the class. Before counting a Health Office visit as an absence, please talk with the nurse and warn the student of your intent. Students will be assessed, treated and returned to your class as quickly as possible. Those students who choose to take an absence from school upon consultation with the parent/guardian will be permitted to leave school under adult

supervision. Students with illnesses, such as a fever or vomiting, may receive an excused absence from the Health Office. A daily list, denoting excused or unexcused absences of students and those students excluded from school, is given to the Assistant Principals and Attendance Office at the end of the school day. To verify the type of absence from class faculty members may contact the school nurse or one of the above named offices.

COMMUNICABLE DISEASES

Any student in school presenting signs and symptoms of a questionable or contagious nature should be sent to the nurse for assessment and evaluation. Those symptoms such as a rash, purulent drainage from the eyes, nostrils, or wounds, and uncontrollable coughing or sneezing should be considered in this category.

Any faculty or staff member who feels the need to have disposable plastic gloves for use in executing professional duties during school hours should see the school nurse for an adequate supply.

ACCIDENTS

In case of an accident (student, staff, visitor) it is extremely important that prompt action be taken. When in doubt, DO NOT move the victim; call for the nurse. If she is not available, the administrator will assist in getting the parents and the ambulance. Remember that in these emergencies your responsibility is great, but help is immediately available. Although insurance and Workers Compensation protect you, injuries can be unnecessarily aggravated unless you act quickly, calmly and wisely. No matter how minor the accident appears, all injuries to both student and employee should be reported to the nurse. The nurse will file the appropriate accident report and insurance forms. In the event the nurse is not available, please document the incident and file the appropriate forms with her on the following school day. Teachers and staff can be of great assistance in promoting student health by their awareness and good example. You can help prevent accidents and injuries by insisting on safety precautions, as simple as not allowing students to lift heavy objects, push heavy carts and by requiring the use of proper protective devices for any situation with a potential hazard.

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PHYSICAL EXAMINATIONS

1. School Physicals: School physical examinations are performed on all tenth grade students and new students. Only students with an emergency illness or injury will be admitted to the Health Office during the hours that physicals are in progress. A Health Services' letter, included in the school summer information packet, is sent to each parent/guardian informing them that their son/daughter will receive a physical examination by the school physician. Written parental/guardian requests for a private physical examination are honored. School physicals are performed between 9:00 AM and 10:00 AM on Thursdays. Please allow the student to be prompt for his/her appointment with the physician. The student will be returned to your class as promptly as possible.

2. School Sports Physicals: Sports physicals are offered within a 60-day period prior to the onset of the sport and performed by the school physician. Each student requesting a sport's physical is required to present a consent card signed by his/her parent/guardian before the comprehensive physical will be performed. The parent/guardian will be notified of the examination results by mail. Coaches will be notified of physically eligible candidates for each sport within 24 hours. All students MUST be medically cleared by the Health Office to participate in any extracurricular sport.

3. Health Screening: Students in specific grades will be called to the Health Office for height, weight, vision, hearing, blood pressure and scoliosis screening. This screening program will be conducted during student's study hall and for those students without a study during the homeroom period. Every attempt is made not to disrupt an academic class. Your cooperation in reminding the student in your homeroom to keep his/her appointment and to be punctual is greatly appreciated. Corrected findings of hearing, visual or physical deficits may help the student feel better about himself/herself and enhance his/her ability to learn in your class. It would expedite the screening process if only those students with emergency illness or injury be sent to the Health Office during screenings. Teachers are encouraged to report any potential health concern to the nurse for further evaluation.

ADMINISTRATION OF MEDICATION

Students requiring the use of ANY type of medication (including aspirin or Tylenol) are required by Bergenfield Board of Education Policy and Procedures to present to the nurse a form signed by their family doctor outlining the drug, dose, route, frequency and any expected effects. In addition, a parental/guardian note requesting the nurse to administer the medication during school hours is required. These medications are kept in a locked cabinet in the Health Office and dispensed according to doctors' orders. Due to this policy, there is no reason for any students to have possession of or to self-administer any form of medication without the nurse's knowledge and/or supervision.

PHYSICAL EDUCATION EXCUSES

Physical Education excuses are issued to any student presenting a signed physician's statement excusing the student from Physical Education for a specific length of time. All other requests result in an "unprepared" which can be made up at the end of the block or removed upon presentation of a predated doctor's note. Please note that a medical excuse from Physical Education is an AUTOMATIC SUSPENSION from any and all interscholastic athletic events until the student is well enough to return to the program. Chiropractic notes will be honored only for those conditions that are directly related to the spine or spinal disorders.

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DISCIPLINE

CLASSROOM MANAGEMENT AND STUDENT CONTROL

The purpose of the discipline policy at Bergenfield High School is to ensure that the health, safety and welfare of every student are protected and that an orderly environment for learning is maintained.

The best discipline is self-imposed and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. When a student fails to discipline himself/herself every attempt will be made to use punishment which is corrective rather than punitive in nature.

Parents/guardians are expected to guide and direct their children toward standards of good conduct. All staff members shall share in this responsibility by supervising the behavior of students and by enforcing and implementing the rules and regulations of Bergenfield High School.

In general, school disciplinary rules and regulations are meant to prevent: physical violence of any type; the

violation of the law; the destruction of personal and school property; the disruption of the educational process both in and out of the classroom; the unauthorized absence of any student from classes. Students committing infractions of the school rules or offenses contrary to common sense will be subject to punishment for the purpose of correcting their inappropriate behavior and deterring the continuation of their unacceptable conduct.

While classroom discipline is first the responsibility of the classroom teacher, overall discipline is the responsibility of every staff member. In addition, the Assistant Principal and the Deans of Disciplines are authorized to prescribe and implement administrative action or punishment. Administrative punishment may include a stern warning, office detention, class exclusion, in-school suspension or out-of-school suspension.

Further support for the discipline process is provided by the Guidance staff and the Child Study Team. This support comes in the form of counseling and does not deal with the punishment aspect of discipline. An Intervention and Referral Service meeting may also be convened. Other interventions/programs are being designed.

Generally, the occasionally disruptive student will receive a warning, teacher detention, or brief class exclusion pending a parent conference. **IT IS IMPORTANT THAT TEACHERS CONTACT THE PARENT/GUARDIAN OF ANY STUDENT THAT IS DISRUPTIVE TO THE EDUCATIONAL ATMOSPHERE.** The chronically disruptive student is likely to receive several detentions, a class exclusion, Saturday Detention, (D.A.S.H.), or Home Suspension. A student/parent re-admit conference is required for any student given a home suspension of 3 or more days. All re-admit conferences will be held at 7:30 a.m. in the Assistant Principal's office on the first day of students' return to school. Any student returning to school without attending a student/parent re-admit conference will be sent home and charged with an unexcused absence.

In all cases of administrative disciplinary action the student is entitled to and will receive due process as prescribed by New Jersey school law. A parental contact is made prior to any suspension being imposed.

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STUDENT CONDUCT AND BEHAVIOR

Responsibility: Teachers and other school authorities shall hold each student accountable for his/her conduct on the way to or from school and at all times while in school.

Conduct: Students shall comply with all regulations established for the management of the school, pursue the prescribed course of study, and submit to the authority of the teacher.

Proper Attire: The Principal may exclude from school any student who, in his/her opinion, is dressed in a manner that might tend to be disruptive to the instructional program or in violation of the dress code approved by the Board of Education.

ID's – All students are issued ID tags. All students are expected to have their ID on them and to present the ID upon request from a faculty or staff member.

CLASSROOM MANAGEMENT GUIDELINES

Prepare for good discipline - it doesn't just happen! Maintaining classroom discipline requires commitment, consistency, planning and effort. Listed below are traits commonly found in teachers with good class control or classroom management.

Teachers who maintain good classroom management:

1. Respond to classroom situations in a fashion which protects the needs of the entire class but, at the same time, does not violate the best interests of the individual student
2. Will not allow students to interfere with their teaching
3. Clearly and firmly communicate their wants and needs to the students
4. Are prepared to back up their words with fair and just actions
5. Deal realistically with students
6. Will not tolerate inappropriate behavior
7. Are willing to ask for assistance
8. Expect and seek the cooperation of parents
9. Have developed a clear concise discipline plan and have shared that plan with both the students and their parents
10. Provide positive reinforcement for appropriate behavior

GUIDELINES

Teachers will be responsible for all discipline in the individual classroom and will assign teacher-run detention as deemed necessary regarding infractions within the classroom or its vicinity. In general, students should be detained for the following reasons:

1. The teacher deems that detaining the student will serve as a deterrent;
2. Failure to do an assignment which requires the student to return after school to complete assignments may be one way to secure completion of work.

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BASIC PATTERN FOR TEACHER DISCIPLINE OF STUDENTS

Students are to observe, with reason and respect, the rules as defined by teachers and administration.

1. Students should be warned in case of minor infractions.
2. Continued minor infractions warrant parental and administrative contact. Any major infraction should be referred to the administration. Major infractions include cuts, truancy, insolence, smoking, defacing of school property, fighting, refusing to obey the authority of the school, etc. If there is a need for immediate removal of the student from class, call the appropriate Dean of Discipline or Assistant Principal and indicate that the student needs to be sent to the Main Office. Someone will advise you on what to do. **Do not just let the student go.** A ``Class Discipline Report'', must be completed and turned in by the end of the school day. (see section below)

ADMINISTRATIVE DETENTION

Administrative Detention, where the administration can send students who are in violation of rules and regulations outside of the classroom, will run after school and during lunch periods. Basically these infractions will be brought to the attention of an Assistant Principal or Principal. **THEY WILL BE THE ONLY PERSONS DESIGNATED TO ASSIGN STUDENTS TO ADMINISTRATIVE DETENTION.**

REMOVAL OF STUDENTS FROM CLASS

In extreme cases it may be necessary to remove a student from a class. This, of course, has serious consequences for the student and should be used only as a last resort.

1. **REMOVAL FROM CLASS FOR THE PERIOD.** A student who becomes a serious and/or persistent disruption in class and does not respond favorably to the directions of the teacher may be excluded from the class for the day. Call the Department Supervisor and inform them of the difficulties. Have the student escorted to the appropriate office. A "Classroom Discipline Report" (see appendix) must be completed by the end of the day. The teacher must contact the parent/guardian as soon as possible to discuss the discipline problem. **Note: Student absence from the class may be charged as "unexcused".**
2. **REMOVAL OF A STUDENT PENDING A PARENT CONFERENCE.** A classroom problem may be such that a parent conference is required. Use the same procedure as explained in number 1 above. The Assistant Principal or Dean of Discipline will assign the student to a study hall for the period in question. The student will remain in the study hall for a maximum of three days or until the parent/guardian conference has been completed. If this conference has not been completed within three days the student will return to class and the situation then becomes an administrative concern. **Note: Student absences from class are to be charged as excused for days two and/or three and he/she must be allowed to make up all work.**

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3. **PERMANENT REMOVAL FROM A CLASS.** In some serious discipline cases it may become necessary to remove a student from class on a permanent basis. In this case the student will be placed in a study hall for the remainder of the school year and receive a grade of "WE" for the course.

A. **Failure to meet minimum behavioral requirements.** Students who have been excluded from class on several occasions may be removed from class for the remainder of the school year. Procedures for removal require that the teacher make attempts to correct the unacceptable behavior. This should include working with the parent, department supervisor, guidance counselor and administration. **All attempts to solve the problem should be documented and a "Recommendation for Removal from Class for Disciplinary Reasons" report (see Appendix) should be completed.**

B. **Failure to meet minimum work requirements.** Students who refuse to make even a minimal attempt at school work may be removed from class and placed in a study hall. Methods taken to overcome the problem should be documented. After attempts to correct the situation have failed,

a teacher may request removal by submitting a “Recommendation for Removal from Class for Failure to Meet Minimum Work Requirements” report (see Appendix). An I. and R.S. meeting may be convened to determine (the action to be taken on) possible alternatives.

STUDENTS LEAVING SCHOOL GROUNDS

Sending pupils from the building on errands of a private nature is forbidden. In the event of an accident the teacher could be held responsible.

Excuses to leave school property may be granted only by the administration.

SUSPENSION

Pupils must submit to the authority of staff members as required by law and board of education policies. Pupils are subject to suspension as defined by law when their personal actions are such that they are in willful disobedience of school regulations, they have used and/or are under the influence of alcohol or drugs, and/or they pose a threat to the personal safety and security of other persons. Suspension shall be used only as a last resort for cases involving willful disobedience and only when other controls, including guidance services and parental contacts, have been ineffective. Immediate suspension shall result when a student uses or is under the influence of alcohol or drugs and/or when a student poses a threat to the personal safety and security of others. Prior to suspension, the student will be provided due process, being informed of the reason for the suspension and being given an opportunity to explain his/her case to a representative of the school administration. A phone call will be made to the parent/guardian. A letter will also be sent to the parent/guardian to report the suspension. A copy of the letter will be forwarded to the Superintendent of Schools.

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The following discussion of penalties and suspensions is based on the principle of progressive discipline. The nature of the punishment is determined progressively in accordance with the severity of the offense and in conjunction with consideration of whether the infraction is the first one or is a repetition of the same infraction.

1. P.M. Detention - 3:00 - 3:30 p.m.
Any missed detention will result in a Saturday Detention
D.A.S.H. (Detention After School Hours) Monday, Tuesday, Thursday & Friday, 3:05-4:00 p.m.
2. Saturday Detention. Special three hour morning and afternoon sessions are held as options for the Assistant Principals in dispersing penalties. They are a form of suspension but the term “detention” is used so as not to be exclusionary to certain federal program students.
3. Out-of-School Suspension. There are certain disciplinary and personal actions for which Out-Of-School Suspension is appropriate. The suspension provides not only a very real and forceful action to the student, but often demands parental/guardian involvement in discussions with and supervision of the student during the period. Equally important, Out-Of-School Suspension

removes the student from the site and the possible source of the disciplinary infraction. It also provides tangible evidence to all students that the school will not tolerate violence, threats, verbal abuse, use of intoxicants, repeated willful disobedience, and repetitive disregard for school regulations.

The kinds of disciplinary infractions and personal disregard of rules and expectations which may result in at least one day of Out-of-School Suspension are as follows:

- a. Willful disobedience.*
- b. Reckless endangerment.*
- c. Truancy from school.*
- d. Excessive tardiness to school or to class.*
- e. Repeated cutting of classes.*
- f. Smoking on school property.*
- g. Parking on school property following warning and detention.*
- h. Failure to meet obligations after reminder and warning.*
- i. Leaving school property without permission.*
- j. Bringing a radio, beeper, cell phone or I-pod to school after warning and parent conference.*
- k. Abuse of drugs or alcohol.
- l. Fighting.
- m. Verbal abuse or threats to staff members or to other students.
- n. Causing physical injury by blatant misbehavior.
- o. Theft.
- p. Arson.
- q. Vandalism.
- r. Possession of a weapon.
- s. Other infractions which, although not listed, arise and are seen to be serious enough to require such action. (The Principal will clear any recommendations for suspensions of this nature with the Superintendent or with his/her designee prior to taking action.)

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The items starred (*) in the above list will generally result in an Out-Of-School Suspension only after a series of prior disciplinary steps have been taken - detention, teacher action when applicable, and parent conferences. Referrals to guidance counselors and to the Child Study Team members may be made when deemed appropriate.

Under certain circumstances for the above starred infractions the Principal, or his/her designee, may combine Out-Of-School Suspension with one or more days of Saturday Detention. This action will be taken for individual situations in accordance with the principles of progressive discipline.

EXPULSION

Suspended students may be recommended for expulsion from school by the Principal and the Superintendent of Schools. The Board of Education will act on the recommendation after considering all details of the case. Appropriate hearings will be held.

SEARCH AND SEIZURE

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations, and may be searched by law enforcement officials on presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned.

A pupil and his/her possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. The search shall be conducted by the principal or his/her designee with at least one other professional staff member present. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

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STUDENT GRADES AND THE MARKING SYSTEM

The purpose of the grading systems is to:

1. Inform the students of their academic progress;
2. Inform parents/guardians of the academic progress of their children;
3. Establish an objective record for the granting of academic credit;
4. Provide information to the staff for guidance relating to the growth and development of the students.

GRADING SYSTEM SCALE

A+	97-100
A	93-96
A-	90-92

B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
E	0-64

WEIGHTED SCALES

Grade Point Average Scale:		Bonus Scale/ Honors:		Bonus Scale/ Advanced Placement:	
A+	4.33	A+	.08	A+	.1
A	4.00	A	.08	A	.1
A-	3.66	A-	.08	A-	.1
B+	3.33	B+	.06	B+	.08
B	3.00	B	.06	B	.08
B-	2.66	B-	.06	B-	.08
C+	2.33	C+	.04	C+	.06
C	2.00	C	.04	C	.06
C-	1.66	C-	.04	C-	.06
D	1.00	D	.02	D	.04
E	0				

- P A grade of AP@ (Passing) is used in place of a letter grade. A student may elect to take a course under the “Pass/Fail” option. A “P” indicates that the student did passing work, but the grade received will not be averaged into the grade point average. Permission must be granted by guidance staff in order for a student to take a course pass/fail.
- I In order to give a grade of “I” you must first get Administrator Permission. Any work not completed by student within 10 days after their return to school will result in a grade of “E”.
- N A grade of “N” (No Credit) indicates that no credit is to be granted. Use this code if the student has passed the course but has exceeded the limitation on absences. The passing grade should be included with the “N”. Place the code for the passing grade in parenthesis next to the “N”. Note: A student who fails the course and exceeds the limitation on absences will receive the grade of “E”: only.
- X A grade of “X” (Extended Absence) indicates that a student will receive no credit for Physical Education because of an extended medically excused absence from that program.
- W A grade of “W” (Withdrew) indicates that a student withdrew from class. Use this code if the student withdrew from the course during the prescribed drop-period. The student may be passing or failing, but he/she must have given the course and “honest” effort.

FINAL GRADE DETERMINATION

FULL YEAR COURSES: The final grade for a full year course is computed by using the four marking period grades, the mid-term grade and the final exam grade. Each of the marking periods has a value of $\frac{1}{5}$ of the final grade. The mid-term and the final exams each have a value of $\frac{1}{10}$ of the final grade (that is, a combined value of $\frac{1}{5}$ of the final grade).

SEMESTER COURSES: The final grade for semester courses is computed by using the two marking period grades and a final exam grade. Each marking period grade has a value of $\frac{2}{5}$ of the final grade. The final exam has a value of $\frac{1}{5}$ of the final grade.

STUDENTS WITH INCOMPLETES: Grades should be determined even if a student has received an “I” for a marking period grade, a mid-term grade or a final exam grade. Compute the final grade without figuring in the incomplete marking period or exam. Later after the missing work has been completed, submitted, evaluated, and averaged by using one of the above-described methods, a correction must be submitted as the final grade. A mid-year average should also be determined in this fashion.

GRADE SUBMISSION

Near the end of each marking period, grade reporting sheets and instructions will be distributed. The instructions will include guidelines for grades, attendance and comments. Due dates for submission of the grades will also be included. All grades will be submitted electronically via Letter Grade.

COMMENT CODES

Revised 8/2010

The following are possible comment codes to be used for both progress reports and report cards on computer grade scan sheets:

- | | |
|---|--|
| 01. Does outstanding work | 53. No Credit/excess.abs. Grade C+ |
| 02. Good class participation | 54. No Credit/excess.abs. Grade C |
| 03. Working satisfactorily | 55. No Credit/excess.abs. Grade C- |
| 04. Works well with others | 56. No Credit/excess.abs. Grade D |
| 05. Good study/work habits | 57. No credit/excessive absence, Grade E |
| 06. Positive class attitude | 58. Grade has dropped appreciably |
| 07. Has perfect attendance | 59. Make up work not done |
| 08. Pleasure to have in class | 60. Total disregard of learning situation |
| 09. Shows good effort | 61. Failing test grades |
| 10. Shows improvement | 62. Passing but no credit |
| 11. Lacks organization | 63. No grade-limited English |
| 12. Inattentive during class | 64. Too little use of English |
| 13. Assignments missing or late | 65. Insufficient exam prep |
| 14. Report for extra help | 66. Improve participation |
| 15. Not completing homework | 67. No grade/Audit only |
| 16. Unprepared for class | 68. See Counselor for Peer Tutor |
| 17. Poor study/work habits | 69. READ instructions more carefully |
| 18. Requirements not met | 70. POSSIBLE YEARLY FAILURE |
| 19. Needs to improve homework | 71. DEFINITE FAILURE FOR YEAR |
| 20. Poor test grades | 72. POSSIBLE MARK. PER. FAILURE |
| 21. Poor quiz grades | 73. Improve keyboarding skills |
| 22. Poor lab grades | 74. Will benefit with writing revisions |
| 23. Low pass/fail grades | 75. Not utilizing support time |
| 24. Improve reading skills | 76. Uses support time appropriately |
| 25. Improve writing skills | 77. Needs to make up quizzes or tests |
| 26. Improve math skills | 78. Summer Reading requirement not met |
| 27. Improve note taking skills | 79. Progress toward IEP goal is better than expected |
| 28. Improve spelling skills | 80. Progress toward IEP goal is less than expected |
| 29. Improve grammar skills | 81. Progressing satisfactorily toward IEP goals |
| 30. Poor attitude | 82. Current grade=A+ |
| 31. Disruptive/Immature behavior | 83. Current grade=A |
| 32. Lacks cooperation | 84. Current grade=A- |
| 33. Lacks self-control | 85. Current grade=B+ |
| 34. Disruptive in class | 86. Current grade =B |
| 35. Disrespectful | 87. Current grade =B- |
| 36. Confrontational | 88. Current grade=C+ |
| 37. Request parent/guardian contact | 89. Current grade=C |
| 38. Poor class work | 90. Current grade=C- |
| 39. Cutting class | 91. Current grade=D |
| 40. Excessive absences | 92. Current grade=E |
| 41. Excessive tardies | 93. Credit for language skills only |
| 42. Tardies impact absence total | 94. As of this date, will not receive a diploma |
| 43. Excessive absences may exceed limit | |
| 44. No credit, absences exceeded limit | |
| 45. Volunteer more in class | |
| 46. Not working to capacity | |
| 47. No Credit/excess.abs. Grade A+ | |
| 48. No Credit/excess.abs. Grade A | |
| 49. No Credit/excess.abs. Grade A- | |
| 50. No Credit/excess.abs. Grade B+ | |
| 51. No Credit/excess.abs. Grade B | |
| 52. No Credit/excess.abs. Grade B- | |

MID-TERM and FINAL EXAM POLICY

All students are required to attend Final Exams. Any student who is absent from the mid-term/final exam will receive a "0" for that exam and an absence, unless the absence has been excused by the administration. Only doctor notes, legal reason, religious reason or administrative excuses are acceptable. All requests for an excused absence must be presented to the Administration upon immediate return from the absence.

Administration will notify teachers of the excused absence. **(Students late to exams will not be admitted into the classroom unless cleared by an administrator. Students are not allowed to take a missed exam unless cleared by the Administration.)** Students are not required to attend school during study halls and lunch periods on exam days. Cafeteria will remain open for any student who would like to remain in the building. Students must remain in the cafeteria the entire exam period. No one is permitted to enter/exit the building during exam periods. No student is allowed in the hallways during the exam periods.

PROGRESS REPORTS

Progress Reports are issued eight times a year at approximately the mid-point of each marking period And two weeks before the end of the marking period. The Progress Report provides the student and parent/guardian with information which can help to determine the direction of student's effort for the remainder of the marking period.

Progress Reports should warn a student and his/her parents/guardians of poor achievement, poor attitude, poor preparation, or excessive absences. Positive Progress Reports are also recommended.

Progress Reports are most effective when sent home with sufficient time in the marking period to allow students and parents to correct the problem indicated. This does not preclude sending a Progress Report at any time after the mid-marking period date if achievement changes radically. It will, however, require that the form be completed and mailed by hand by the teacher.

A student must receive a Progress Report whenever he/she is failing. According to the District Academic Accountability Action Plan, students may not be given a failing grade if no progress report has been sent.

If circumstances warrant a failing grade without a progress report being sent, the teacher must complete a permission form available from the Principal which explains the circumstances to justify the failing grade. The principal will review the request to determine if the failure is justifiable. A student should also receive a Progress Report for excessive absenteeism. Additionally, Progress Reports should be sent for a significant drop in achievement - (e.g., "A" to "C"). However, teachers are expected to avoid parent/guardian and student confrontations over grades by sending warnings via the use of the Progress Report when a possible failure or low grade is evident on a student's performance. A phone call is also advisable when a parent/guardian contact is necessary.

REPORT CARDS

Report Cards are a student's permanent record of achievement in courses. These records include the letter grade for academic achievement, a comment code for attitude, and a listing of the student's attendance record for each class. Great care should be taken to ensure that this information is reported accurately.

HONOR ROLL

Bergenfield High School recognizes exceptional overall achievement by an Honor Roll. In order to achieve Honor Roll status a student must have:

1. GPA of 3.3 or higher, and
2. Have 5 or more classes during that marking period, and
3. Must have a grade of B or higher for any of the courses.

ATTENDANCE AND TARDINESS PROCEDURES

The following are the guidelines and procedures for attendance and tardiness for the school year:

SCHOOL ATTENDANCE/TARDINESS

It is the responsibility of the homeroom teacher, not a student, to take attendance during the homeroom period. Using the Infinite Campus, mark absent students with an "A" or a "T", if tardy, and send it to the Attendance Office.

CLASS ATTENDANCE

A student is considered absent from class if he/she misses ten (10) minutes or more of that class. Teachers must record all absences and indicate which of these absences are exceptions (allowed in excess of the limit), unexcused (truancy and cutting), out-of-school suspension, religious holidays or days spent in home instruction. Days spent while suspended, on religious holiday and home instruction, are to be indicated in the class register; they are not to be tallied in any class absence counts. In reality, they are not considered absences.

Any student not in class and not accounted for on the Daily Attendance Tab in Infinite Campus or on the Do Not Admit List should be reported in a referral on Infinite Campus to the appropriate Dean of Discipline.

Students who exceed 15 absences, excluding exceptions for a year long course - (11 for a three- quarter year course, 8 for a semester course and 5 for a marking period course, 18 for a lab course, 21 for a double lab course) - will not receive credit for that course. A student, for example, who has 17 absences by the end of the second marking period will be informed by his/her teacher that no credit will be received for the course.

TARDINESS TO CLASS

Tardiness to class is considered to be both a discipline and an academic problem. Tardiness to class in excess of 10 minutes will be counted as a **full period** absence although the student will be admitted to class upon his/her arrival. Every third time a student is tardy to class they will have one point deducted from their grade for that marking period in that class. After ten tardies in a given class a parent/student conference will be required with the Dean of Discipline for additional disciplinary action. Additional detentions/suspensions may be imposed by the administration when tardiness continues to be excessive. Students will be considered **ABSENT** if they are ten minutes late to a given class.

Students late to exams will not be permitted to take the exam unless he or she is given administrative clearance.

FIRE DRILLS

Fire drills are held to ensure the safety of all persons leaving the building during a fire emergency. This principle applies to all employed personnel and students. Fire drills are held to make the exit of all persons as automatic as possible. During fire drills it is the responsibility of all faculty members to assist in the orderly, quiet and safe evacuation of the entire student body. The development of students' self-control in fire drills is essential. Every drill should be treated seriously so that a sense of reality can be projected. Students will, therefore, obey instructions promptly, directly and exactly.

FIRE DRILL PROCEDURES

1. The signal to leave the building will be the continuous sounding of the fire gong and the flashing of the fire lights. The PA system may also be used.
 2. At the first signal the teacher will direct his/her students out of the building using the designated exit. Students should exit single file and not talk.
 3. The teacher should be the last person out of the room and should inspect the room to ensure that all students are out, the windows are closed, the lights are off and the door is closed but not locked.
 4. The class, as a group, with the teacher should move away from the building to the designated area.
 5. All students on or near school property, even if on non-class time, must follow fire drill procedures. No students are allowed to go to another class, leave school property or go into the street.
 6. ALL TEACHERS MUST LEAVE THE BUILDING DURING A DRILL. UNASSIGNED TEACHERS ARE EXPECTED TO ASSIST IN THE SUPERVISION OF OTHER STUDENTS.
 7. Classroom teachers must be able to verify the well being of every student in their classes. THIS NECESSITATES THE CARRYING OF A CLASS LIST DURING THE DRILL.
 8. No one is to return to the building until the ``all clear`` signal has been sounded or until directed to do so by an administrator.
 9. Each teacher is responsible for imparting all fire drill instruction to their students. This should be done at the start of every course and for every possible situation in the school.
- EXIT ROUTES ARE POSTED NEAR THE DOOR IN EVERY ROOM. PLEASE REPORT ALL MISSING OR UNREADABLE SIGNS IMMEDIATELY.
10. All violations of the fire drill procedures should be reported to the Assistant Principal.

EMERGENCY EVACUATION OF HANDICAPPED/DISABLED STUDENTS, FACULTY

AND STAFF

Any student, faculty member, or staff member, whose physical handicap and/or disability does not allow him/her to use the stairs to come down from the second floor during an emergency shall immediately request their teacher to accompany them by the quickest route to the staircase between room 214 and the Social Studies workroom.

Any teacher whose physical handicap or disability does not allow him/her to use the stairs during an emergency shall immediately move to the staircase near room 214. Any teacher or staff member, who cannot reach this location by himself/herself, shall develop a contingency plan with the administration. A teacher who must go to this emergency location shall instruct his/her class to follow the normal emergency evacuation procedures.

Two staff members will be given special instructions and will be assigned to the above-mentioned staircase. They will assist in this area as necessary.

All those persons reporting to this staircase shall move to the landing outside of the smoke doors. The doors must be closed. Teachers who have accompanied handicapped/disabled students to this location shall leave these students under the supervision of the two teachers assigned to the area and will immediately rejoin their respective classes. If no other staff member is present, the teacher will remain with the disabled student. **NO STUDENT WILL EVER BE LEFT ALONE!**

No disabled student or teacher shall be moved from this landing unless there is a real danger. **UNDER NO CIRCUMSTANCES SHALL THE ELEVATOR BE USED TO MOVE ANYONE DURING AN EMERGENCY.** Should a real danger exist in this area, one of the two assigned staff members will immediately locate police or fire personnel, who will assist with the safe removal of all disabled persons. The assigned staff members will accompany all disabled persons back to the classroom following the “all clear” signal of the drill.

Any teacher who becomes aware of any situation, which would prevent the successful evacuation of any student or staff member using the above described procedures, should bring it to the attention of the administration.

The Bergenfield Board of Education believes that the physical and mental well-being of all children in its charge must be maintained as a prerequisite to learning through the formal education process. The board of education is cognizant of the importance of early identification of child abuse. The school district personnel will cooperate with the N.J. Division of Youth and Family Services in the identification, immediate reporting, and investigation of allegations of child abuse.

Recognizing that the problem of child abuse and neglect is a serious problem in New Jersey, the State Legislature enacted laws requiring “Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same promptly to the Division of Youth and Family Services by telephone or otherwise.” (N.J.S.A. 9:6-8.10).

“Any person knowingly violating the provision of this Act including the failure to report an act of child abuse having reasonable cause to believe that any act of child abuse has been committed, is a disorderly person.” (N.J.S.A. 9:6-8:14).

Educators are able to observe the physical, emotional, and behavioral changes of children on a day-to-day basis. They are in unique positions to make an early identification of children at risk and to assist the Division of Youth and Family Services in protecting the child and helping the family.

The purpose of reporting is to protect both the child and the family. Every situation should be resolved in favor of the child.

The law requires that anyone suspecting child abuse must report his/her concerns. School personnel filing reports of suspected child abuse/neglect are immune from prosecution under the law.

The investigatory agency (DYFS) makes every effort to maintain the confidentiality of the referral source. However, in some cases such as those involving court proceedings, confidentiality cannot always be maintained.

POLICY

The State Board of Education affirms its position that the New Jersey public schools shall cooperate in cases of abuse and neglect by early identification and reporting of suspected cases when corroborative evidence is available.

All school employees are required by law to report suspected abuse/neglect. As soon as the employee has reason to believe that a child may have been abused, neglected or otherwise needs protection he/she must make a report to the New Jersey Division of Youth and Family Services. Any school employee who reports suspected child abuse to DYFS should also notify the principal.

School personnel are not required to verify or to prove the existence of abuse or neglect: DYFS assumes all responsibility for determining the facts of the situation and a suitable plan for remedying the situation.

When referring cases to the DYFS the referrer shall provide, when possible, the following information:

1. The name of the child;
2. The age and grade of the child;
3. The name and address of the parent or guardian;
4. A description of the child's condition;
5. Other pertinent information.

IDENTIFICATION OF ABUSE/NEGLECT

Child abuse and neglect can take many forms. In general, abuse refers to acts of commission such as beating, excessive corporal punishment or inappropriate sexual activity; neglect refers to acts of omission such as failure to provide adequate physical or emotional care.

Recognizing a child's need for protection is of primary importance regardless of the form of maltreatment. The suspicion of abuse/neglect should be based on the child's complaints or on observation of the child's physical condition, behavior, and/or changes over a period of time. It is not necessary that the reporting employee observe any external physical signs of injury to the child. It is sufficient to suspect that abuse has occurred when a child complains of having been sexually molested or is in pain, which he or she says has resulted from an inflicted injury. In such cases, the report should be made.

Employees should be aware that abused children typically explain injuries by attributing them to accidents in play or to sibling conflict. Any doubt about reporting suspected situations is to be resolved in favor of the child and the report made immediately. In any case, no employee should attempt to press a child on the subject of parental or guardian abuse to validate the suspicion of child abuse. Validation of suspected abuse is the responsibility of the Division of Youth and Family Services.

IMMUNITY

Anyone who reports suspected child abuse in good faith, or who participates in any investigation or judicial proceedings which result from a report of suspected child abuse, is immune from civil liability or criminal penalty. Under New Jersey law, failure to report is a disorderly person's offense; which carries penalties of up to a \$500 fine, six months in jail or both.

SUICIDE PREVENTION AND RESPONSE PROCEDURES GUIDELINES

School personnel must take seriously all suggestions, demonstrations, or communications of suicide. It is essential for school personnel to increase their sensitivity to and awareness of the often subtle signs of suicidal ideation and/or gestures to self-destructive behavior. If ideation is present, immediate mobilization of all appropriate resources is paramount. Under such conditions, commitment to student confidentiality is superseded by the imperative for initiating life-saving intervention.

The matter of the possibility of student suicide must be viewed as a concern for all school personnel, and every member of the school faculty and administration must have a clear and concise idea of what to do when the possibility of student suicide emerges.

There are often very clear warning signs of suicide, and all staff members should be apprised of these as such:

1. Direct suicide threats
2. Statements hinting the desire to die
3. Poor impulse control
4. Previous suicide attempts (to self or in the family)
5. Risk-taking
6. Sudden changes in behavior:
 - a. Withdrawal
 - b. Apathy
 - c. Moodiness
7. Depression - manifested by:
 - a. Crying
 - b. Sleeplessness
 - c. Loss of appetite
 - d. Hopelessness
 - e. Lack of concentration
 - f. Disorientation
8. Final arrangements
 - a. Making peace with adversaries
 - b. Giving away prized possessions
9. Sudden use (or increased use) of illegal substances
10. Marked changes in physical appearance.
11. Devastating events
 - a. Death
 - b. Divorce/separation
 - c. Family crisis

If a student makes a statement that indicates to you that they may harm themselves you must contact administration immediately. **Do not** send the student to the nurse or main office alone. If you cannot accompany the student wait for administration to arrive.

RESPONSE TO SUICIDAL IDEATION

The professional staff member who has reason to believe that a student has self-destructive tendencies shall notify the building Principal or his/her administrative designee. The building Principal, or designee, will contact the mental health professional assigned to the building.

RESPONSE TO SUICIDAL THREAT

If after meeting with the student, the building administrator, or designee, deems the situation to be a crisis and believes the student to be in imminent danger (for example, if the student says, I'm going to kill myself today", the building administrator or designee, shall:

1. Keep the student under continuous adult supervision.
2. Contact the mental health professional assigned to the building and responsible for suicide crisis intervention.

RESPONSE TO SUICIDE ATTEMPT

If a suicide attempt is made on the school premises, the School Nurse and Principal, or designee, shall ensure that emergency medical treatment is provided, either through the use of first aid techniques or by telephoning the local rescue squad. The student shall be kept under close supervision at all times. If the student is difficult to control, the police shall also be telephoned.

PROCEDURES WHEN A REPORT OF SUICIDE IS RECEIVED

1. If news of death by suicide is received the Principal, or designee, shall verify the information with the police and notify the Superintendent of Schools immediately. Any sibling should be escorted to the Principal's office and sent home under responsible adult supervision. All contacts with the news media should be referred to the school Superintendent, who will be responsible for assuring that they are handled in a manner intended to discourage sensational coverage of the tragedy.

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2. In an effort to deal responsibly with the emotional reactions within the school community and to decrease the potential for a contagious effect, the following procedures should be initiated:
 - a. An emergency faculty meeting will be called by the Superintendent, or designee, at the end of the day, in order to disclose all relevant facts pertaining to the tragic news and to outline procedures to be followed during subsequent days and weeks. If news of the suicide is received over

the weekend or on a vacation, an emergency meeting should be called before the students arrive on the first school day.

- b. A written statement should be prepared by the Superintendent for the purpose of assisting all teachers to maintain consistency in reporting the facts surrounding the suicide to students.

NOTE: Please refer to the Bergenfield Public Schools Staff Handbook For Crisis Response - Suicide Identifying/Reporting - Child Abuse/Neglect (August, 1995) for further instructions.

ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL

Bergenfield recognizes its responsibility to provide a quality learning environment where the health and welfare of all staff and students are to be safeguarded. One condition which jeopardizes such an environment is the use

of alcohol or other drugs and the problems related to their use.

The Bergenfield Board of Education:

1. Prohibits the use, possession and distribution of alcohol or other drugs or drug paraphernalia by anyone on school property, any school-sponsored activity, on or off school property, or on school-sponsored transportation;
2. Prohibits any person under the influence of drugs or alcohol on school property and/or at any school-sponsored activity on or off school property;
3. Authorizes appropriate action in cases where school laws regarding alcohol and other drugs are broken;
4. Authorizes the development and implementation of procedures to assist students who have health problems related to the use of alcohol and other drugs which may affect them in school;
5. Authorizes procedures to assist staff members who have health problems related to the use of alcohol and other drugs that may affect their work performance;
6. Will support cooperation between the school and the community in dealing with problems related to alcohol and other drugs, because it believes that a strong community-wide effort is needed to effectively address and prevent those problems;
7. Will provide in-service training to assist all staff members;
8. Will provide treatment services for pupils who are affected by drug and alcohol abuse.

SERVICES AVAILABLE TO STUDENTS

1. The Open Door Policy is a vehicle that provides the opportunity for any student, parent/guardian or resident to talk with any administrator, teacher or staff member regarding any issue, concern or problem.

Procedure: Any individual may simply go to the appropriate school of that person. If the person is available,

an immediate conference may be able to be held. Otherwise an appointment may be scheduled. In case of emergency, the Main Office (385-8600) will assist.

2. Child Study Team: The Board of Education provides the services of a Child Study team to screen and evaluate students for possible learning disabilities and/or emotional problems. A Child Study Team consultant is affiliated with each building and he/she is available to any student in the school who may be experiencing a personal or family crisis which requires immediate attention. One of the members of the Child Study Team whose expertise is available for students and parents is:

- A. School Psychologist; or
- B. Social Worker; or
- C. Learning Disability Specialist

Procedure: Telephone calls should be directed to the appropriate person with a request to speak with that Child Study Team member.

Telephone: 385-6956

3. Special Education Services: Special education classes/programs are available for students whose learning is hindered by physical, mental, or emotional handicaps.

Procedure: The Principal or guidance staff will handle all inquiries.

Telephone: 385-8600 or 385-8700

4. Guidance Counselors: Each student, grades 9-12, is assigned to a specific guidance counselor. Counselors are available to assist the students in decision-making processes, to assist them in knowing and in accepting themselves, and to provide them with appropriate information. They also are available to discuss problems with parents, peers, or teachers, or to make adjustments to school in general.

Procedure: Telephone 385-8700

5. Student Assistance Counselor: He/she provides information evaluation, resource referral for assessment, and/or treatment for drug/alcohol problems. The SAC also provides re-entry support for students returning from treatment centers. As part of our Alcohol and Drug Abuse Prevention program, copies of the policy and procedures will be made available annually to all students, parents, faculty and staff.

Procedure: Telephone 385-8600 EXT 1366

6. Assistant Principal, although primarily responsible for discipline and attendance at the High School, he/she also function as a resource for students who wish to discuss any problems - disciplinary, academic, social - that they might be experiencing.

Procedure: Telephone 385-8600 EXT 1302

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7. Drop-Out Referral is a service provided through the Guidance Department. Exit conferences are held for students who wish to drop-out of school. Alternative opportunities for further schooling, G.E.D. testing, part and full-time employment sources, and job training are discussed.

Procedure: Telephone 385-8700

8. Part-Time Employment Assistance is a service provided through the Guidance Department. Employers

needing part-time workers inform the Guidance Department who will post the job on a bulletin board in the Commons at the high school.

Procedure: Telephone 385-8700

9. Working Papers: New Jersey State Employment Office procedures are followed to enable students who live in Bergenfield to receive the necessary papers to obtain part-time work.

Procedure: Telephone Main Office 385-8600

10. Health Services: A fully certified nurse is on duty from 7:30 AM to 4:00 PM daily in the high school to provide for emergency health needs and health information. Required physical examinations for school and sports are also scheduled through this office.

Procedure: Telephone the school nurse at 385-8600 EXT 1320

11. Home Instruction: In situations where, because of an illness or accident, a student is unable to attend school for a long period of time, a teacher is sent to the home or hospital to provide instruction for the student.

Procedure: Telephone 385-8600

12. Special Needs Transportation: Transportation to and from school is provided to students who, because of injury or disability, are unable to walk to school.

Procedure: Telephone the school nurse at 385-8700

13. Food Subsidy Assistance Program: Reduced cost or fully subsidized lunches are available for families with limited incomes.

Procedure: Telephone Board of Education 385-8600 EXT 1370

OPERATION ASSIGNMENTS

1st FLOOR “T” DUTY – (Between rooms 112 & 113)

- At the beginning of period make sure doors are closed and locked.
- Check all students in hallway for passes – if student does not have a pass send them back to class.
- Students are to utilize restrooms located on the same floor as their class/study hall (except during pds. 4-6 – only 1st floor rest rooms open).
- No student is to enter or exit doors leading to outside during period.

- You may stand or sit in seat provided – do not leave immediate area unless there is an emergency.
- Any personal/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

BACK DOOR DUTY – (Art Wing)

- At the beginning of period make sure doors are closed and locked.
- Check all students in hallway for passes – if student does not have a pass send them back to class.
- Students are to utilize restrooms located on the same floor as their class/study hall (except during pds. 4-6 – only 1st floor rest rooms open).
- No student is to enter or exit doors leading to outside during class periods. Seniors may enter/exit BACK DOOR only during the “passing time” between lunch periods.
- You may stand or sit in seat provided – do not leave immediate area unless there is an emergency.
- Any personal/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

LUNCH DUTY

- Responsible for monitoring lunch lines to ensure no students are cutting the line (can sit in chair provided at the door to the food lines).
- You should begin to roam the lunch rooms after students have purchased their food.
- Have students clean up after themselves.
- No food or beverage is permitted out of the lunch rooms.
- Any problems, please see Security.
- Any personal/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

LIBRARY DUTY

- Students coming to the library must have a pass and sign in.
- Students must arrive within the first 7 minutes and stay the entire period.
- After students arrive from study halls you must contact the study hall teacher and confirm the students sent.
- Monitor students to ensure proper use of computers (school related research only).
- Any personal/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

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STUDY HALL DUTY

- Please do not let the noise level exceed the ability of students to study or do school work.
- Please do not let students out of your room without a pass.
- Students are not to utilize rest rooms on another floor except during lunch periods. Only 1st floor rest rooms are open during those times.
- Students wishing to go to the library must do so during the first 5 minutes of study and are required to stay the entire period in the library.

It is the responsibility of the library duty teacher to call you and confirm that the students you sent did

arrive.

- Any personal/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

FRONT CAFÉ/SIDE CAFÉ STUDY DUTY

- Students are to be in the section closest to the windows in the Front Café.
- No other students are permitted in the cafeteria during study hall.
- No food/beverage is permitted out of the cafeteria.
- You must give each student a pass when he/she leaves your study.
- *It is the responsibility of the library duty teacher to call you and confirm that the students you sent did arrive.*
- Any person/school related work that would interfere with accomplishing the above tasks should not be done during your duty.

FIELD AND CLUB ACTIVITY TRIPS

Field and Club Activity Trips can be enriching educational devices and may be justified on school time under certain conditions. Inasmuch as the trip planned by one teacher may affect the programs of other teachers, the number of trips scheduled should be carefully considered. For most effective results, the teacher will prepare a guide sheet which will include the date, time of leaving and returning, itinerary, destination, place of assembly and dismissal, purpose of trip, general regulations governing the trip, (these can be developed by teachers and students cooperatively), special things to see, and questions bearing on the trip. This should be submitted to the Assistant Principal when requesting a Field Trip Approval Form, available in the Assistant Principal's Office.

No trips are permitted during the last week of each marking period. A cut-off date for the school year will be announced. These dates also hold true for in-school activities which require students to miss classes.

Due to the increasing request for greater numbers of educationally valid and meaningful field trips made by faculty, a few basic recommendations must be clarified. These recommendations take into consideration the safety, nature of trip, availability of regular staff to their assigned classes, effect on class time in other subjects, and numbers of trips allowed throughout the entire year.

A field trip requiring more than the planning faculty sponsor as a chaperone may deprive a disproportionate number of students of their assigned teacher's expertise. Where trips are planned to singular locations such as theaters, industrial plants, etc., and most in-school trips, parent/guardian and/or certified substitute personnel may be utilized for chaperoning. However, where safety and/or major teaching responsibility by staff are prime considerations, additional regular faculty participation is encouraged.

The department chairperson and administration wish to approve as many field trips as are educationally feasible. A prime consideration, by faculty request, must be a concern for the effect on other subject areas from which students are absent while on such trips. Therefore, there may be trip requests which will be returned for reevaluation prior to approval or denied based on safety considerations and/or value as related to our total program. Other requests may be returned with a need to reconsider the numbers of participating faculty.

Advance notice of all field trips will be made to the faculty in order to allow for coordination of different groups desiring or planning trips to the same place. Completed field trip permission forms must be turned into the A.P. office one week before the field trip date. It is strongly suggested that greater use of mini-buses and public transport be considered where practical and available. It is the responsibility of the student who is going on the field trip to be fully prepared for class upon his or her return to class and also to make up any class work missed while on the field trip. In addition, deadlines on all tests and assignments, such as reports or projects, must be met by the student regardless of the field trip.

Eligibility Requirements: An entering 9th grade student is immediately eligible for the 1st semester (September 1, 2010-January 28, 2011). To become eligible for the 1st semester (September 1-January 28) all 10th grade students must have earned 6 BHS credits from the previous year. To become eligible for the 1st semester (September 1-January 28) all 11th and 12th grade students must have earned 5.5 BHS credits from the previous year. To become eligible for the 2nd semester (January 31-June 30), all 9th and 10th grade students must have earned 3 BHS credits at the conclusion of the first semester. To become eligible for the 2nd semester (January 31-June 30), all 11th and 12th grade students must have earned 2.75 BHS credits at the conclusion of the first semester.

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FIELD TRIP REGULATIONS

No smoking is permitted unless the type or length of trip warrants it. In these cases special provisions should be made with the group.

No drinking of alcoholic beverages is permitted. Faculty sponsors must be aware that this problem may exist, be alert, and avoid any problems.

All students must both leave for the destination and return with the group. Special permission may be granted under unusual circumstances, but only upon written parental/guardian permission and administrative approval.

An inspection of the rented bus should be done by the sponsor before and after the students use it to check for damages, lost items, etc. The driver should be questioned regarding his/her license and the vehicle's insurance before departure. Any irregularity must be immediately reported to the Assistant Principal.

All monies collected from students for field trips should be cleared through the Assistant Principal.

Bus drivers are not to be tipped unless extra services are required of them, i.e. overnight trips, special accommodations, etc.

Please prepare your own listing of students going on the field trip, alphabetically by grade level, and distribute and email the list to the entire BHS staff prior to the trip. Please make sure your name is at the bottom as advisor.

Class assignments and seating charts are to be given to Assistant Principal by 3:00 PM of the day preceding your trip.

Attendance should be taken immediately prior to departing. Names of absentees should be sent to the Attendance office so that they may be removed from the list of students who are excused.

FIELD TRIP MONEY

The following are procedures which should be followed for depositing and making payments for all field trips which must be handled through a club or the Departmental Field Trip Account.

1. Depositing money
 - A. Fill out "Activity Account Receipt Order" listing your name and the Assistant Principal sponsors.
 - B. Under explanation, please list:
 - a. Who is taking field trip.
 - b. Field trip destination.
 - c. When field trip is being taken.
 - C. Properly wrapped money and completed deposit slips are to be turned in to the Internal Account file in the vault.
2. In making payments for activities or buses:
 - A. Payment is to be made by check.
 - B. Bill must accompany disbursement request.
 - C. Payment is to be made through the Internal Account.

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FIELD TRIP STUDENT LISTS

To aid the classroom teacher's attendance taking, the following must be completed.

1. Make up a student roster for the field trip.
2. The list must be distributed to the faculty, at least 24 hours prior to the date of the trip. Please email the list to the entire BHS Staff.
3. Alphabetize student names by grade level.
4. Make the list legible.
5. State student's complete name (do not use nickname). First name should appear. (James Smith not J. Smith)
6. Make sure names are correct.

7. Field Trip Student List additions/deletions should be delivered as soon as possible for the daily attendance notice on the day of field trip.

FIELD TRIP PARENT PERMISSION FORMS

Students are not permitted to submit handwritten permission notes from their parents in lieu of the Parent Permission Form. In the unfortunate event that an incident occurs resulting in a lawsuit, the handwritten parent/guardian permission note would be of very little value in a court of law.

To protect you from being financially liable and to enable you to be insured through the Bergenfield Board of Education insurance coverage, no student shall be permitted to participate on a field trip unless that student first submits a properly filled in Bergenfield High School Parent Permission Form.

Field Trip Permission Forms must first be signed by all of the classroom teachers and then by the parent/guardian. Teachers are requested not to sign a permission slip that has already been signed by a parent or guardian. Take any permission form, prematurely signed, and forward it to the Assistant Principal. Completed forms should be turned in to the Assistant Principal at least one week in advance of the field trip.

Any student with one or more failures in the previous marking period and/or who is over the attendance limit in any one class will not be permitted to participate in any school field trip that involves missing that particular class.

USE OF PRIVATELY OWNED VEHICLES

A group of students, too small in number to make economical use of Type I or Type II vehicles, may be transported in privately owned passenger vehicles driven by qualified school personnel. See the Assistant Principal for details and district forms which must be completed and submitted to the Board of Education for approval.

SCHOOL MONIES

Pupil activities, charity drives and student collections make money handling necessary. Teachers are cautioned against leaving money anywhere out of hand. It is wise to teach pupils to do most of the actual collecting and accounting, but the teacher should relieve pupils of the responsibility for holding school funds. Money should be properly labeled, boxed and then placed in the vault. Teachers should avoid making themselves responsible for money or valuables belonging to individual pupils.

No sales collections of any sort are permitted except under authority of the Assistant Principal or the Principal. Monies collected by teachers or other employees as fines or for losses of property must be turned over to the

Board of Education through the Department Supervisor. Students should always be given a receipt. This money would include fines for books damaged or lost, telephone money, breakage (as in the science department), locker fines, etc. All teachers or other employees collecting such money must make a detailed report to their Department Supervisor as to the persons from whom this money was collected and its purpose. A Department Supervisor's report must be on permanent file in the Principal's Office. Such reports will be given to the office secretary in charge of fines at the end of the school year.

In order to simplify the requirements above:

1. Keep an up-to-date list of every collection made, in four columns:

Example:

<u>Date</u>	<u>Pupil</u>	<u>Amt. Col.</u>	<u>Reason</u>
2/10/04	John Doe	\$00.75	Book Damage
2/10/04	John Doe	\$36.50	Lost Book

2. At the end of each semester, and more frequently if you desire, turn a copy of this list (on large composition or typing paper) into your Department Supervisor. Get a receipt.
3. It is good practice to give each pupil a receipt for any money you collect from him/her. Save time - make him write his/her own. Sign it.

SCHOOL MONIES DEPOSITS IN INTERNAL ACCOUNT

1. Each activity sponsor, entitled to collect money in the name of his/her activity is issued a metal container in which all monies are to be kept temporarily. These containers and monies are kept in the activity drawer in the office vault. **MONIES SHOULD ONLY BE KEPT IN THE OFFICE VAULT.**
2. Money to be deposited or any activity forms should be brought to the Main Office on Tuesday and Friday morning during the school year. Monies should be deposited frequently, to avoid cash accumulations in the vault, i.e.: Collect monies on Monday and Thursday, place in vault, make deposit on Tuesday or Friday morning. Use the "Receipts Order" form provided for this

purpose and follow the directions printed on it precisely.

3. Copies of the form to be used are available in the Main Office. The form, in triplicate on NCR paper covers Receipts Orders, Disbursements Requests, and Account Adjustment Requests. This form must be used for the depositing and withdrawing of money.

For the benefit of those faculty members who require the services of the Senior High School Activity Account, some general procedures are hereby forwarded to you for your information and guidance:

REGARDING CASH RECEIPTS

1. Metal containers, properly labeled for each club and/or activity, are available for your use and are stored in the Main Office safe. Monies so deposited during the school day or overnight should be placed in the respective container.
2. When a bank deposit is to be made for credit to your activity account, prepare a RECEIPTS ORDER AS FOLLOWS:
 - a. Indicate the “proper” title of your account in the space provided.(your name as sponsor), give a brief explanation for the purpose of the receipt, and sign the form in the lower left corner.
 - b. Show the monetary breakdown as requested on the deposit slip...i.e., total of checks, wrapped and loose coins. Bank face all currency, and strap wrap by denomination. Loose coins are to be placed in coin envelopes, according to denomination, and the exact amount is to be indicated on the face of the envelope.
 - c. A supply of money wrappers and coin envelopes may be found in a container in the forms section next to the teachers’ mailboxes.
3. Upon the completion of the receipts order form, please place your bank deposit in your box in the office safe. Your completed Receipts Order form should then be placed in the Principal’s mail box. You must give your deposit directly to the Internal Accounts’ person on one of the designated days.
4. When your deposit has been checked against the Receipts Order, the duplicate copy will be returned to you. The duplicate copy serves as your receipt as well as notification that a bank deposit has been made to the credit of your account.

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REGARDING CASH DISBURSEMENTS

1. Indicate the “proper” title of your account in the space provided, your name as sponsor and give a brief explanation for the expenditure. Sign the form in the lower left corner of the form.
2. Under “MAKE CHECK PAYABLE TO” give the exact name you wish to appear on the face of the check. Fill in the amount.
3. Staple bill (or signed statement substantiating the expenditure) to the reverse side of the original not to the carbon copy of the request.
4. Place the completed, signed form in the Assistant Principal’s mailbox. A check signed by the Principal will be placed in your mailbox attached to the duplicate copy of the disbursement request.

GENERAL CONSIDERATION

1. Checks for deposit should be made payable to either: SENIOR HIGH SCHOOL ACTIVITY ACCOUNT or CASH. When the face of the check reads otherwise, the sponsor should endorse the check exactly as shown on the face of the check.
2. Should you elect to use a student treasurer, have that person sign receipts and disbursement orders in the space provided. Remember, however, that the sponsor is responsible for the accounting of funds for his/her respective activity. The sponsor should maintain adequate records as outlined in the activity handbook.
3. The account treasurer will prepare and have duplicated, a copy of his monthly trial balance and bank reconciliation. These documents will be available to activity sponsors for their information and checking.
4. Checks will be written and forwarded as rapidly as is possible. In the case of emergency, when a check must be made immediately, see the account treasurer personally.

When these procedures are conscientiously followed confusion can be easily avoided. Since the Senior High School Activity Account is subject to a yearly audit, along with records of the board of education, the accuracy and verification of records should not be minimized.

CERTIFICATED STAFF REQUIRREMENTS

A revision to the New Jersey Administrative Code imposes a new reporting requirement on certificated staff members. Specifically, N.J.A.C. 6A:9-17.1 requires all certificate holders to report an arrest or indictment for any crime or offense to the Superintendent within fourteen (14) calendar days of the same. This report must include the date of arrest or indictment and the charge(s) lodged against the certificate holder.

Certificate holders are also required to report the disposition of any charges to the Superintendent within seven (7) calendar days of disposition.

For purposes of this regulation, a “certificate holder” includes all individuals who hold certificates, credentials, CEs and CEASs issued by the State Board of Examiners. A “certificate” includes all standard, emergency and provisional certificates, all credentials and all CEs and CEASs issued by the State Board of Examiners.

Please be further aware that failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C. 6A:9-17.5 (Grounds for revocation and suspension of certification).

For your reference, I have attached to this memorandum a copy of the subject regulation. If you have any questions regarding its applicability, please do not hesitate to contact me directly.

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APPENDIX

All of the following forms can be obtained from the main office:

- Map of School
- 6 Day Calendar
- District Calendar
- List of Religious Holidays
- Important Dates
- Marking Periods, etc.
- Special Schedules
- Use of Privately Owned Vehicles in Pupil Transportation Form
- Field Trip Request Form*
- Field Trip Permission Form
- District Personnel Absence Form*

District Personnel conference/Workshop Form*
High School Activity Account Form*

*Special triplicate forms – see secretaries or supervisors

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