



**2016-2017
PARENT/GUARDIAN
STUDENT
HANDBOOK
&
CALENDAR**

BERGENFIELD HIGH SCHOOL

Administration

Mr. Christopher Tully..... *Superintendent of Schools*
 Ms. Mary Anne DeVivio *Assistant Superintendent of Curriculum*
 Dr. Mark Hayes..... *Interim Business Administrator/Board Secretary*
 Mr. James M. Fasano *Principal*
 Mr. Robert Ragasa *Assistant Principal*
 Dr. Arthur Freiman *Director of Pupil Services*
 TBA..... *Director of Special Services*

SCHOOL CALENDAR

Thursday	September 6	First Day of School
Monday	October 3	Rosh Hashanah
Wednesday	October 12	Yom Kippur
Tuesday	November 8	Election Day
Thursday & Friday	November 10 & 11	NJEA Convention
Thursday & Friday	November 24 & 25	Thanksgiving Day Recess - Schools close at end of half day session on Tuesday, November 23, 2016.
Saturday through Sunday	December 24 through January 1	Holiday Recess - Schools close at 12:30 pm on Friday, Dec. 23, 2016 and reopen Monday, Jan. 2, 2017.
Monday	January 16	Martin Luther King, Jr. Staff Development Day School Closed for Students
Monday & Tuesday	February 20 & 21	Winter Recess - School Closed
Saturday through Sunday	April 8 through April 16	Spring Recess
Monday	May 29	Memorial Day
Tuesday	June 20	Last Day of School/Graduation

2016-2017 8 - Day Calendar DAY #								
MONTH	1	8	7	6	5	4	3	2
SEPTEMBER								
	T-6	W-7	Th-8	F-9	M-12	T-13	W-14	Th-15
	F-16	M-19	T-20	W-21	Th-22	F-23	M-26	T-27
	W-28	Th-29	F-30					
OCTOBER								
				T-4	W-5	Th-6	F-7	M-10
	T-11	Th-13	F-14	M-17	T-18	W-19	Th-20	F-21
	M-24	T-25	W-26	Th-27	F-28	M-31		
NOVEMBER								
	Th-3	F-4	M-7	W-9	M-14	T-15	T-1	W-2
	F-18	M-21	T-22	W-23	M-28	T-29	W-16	Th-17
							W-30	
DECEMBER								
	F-2	M-5	T-6	W-7	Th-8	F-9	M-12	Th-1
	W-14	Th-15	F-16	M-19	T-20	W-21	Th-22	T-13
							F-23	
JANUARY								
	M-2	T-3	W-4	Th-5	F-6	M-9	T-10	W-11
	Th-12	F-13	T-17	W-18	Th-19	F-20	M-23	T-24
	W-25	Th-26	F-27	M-30	T-31			
FEBRUARY								
	M-6	T-7	W-8	Th-9	F-10	W-1	Th-2	F-3
	Th-16	F-17	W-22	Th-23	F-24	M-13	T-14	W-15
						M-27	T-28	
MARCH								
	Th-2	F-3	M-6	T-7	W-8	Th-9	F-10	W-1
	T-14	W-15	Th-16	F-17	M-20	T-21	W-22	M-13
	F-24	M-27	T-28	W-29	Th-30	F-31		Th-23
APRIL								
	W-5	Th-6	F-7	M-17	T-18	W-19	M-3	T-4
	M-24	T-25	W-26	Th-27	F-28		Th-20	F-21
MAY								
	Th-4	F-5	M-8	T-9	W-10	M-1	T-2	W-3
	T-16	W-17	Th-18	F-19	M-22	Th-11	F-12	M-15
	F-26	T-30	W-31			T-23	W-24	Th-25
JUNE								
	Th-8	F-9	M-12	Th-1	F-2	M-5	T-6	W-7
				M-19	T-20			
FINAL EXAMS								
	T-13 1 & 8	W-14 2 & 7	Th-15 3 & 6	F-16 4 & 5				

TIME SCHEDULE

Delayed Opening	Normal Day	Half Day November 23 Day 6
Session	Session	Periods
Early Bell 9:55 am	1 8:00 - 8:50	1 8:00 - 8:50
1 10:00 - 10:33	2 8:54 - 9:44	2 8:54 - 9:44
2 10:37 - 11:10	3 9:48 - 10:38	3 9:48 - 10:38
3 11:14 - 11:47	4 10:42 - 11:32	4 10:42 - 11:32
Lunch 11:47 - 12:32	Lunch 11:32 - 12:17	5 11:36 - 12:26
4 12:37 - 1:10	5 12:22 - 1:12	
5 1:14 - 1:47	6 1:16 - 2:06	
6 1:51 - 2:24	7 2:10 - 3:00	
7 2:28 - 3:00		

HOT LINE NUMBERS

Vantage Health Systems	201-385-4400
Bergen Regional Medical Center.....	201-967-4000

PARENTS/GUARDIANS COMMUNICATING WITH THEIR CHILD AT SCHOOL

It is strongly recommended that parents only call their child at school if it is an **emergency**. This will help the student avoid missing valuable class time and instruction. **Do not call or text your child on their cell phone.** Call his/her guidance counselor to deliver a message at (201)385-8700.

SCHOOL CLOSING

It is periodically necessary to close schools due to a storm or other unforeseen circumstance. You can help by observing the following:

- Listen to radio station WINS (1010) at 6:30 AM and 7:00 AM.
- Fire alarms are sounded for one blast at 6:30 AM, 7:00 AM and 7:30 AM.
- A Reverse 911 call will be sent to your home phone number.
- Visit the district website: www.bergenfield.org.

PLEASE DO NOT CALL THE SCHOOLS OR POLICE!

TELEPHONE NUMBERS YOU SHOULD KNOW

Directory 201-385-8600

Art Department.....	Ext. 1251
Athletic Director	Ext. 1401
Attendance	Ext. 1000
Bear Facts	Ext. 1104
Board of Education	Ext. 1510
Business Education Department	Ext. 1271
Cafeteria	Ext. 1370
Computer Graphics Department.....	Ext. 1262
District Registrar	Ext. 1609
English & Social Studies Department.....	Ext. 2365
Foreign Language Department.....	Ext. 1256
Guidance	Ext. 1361
Health, Physical Ed. & Driver Ed. Department	Ext. 1401
High School Head Custodian	Ext. 1330
Librarian.....	Ext. 1253
Mathematics Department	Ext. 1258
Media Center	Ext. 1267
Music Department	Ext. 1789
Nurse	Ext. 1320
Science Department	Ext. 1269
Ninth Grade Academy	Ext. 1265
Special Education Services	Ext. 1352
Student Ass't. Counselor	Ext. 1366
Superintendent of Schools	Ext. 1500
Weight Room.....	Ext. 1249
Yearbook	Ext. 1254
Mr. Fasano, Principal.....	Ext. 1301
Mr. Ragasa, Assistant Principal	Ext. 1302
Mr. Violante, Dean of Students, Grades 10 & 11	Ext. 1304
Mr. Massey, Dean of Students, Grades 9 & 12	Ext. 1305
Alternative High School	201-384-1076
Field House/Maintenance.....	201-385-7170

10 AM DELAYED OPENING OF SCHOOLS

Should it become necessary and appropriate to delay the opening times of our schools, the following plan will provide guidelines for the operation of a delayed opening day:

DECISION: Will be made by 5:30 AM by the Superintendent.

DELAYED OPENING TIME: 10:00 AM.

NOTIFYING COMMUNITY:

The community will be notified in four (4) ways:

1. by single siren blasts at 6:15 AM, at 6:45 AM, and at 7:15 AM.
2. by announcement on the same radio and TV stations which announce school closings for us (WINS 1010, WCBS 880, WVNJ, News 12NJ, and Fox TV Channel 5).
3. visit the district website: www.bergenfield.org
4. a Reverse 911 call will be sent to your home phone number.

CLASS SCHEDULE:

All students will report to the period determined by the day number by 10:00 AM. For example, on Day 1, students must report to period 1. Periods will be shortened to 33 minutes. Lunch will continue to be 45 minutes. More information on page 2.

DISMISSAL TIMES:

Unless a heat/health emergency develops, or other unforeseen situation arises in an individual school, dismissal will be at regular times.

EMERGENCY/EVACUATION:

Students and parents are expected to follow school directives and policies. If parents wish to sign students out of school early, appropriate school procedures must be followed.

BERGENFIELD STUDENTS ATTENDING OUT-OF-DISTRICT SCHOOLS:

Bergenfield students who receive services in other school districts will receive services at the time stipulated by that school district.

CAUTION:

IF THE WEATHER DOES NOT IMPROVE and/or IF, BY 7:15 AM, THE ROADS ARE NOT CLEARED ENOUGH to be able to provide students and staff with a SAFE trip to school, the Superintendent will change the decision from 10 am. DELAY to CLOSED FOR THE DAY.

NOTIFYING PEOPLE IF DELAY CHANGES TO CLOSING:

All of the usual school closing procedures would then be followed. The community would then be notified in four (4) ways:

1. by single siren blasts at 7:30 AM, 8:00 AM, and 8:30 AM, and
2. by AM radio and TV announcements on 1010 WINS, 880 WCBS, and on WVNJ, News 12NJ, and Fox TV Channel 5 and
3. a Reverse 911 call will be sent to your home phone number or
4. visit the district website: www.bergenfield.org

SERVICES AVAILABLE TO STUDENTS

1. The Open Door Policy: A vehicle that provides the opportunity for any student, parent or resident to talk with an administrator, teacher or staff member regarding an issue, concern or problem.
Procedure: Visit the main office, request the person with whom you wish to speak. If the person is available an immediate conference can be held. If the person is not available a number or e-mail address should be left so that a meeting can be scheduled. Please be advised that teachers have a schedule and it is best to make an appointment. Call 201-385-8600
2. Child Study Team: The Board of Education provides the services of a Child Study Team to screen, evaluate and make placement decisions concerning students who may require special education services.
Procedure: Telephone the high school: 201-385-6956 and request to speak with the Child Study Team Consultant.
3. Special Education Services: Special Education classes/programs are available for students who have been deemed eligible based upon specific categories of disability.
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 in adjusting to school in general.
Procedure: Telephone 201-385-8700
5. Student Assistance Counselor: Provides information, evaluation, support, resource referral for assessment, and/or treatment for drug/alcohol problems for both students and staff. The Student Assistance Counselor also provides reentry support for students returning from treatment centers. As part of our Alcohol and Drug Abuse Prevention policy, copies of the policy and procedures will be made available annually to all students, parents, faculty and staff.
Procedure: Telephone 201-385-8600 Ext.1366
6. Assistant Principal: The Assistant Principal functions as a resource for students who wish to discuss any problems - disciplinary, academic, social - that they might be experiencing.
Procedure: Telephone 201-385-8600 Ext.1302
7. Deans of Students: The Deans serve as a liaison for students. They handle behavioral referrals reported by faculty/staff. The Deans of Students work under the supervision of the Assistant Principal.
Procedure: Telephone 201-385-8600 Ext.1304 & 05
8. Drop-Out Policy: Conferences must be held with the Administration, then the Superintendent of Schools in order to drop-out of school. Alternative school, G.E.D. Testing, part and full-time employment sources, and job training are discussed. First contact the student's guidance counselor at 201-385-8700.
9. Working Papers: New Jersey State Employment Office procedures are followed to enable students who live in Bergenfield to be issued the necessary papers to obtain work every afternoon after 3:00 PM. Telephone Main Office 201-385-8600
10. Health Services: A fully certified nurse is on duty from 7:45 AM to 3:00 PM daily to provide for emergency health needs of, and health information to, students, and staff. Annual health appraisal screenings and required physical examinations for school and sports are also scheduled through this office.
Procedure: Telephone the school nurse 201-385-8600 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, an instructor may be sent to the home or hospital to provide instruction for the student. Doctor's documentation is required.
12. Peer Mediation Program: The voluntary program's goal is to help students resolve conflicts in a confidential impartial manner. However, it does not address issues that pertain to drugs, weapons, physical abuse, or HIB.
13. Food Subsidy Assistance Program: Reduced cost or fully subsidized lunches are available for families with limited incomes. Telephone Board of Education 201-385-8801 Ext.1510
14. Anti-Bullying Specialist: All claims of Harassment, Intimidation, and Bullying should be directed to 201-385-8600 Ext.1305

MEDICAL INFORMATION **ACCIDENT INSURANCE**

The Board of Education provides each student with a personal excess insurance policy for injury/accident occurring at school or school activity. Under the stipulation of this policy, the family's regular accident insurance assumes the primary cost of any injury and the excess policy provided by the Board covers any cost not covered by the family's policy up to the policy limits. For any family that does not have regular accident insurance coverage, this policy provides comprehensive accidental injury coverage with some minor limitations. Accident Insurance Forms are processed by the School Nurse.

Website:

For more information please visit www.njfamilycare.org

HEALTH OFFICE REGULATIONS

Every student is required to have a pass from the teacher before entering the Health Office. **A student must sign-in stating the time of arrival and sign-out indicating the time of departure** after he/she is finished speaking with the nurse. This log serves as a record of the student's whereabouts. **If a student's name is not on the list, he/she is considered to be cutting.** Lateness to class will **NOT** be excused for students who come to the Health Office **between periods without a pass.** All students should report to the health office for an assessment and to contact parents/guardian. **Students should not call or text parents direct to leave school.**

MEDICATION

Students who need to take medications during school hours, either for anticipated emergencies such as an asthma attack, or anaphylaxis, or for other life threatening illnesses or for short intervals such as antibiotics, are required to abide by the following regulations:

1. Submit a written statement by the student's physician identifying the type, dosage, time, and purpose of medication, both prescribed and OTC (over-the-counter).
2. Submit a written statement by the parent/guardian requesting the medication be given by the school nurse.
3. **Medication, both prescription and Over-The-Counter (OTC) must be presented, in its original container, to the school nurse.** The properly labeled prescription bottle will be kept in a locked medicine cabinet in the Health Office. In certain limited instances, a student may be permitted to carry: an inhaler to self-administer asthma medication, or an EpiPen for anaphylaxis, or medication for other life-threatening illnesses, only upon prior written approval by the school district. For such permission, contact the school nurse.
4. No medication, including Over-The-Counter (OTC) may be carried by the student. This includes eye drops, nasal sprays, aspirin, Tylenol, cough preparations, diet aids, or stimulants.

5. The student is expected to report to the Health Office at the appropriate time for medication administration.
6. The school physician will be informed periodically of all medication administered during school hours.
7. Only the school nurse is permitted to administer medication in the school building, and then only in compliance with Bergenfield Board of Education Policy. In certain instances, a parent/guardian may be permitted to administer medication to his/her child in the Health Office when the need arises. No OTC medication, such as aspirin, Tylenol, cough preparations, diet aids or stimulants will be given to a student by the Health Service Department, or other school staff or another student.

ILLNESS AND ACCIDENT

A student becoming ill after arriving at school must report to the nurse even if this occurs before that student's first period. Generally, the nurse, under the auspices of the Principal, administrative designee, or the Medical Inspector, is authorized to send students home due to illness. The student's medical history and chief complaints will be evaluated and investigated. If the student has a fever of 99.8 or greater and/or appears acutely ill, he/she will be given an excused absence for the remainder of the school day. If the student is not acutely ill and/or does not have a fever of 99.8 or greater, he/she, after consultation with the parent or guardian, has the choice of an absence for the remainder of the school day that will count towards the absence limits or to remain in school. **Students may leave the school building only with expressed consent of an administrator/ or administrative designee and his/her parent/guardian. Students must sign out with the attendance officer at the main office.** Extenuating circumstances will be addressed by the administration or designee.

It is imperative that the nurse have on record accurate and current home and business telephone numbers for all parents/guardians. A Health History which provides space for this information is issued to each ninth grader and newly enrolled transfer student. This data can be updated at any time during the school year by written notification to the nurse from the parent/guardian.

When severe accidents occur, every effort will be made to contact the parent/guardian immediately and the student will be transported to the hospital by the Bergenfield Ambulance Corps.

ELECTIVE MEDICAL/SURGICAL PROCEDURES

Elective medical/surgical procedures should be scheduled during vacation time. **Days missed will not be excused.** The determination of the difference between elective and emergency procedures must be determined by the school physicians.

PHYSICAL EXAMINATIONS

Physical examinations are required for all tenth grade students, students new to BHS, all Child Study Team referrals, if indicated, and students requesting working papers. All tenth grade students will be scheduled for a physical examination by the school doctor unless their parent/guardian has indicated a preference for a private examination at their own expense. Completed private examination cards are due by November 15th.

Each candidate for a school athletic team shall be examined within 365 days prior to the first practice by either the school physician or physician chosen by the parent or guardian. However, if the medical exam is completed more than 60 days prior to the first practice session, the student shall provide a health history update of medical problems since the last medical examination. This written history shall be signed by the parent or guardian and include the following information: (a) hospitalization/operations, (b) illnesses; (c) injuries; (d) care administered by a physician, advance practice nurse or physician's assistant; and (e) medications.

A special form is issued by the state for sports and must be returned to the school nurse **NOT THE COACH**. Advance schedules concerning school sport physical examinations are provided to students through the Athletic and School Health Service Departments.

Medical/dental appointments are to be scheduled after school hours. A full day for appointments will not be excused.

Please be advised that the New Jersey Chiropractic Statue defines Chiropractic as a system of adjusting the articulations of the spinal column by manipulation. Therefore, based on that statutory reference, Bergenfield school system will accept Chiropractic medical excuses which relate only to that area of expertise.

IMMUNIZATION & REGULATION OF COMMUNICABLE DISEASES

In order to safeguard the school community from the spread of communicable diseases, the Board of Education requires the immunization of pupils against certain diseases in accordance with State statute and law.

No child shall be admitted to school unless he/she has completed required immunizations. The Board shall not require the immunization of any pupil for whom such immunization is medically contraindicated or any pupil for whom administration of immunizing agents conflicts with bona fide religious tenets or practices.

PHYSICAL EDUCATION EXCUSE

All student medical notes requesting an excuse from P.E., either from a physician or parent, must be processed through the nurse's office. Please note that extended absences from physical education warrant medical documentation.

GUIDANCE INFORMATION

The Guidance Department's Mission is to assist students in maximizing their potential. Each counselor is specially trained to assist students in their career and educational planning. They are also available to help each counselee with his/her individual social and emotional development. It is the aim of each counselor to help each student make the most of the opportunities at Bergenfield High School, to know him/herself better, and to leave with realistic post-high school plans.

Each student is assigned to a counselor upon entry to the high school. Together they work to solve individual problems, plan course selections, review test scores, discuss the student's plans for the future, and to begin to make post-graduation plans and decisions.

The Guidance Staff has a responsibility to:

1. Help students discover their own potential and use their abilities in realistic long-range planning;
2. Make available appropriate educational and vocational materials;
3. Help students develop decision-making skills;
4. Help students keep abreast of developments in college entrance and career requirements.

Students have responsibilities to:

1. Seek appointments with their counselor;
2. Use available materials;
3. Listen to daily notices in Homeroom;
4. Be aware of school requirements;
5. Attend college and career fairs/nights;
6. Establish good attendance records;
7. Be good school citizens. Each student creates his/her own record.

Parents/Guardians have responsibilities to:

1. Help students meet their responsibilities;
2. Stress the value of regular and prompt attendance;
3. Make known their hopes and aspirations to counselors and teachers early;
4. Advise and guide their sons and daughters, but not to project their own vocational patterns;
5. Participate actively in preparation for post-graduation years.

The Guidance Staff arranges for fairs with representatives of many colleges, technical schools, and prospective employers each year and helps students in the process of selecting schools to which they may apply. College admission is granted to students at the discretion of the college admissions offices based on the student's academic records, test results, school participation, and the recommendations of the counseling staff and faculty.

The counselor and teachers are here to help a student get the most out of the high school experience. Students should talk with these staff members and use their knowledge and experience so as to achieve the greatest potential.

CLASS STATUS

The Board of Education has designated grade level status by cumulative credit. The following are the grade level designations:

<u>Credits</u>	<u>Grade Level</u>
0-5.99	Freshman/Gr. 9
6-11.99	Sophomore/Gr. 10
12-17.99	Junior/Gr. 11
18 or more	Senior/Gr. 12

GRADUATION REQUIREMENTS CREDITS

SUBJECT AREA	CREDITS
English (9-12)	4
Phys. Ed. & Health/Dr Ed	4
Social Studies	3
Including: US History I, US History II, Modern World History/Geography	
Mathematics	3
Including: Algebra I & Geometry + Third year that builds on the concepts and skills of Algebra and Geometry	
Science	3
Including: Bio. + 2 Other LAB Science Courses	
World Language	2
Visual or Performing Arts	1
Financial Literacy	.5
Career Education and Consumer, Family, and Life Skills	1
Or	
Vocational —Technical Education	1
Electives (as needed)	2.5
TOTAL UNITS	24

REQUIREMENTS FOR ALL CLASSES

1. Physical Education and Health must be passed each year a student is in attendance at the high school.
2. **The Board of Education has enacted a graduation policy: Students who do not meet graduation requirements by the end of their senior year will not be eligible to participate in the graduation ceremony.** It is imperative for any senior who fails a course needed for graduation to attend summer school for that course. This is necessary to ensure receiving a diploma and being qualified to be eligible to attend an institution of higher education. Failing to meet graduation requirements and/or not attending and fulfilling summer school requirements will result in repeating the course the following school year. This would be unfortunate and as a result the student would not graduate in the same year as their class.

Please be aware of Board of Education policy 5460 which states that any student on Social Probation will not be allowed to participate in the Graduation Ceremony. Refer to policy 5460 for additional graduation requirements.

WEIGHTED SCALES

Grade Pt. Avg. Scale	Bonus Scale/Honors	Bonus Scale/Adv. Place.
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	E 0	E 0

MARKING SYSTEM

A+	96.50 - 100.00
A	92.50 - 96.49
A-	89.50 - 92.49
B+	86.50 - 89.49
B	82.50 - 86.49
B-	79.50 - 82.49
C+	76.50 - 79.49
C	72.50 - 76.49
C-	69.50 - 72.49
D	64.50 - 69.49
E	64.49 - 01.00

Rank-in class (RIC) is determined by listing all students in a grade from highest to lowest-the highest GPA is ranked #1, the second highest is ranked #2, etc. The Weighted Rank will reflect with additional GPA points given for weighted courses successfully completed. To be included in class rank, a student must be in attendance at Bergenfield High School for a minimum of two full years prior to the first semester of senior year, have passed the PARCC and have taken all required courses. i.e. a transfer student would need to transfer in by second semester of sophomore year to be considered in class rank. Only courses taken at Bergenfield High School will be calculated in class rank. Class rank will be available at the end of junior year and the final rank at the conclusion of the first semester of senior year. Class rank is not re-calculated at the end of senior year. A student who has not met the requirements to be given a class rank will be given an estimated class rank upon request. Questions regarding GPA and RIC should be referred to the counselor or the Director of Pupil Services.

AP course credit will be given a greater weight for grade point average calculation purposes than will be Honors course credit. AP credit can be earned by a student who has completed an AP course at BHS, **and** has taken the Official AP Exam for the course, **and** has earned a score of 3 or higher on that exam. Students who take an AP course must take the AP exam. The Board of Education pays the fee for the tests.

Students who are absent the day of the test are required to reimburse the Board for the cost of the AP test. Students who miss the exam, and students who earn a score below 3 on the AP exam will earn honors course credit only. Sign up for this test is in early February and is done by the Guidance Department. Traditionally, our students have done well on the Advanced Placement Examinations and have received advanced college placement based upon their scores.

PASS/FAIL (P OR E) EVALUATION PROCEDURE

If you are concerned about attempting a course which could negatively affect your grade-point average and rank-in-class, you might wish to consider the Pass-Fail option. Students electing the Pass/Fail option for either full or half year courses have until a week following the day that report cards are first issued to exercise this option.

Decisions concerning courses only one marking period length must be made within the first two weeks of the course. Once the decisions have been made, there will be no opportunity to change the type of grading procedure selected.

1. **DEFINITION:** Pass-Fail evaluation means that a student will receive a "P" or an "E" as an evaluation of work in a course, with a final evaluation of "P" granting the credits for the course. A "P" grade will not be used in computing the student's grade-point average or class-rank. A student who receives a grade of "E" will not be given credit for the course. The "E" will be computed as a failure and will be used in grade point average calculations and class rank. Any student electing a Pass-Fail evaluation must complete all regular work for the course, including homework, tests, reports, etc. in order to receive a "Pass." Teachers will mark Pass-Fail students just as they mark other students. When report cards arrive, however, such students will have marks of A, B, C, or D recorded as "P" on their report cards. A failing mark will be recorded as "E."
2. Each student may elect to take ONE course as Pass/Fail during each of their years at Bergenfield High School. Students wishing to take two or more pass/fail courses must obtain administrative approval. All Pass/Fail selections require parental approval. Students desiring to elect the Pass/Fail option must present to the appropriate classroom teacher a Pass/Fail Request Form which may be obtained from the Guidance Counselor.

OPTIONS FOR DROPPING COURSES

1. From the time course selections are made until the day school starts a student may change his/her course selections. No changes will be made once school starts unless there is an error in the schedule. Students, however, must maintain a minimum of six units of credit for the year. Seven credits are recommended.
2. ***On a rare occasion when a course is dropped after the course has began, it must be done with permission from the Principal/Assistant Principal. The student's transcript will reflect "WE" (withdrawn failing) recorded as the final grade.***
3. Any student who wishes to drop a course must obtain a drop form from his/her guidance counselor and have it signed by student, parent(s), and counselor. This must also be approved by the Principal or Assistant Principal.
4. Attention seniors: Please be advised that if a course is dropped after the designated time period, colleges will be notified of this change in your academic program.

SUMMER SCHOOL

For a limited number of courses, Bergenfield offers summer school. In order to obtain credit for a summer school class students must take and pass the course at Bergenfield or another approved summer school. If the parent wishes to send their child to another school the parent must receive prior written permission from the Director of Pupil Services or his representatives for the course to be accepted by Bergenfield High School.

PARCC TESTING

All public school 9th through 11th grade students in New Jersey will be taking the Partnership for Assessment of Readiness for College and Careers (PARCC) testing during the month of April and/or May. No specific dates have been established at this time for Bergenfield High School students. More information will be sent through email, Infinite Campus, and letters during the course of the school year.

<u>SAT - Test Dates</u>	<u>TESTING DATES</u> <u>Regular Registration</u>	<u>Late Registration</u>
Oct. 1, 2016 at BHS sign in begins at 7:30 a.m.	Sept. 1, 2016	Sept. 20, 2016
Nov. 5, 2016 at BHS sign in begins at 7:30 a.m.	Oct. 7, 2016	Oct. 25, 2016
Dec. 3, 2016 May 6, 2017 at BHS sign in begins at 7:30 a.m.	Nov. 3, 2016 Apr. 7, 2017	Nov. 22, 2016 April 25, 2017
Jun. 3, 2017 at BHS sign in begins at 7:30 a.m.	May. 9, 2017	May 24, 2017
<u>ACT Test Dates</u> Oct. 22, 2016 at BHS sign in begins at 7:30 a.m.	<u>Regular Registration</u> Sept. 16, 2016	<u>Late Registration</u> Sept. 17-30, 2016
Apr. 8, 2017 at BHS sign in begins at 7:30 a.m.	Mar. 3, 2017	March 4-17, 2017

AP Testing Dates

May 1, 2017 - Chemistry/Environmental Science & Psychology
May 2, 2017 - Spanish Language & Culture and Art History
May 3, 2017 - English Literature & Composition
May 4, 2017 - United States Government and Politics & Chinese
May 5, 2017 - Computer Science Principles, United States History & Studio Art
May 8, 2017 - Biology, Music Theory & Physics
May 9, 2017 - Calculus AB & BC, French Lang & Spanish Literature
May 10, 2017 - English Language and Composition & Macroeconomics
May 11, 2017 - World History & Statistics
May 12, 2017 - Microeconomics, European History & Human Geography

PARCC Testing Dates

Monday, April 3- Friday, April 7

SCHOOL RULES AND REGULATIONS

It is the student's responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to conduct to and from school as well as in the building itself.

Public information such as state school law, decisions by the Commissioner of Education, rulings by the State Board, and country and district bylaws and directives are available at your local board of education office.

ATTENDANCE

Daily prompt attendance is required by law until graduation and is a desirable trait for college and career readiness. Poor attendance limits accomplishment severely and must be reported on references to colleges or employers.

Examples of excused absences include:

- personal illness; with doctor's note
- death in the immediate family;
- quarantines;
- religious observances on days approved by the State Commissioner of Education. (Advance notice is required in writing at least 5 school days before such an absence).
- suspension.

An excused absence requires that work be made up according to the number of days the student was absent. In case of prolonged absences, this make-up time may be extended. It is the student's responsibility that such work is made up if credit is desired. **A PUPIL REPORTING TO SCHOOL AFTER ANY ABSENCE SHOULD REPORT TO THE ATTENDANCE OFFICE BEFORE 7:45AM AND PRESENT A NOTE INDICATING A REASON FOR THE ABSENCE FROM SCHOOL. FAILURE TO PRESENT A NOTE RESULTS IN AN UNEXCUSED ABSENCE.**

An absence which is not excused, or for which permission for absence is not granted in advance, is an unexcused absence. Absences due to affairs for joining the military are not considered college visits and are also unexcused absences. **A parent/guardian should call 201-385-8700 Ext. 1000 when their child will be absent from school. A student who has not called in absent by a parent/guardian may be subject to disciplinary action.** Any student absent from school who is seen riding around in a car, on the street, or on school property during that day, may be considered **truant**. Absent students desiring to come to school for books, etc., should contact the Assistant Principal for permission PRIOR to coming on school property. This would prevent the student from being considered truant, if seen.

Truancy is an unexcused absence, a breach of parental as well as school discipline. It is cause for the severest penalties which includes suspension.

The school will make attempts to call home to verify an absence.

Seniors who become ill while home for lunch, and who cannot return to school, **must** call the Attendance Office (201-385-8700 Ext. 1000) in order to avoid having cuts recorded for later classes missed. Students who fail to call will be considered as cutting. Seniors missing PM classes will receive an unexcused absence for periods missed. A note from the parent/guardian is due the day the student returns to school.

The attendance policy adopted by the Board of Education set 15 as the absolute maximum number of days that student may be absent in a yearlong course and still receive credit for that course. Other maximum absence limits set are: 11 days for a three-quarter year course, 8 days for a semester course and 5 days for a quarter course. **Doctor's/Dentist's notes, verifying absences for a physical or psychological**

illness, must be presented to the attendance office within 3 school days from such absence and will be dated and placed in the student's file. Unless otherwise indicated, dental appointments are excused for a maximum of a half-day. If a student's absences exceed the maximums stated above, an administrative review will be made, which will consider doctor's notes previously presented and filed. **Doctor's notes submitted later than 3 school days from a student's return to school will NOT be considered for administrative review. This will be strictly enforced.** If the absences are excused, all work has been made up, and a passing grade is indicated by the teacher, credit may be granted. If a student has over 15 unexcused absences, they will not receive credit for the course. A student must continue, however, to attend a full schedule of classes even when excessive absences have denied him/her credit in one or more of his courses if he/she is to remain on the rolls of the school.

Any student who is absent from the 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, or religious reason and administrative excuse are acceptable. All requests for an excused exam absence must be presented to the Administration upon immediate return from the absence. Administration will notify teachers of the excused absence. Students should not be allowed to take a missed exam unless cleared by the Administration.

TARDINESS TO SCHOOL

Excessive tardiness to school can result in suspension and/or a truancy complaint filed in municipal court. Any student who is late to school and misses their entire first class will be given a cut for that class and will be subject to disciplinary action.

A student arriving after 8:50 a.m, their entire first scheduled period (which ever comes first) or absent for the day is not eligible to participate in any practice, game, meet, special program, evening activity or contest scheduled for that day unless he/she was specifically excused by the principal or his designee.

Student attendance, as well as being on time to school and classes will be emphasized. The use of technology, existing and new to the High School, may be used to assist in these matters. Parents are strongly encouraged to monitor the Infinite Campus Portal in order to partner with the school in holding students responsible for their attendance.

Students will be disciplined each time they are late for the start of the school day. They will receive an after school detention on that day. If the student does not fulfill that detention then the disciplinary action will be increased. Students must be on time to school. If they are not, then they will receive an immediate penalty. Prior obligations will be expected to be adjusted in order to satisfy the disciplinary consequence issued.

TARDINESS TO CLASS

Tardiness to class is considered a disciplinary and an attendance problem. Students will now receive disciplinary consequences for every third time they are late to a particular class. This is cumulative from the beginning of the school year and does not reset each marking period. After 3 lates he/she will receive a DASH. After six lates he/she will receive a DASH. After nine lates he/she will receive a Saturday detention and parent/guardian contact will be made. If a student receives 12 lates he/she will be further disciplined at the Assistance Principal's discretion who may act through one of the Deans.

Students who are late more than 10 minutes to a class will be considered and marked absent from that class. Students must still attend the class in order not to be disciplined for cutting class.

Cutting class is defined as a student missing a significant portion of a scheduled class. A significant portion of the class will be determined by a member of the Administrative team with possible input from the teacher of the class in question. **Students are expected to be in their scheduled classes on time and for the entire period.**

Students will not be admitted late for exams. If a student misses an exam he/she must present a medical note in order to schedule a make-up exam. On a rare occasion

that there are extenuating circumstances, students who are late to an exam must see the Building Principal, Assistant Principal or designee for possible entrance to the exam. Note: Any student who is late to more than 1 class in a day is subject to discipline in a progressive fashion.

ACADEMIC INTEGRITY POLICY/PLAGIARISM IMPROPER TEST CONDUCT OR PLAGIARISM

1st offense - The student will receive a zero for the assignment or project. The teacher will inform the guidance counselor and the department chair person. A form letter from the department chair person signifying improper conduct will be sent home. Appropriate discipline will be assigned at the discretion of the Assistant Principal. (A parental conference may be required depending upon the severity of the case.)

2nd offense - A required conference with the student, parent, teacher, guidance counselor, and Assistant Principal will be held. The offense shall result in a failing grade for the marking period. Appropriate discipline will be assigned at the discretion of the Assistant principal.

3rd offense - A conference will be required as in the 2nd offense and the student may be removed from the course with a failure for the year as the grade earned. Appropriate discipline will be assigned at the discretion of the Assistant Principal.

AFFIRMATIVE ACTION

In the spirit of Title 6, Title 9, and Section 504 of the statutes of the state of New Jersey the Bergenfield School System is striving to ensure equal educational and employment opportunity regardless of race, sex, creed, color, religion, handicap, national origin or social or economic status, has instituted open and equal access in employment and school sponsored courses and activities, and has submitted an action plan to the County Office to ensure compliance.

The Bergenfield Public Schools District Title 6, Title 9 and Section 504 Officer is the Assistant Superintendent, 100 S. Prospect Avenue, 201-385-6250.

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

In accordance with federal/state antidiscrimination legislations Bergenfield School District has formulated the following procedure for Title VI, Title IX and Section 504 infractions.

Purpose: 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, or physical handicap.

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 the Principal whose responsibility it is to investigate and respond to the grievant within a reasonable period of time.
3. If still not satisfied, the grievant may appeal, in writing, to Mrs. Mary Anne DeVivio, District Affirmative Action Officer. The District Affirmative Action Officer will consult with the Superintendent 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 it with the Office for Civil Rights, Washington, DC.

ASSEMBLE AND PETITION

The right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of the school. School authorities have a right to restrict the times, place and manner of such activities, and require advance notice to avoid conflicts and to ensure proper protection of the school community.

DISTRIBUTION OF LITERATURE

The preparation, publication and distribution of newspapers, magazines and other literature are an exercise of freedom of expression. The freedom to express one's opinion goes hand in hand with the responsibility for the published statement.

Literature cannot be posted throughout the school building. An administrator/designee has to approve any literature posted in the school building. Certain printed materials are not protected by a student's right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are discriminatory/harassing/prejudicial to the disabled, an ethnic, national, religious, or racial group, or to either gender, or which libel any person or persons; seek to establish the supremacy of a particular religious denomination/sect; promote gangs, violence, or drugs/alcohol; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of pupils; contain obscenity or material otherwise deemed to be harmful to impressionable pupils; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organizations; fail to identify the pupil responsible for distribution and the agent responsible for reproduction; solicit funds for non-school organizations when such solicitations have not been approved by the Board; or promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

No printed materials may be distributed on school premises that have not been submitted to the principal/designees for review and approved in advance of distribution.

DRESS CODE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. However, the Board will impose its judgement in those instances necessary for the Board to achieve desired and valid educational objectives, such as the protection of health and safety and the maintenance of order in the educational process. The Board is committed to providing a school environment free from distractions. **Appropriate dress is required at all times.**

Possible dress code violations will be assessed by the Administrative Team and disciplinary actions/parent contact may take place for repeated offences.

FIELD TRIPS

In addition to the educational aims of a specific course, field trips may be offered to those students desiring an enrichment over and above the curriculum. Special conditions and rules are provided to prevent too much loss of class time from other subjects and to ensure that permission for participation has been received. A history of exemplary behavior of BHS students on such trips brings credit to the school and is one of the strongest educational values of these trips. Field trips are an extension of school and, therefore, students are obliged to adhere to all the rules and regulations imposed by the faculty chaperone(s) throughout the entire field trip. It is the students' responsibility to notify, in advance, their other classroom teachers that they will be attending a field trip. Also, it is the students' responsibility to satisfy all the homework, tests, and assignment requirements at the time they are due, regardless of the field trip.

FIELD TRIP ELIGIBILITY REQUIREMENTS

To be eligible to attend Fall and Winter field trips, a student must pass 6 credits at the conclusion of the second semester of the prior school year. This applies to students grades ten through twelve. All ninth graders are eligible.

To be eligible for a Spring field trip, after January 28th, a student must have received 3 credits at the conclusion of the first semester. This applies to all students grades nine through twelve. The Guidance Department will provide all teachers with a list of students who meet the criteria of being ineligible for field trips and athletics.

IN-SCHOOL "FIELD TRIPS" AND ATHLETICS

Complementing the educational program, in-school field trips are often arranged by various departments. Specific guidelines are distributed by the Assistant Principal. Once again, cooperation and good behavior are necessary ingredients if these programs are to be educationally valuable. The criteria to attend in school field trips is the same for other field trips. (See above requirements for details).

LOCKDOWNS, FIRE DRILLS AND EVACUATIONS

School fire drills are required by state law. Smoke and panic are the primary dangers, so the drills are designed to instill quiet cooperation. Whenever the fire alarm sounds, all students and all school personnel should stop what they are doing and file out of the building **per directions posted in each room.** If a lockdown occurs, all students should follow directions per classroom instructor.

The fire alarm gong rings until all students are clear of all exits and have moved to designated areas. ***ALL STUDENTS ON OR NEAR SCHOOL PROPERTY MUST FOLLOW DRILL REGULATIONS EVEN IF THEY ARE OUT OF CLASS OR ON PERSONALLY ASSIGNED TIME. NO STUDENTS ARE ALLOWED TO LEAVE SCHOOL PROPERTY DURING A DRILL.***

SCHOOL HALLWAY LOCKERS

Lockers are the property of the Bergenfield School district. They must be used for appropriate school activities and kept neat. A school issued lock must be used. If due to a special circumstance an alternate lock is necessary, permission can be given.

GYM LOCKERS

Lockers are available for the use of the students during their physical education class periods. Gym equipment will be carried to the gym, used for class and then returned to the students' hall lockers.

Students should not bring valuables or large sums of money to physical education class. It is advised that students do not keep electronic devices in these lockers as well. The school is not responsible for lost or stolen items. In addition, students are responsible for their lockers being secured. This will prevent loss of their personal property, as well as the lock itself.

Students are not permitted in the team rooms prior to 2:55 PM. No student is to be in the team room without adult supervision.

ID CARDS

In an effort to provide a secure and safe environment, all students will be issued ID cards. These cards must be carried by the student at all times. Failure to present the ID upon faculty, staff, or administrative request will result in disciplinary action. Forgery, tampering, or falsification of ID's will be considered willful disobedience. Lost ID cards will be replaced at the expense of the student for a fee of \$5.00 each. ID cards will be critical as new technology will be used at BHS to track students and attendance.

LUNCH

Lunch will be served to all students from 11:32am - 12:17pm. Only seniors are permitted to leave campus for lunch. All underclassmen can receive lunch from the front and side cafeterias, the commons kiosk, or the gymnasium kiosk. Tables will be set up in the gym, commons, and both cafeterias to provide a clean and comfortable area and atmosphere while eating.

STUDENTS, PLEASE FOLLOW THESE PROCEDURES:

1. Leave your lunch table or area clean.
2. Dispose of trash in the appropriate bins (trash and recycling) after eating.
3. Cooperate with the lunchroom monitors. They are in charge of the lunchroom.
4. This is *your* cafeteria and school. *Please keep it clean!*

Students who violate the above instructions may lose the privilege of eating in one cafeteria or the other, or **may have part of their lunch period removed.**

LOCKERS

Each student is loaned and assigned a school locker and lock. Only school issued locks will be permitted for hallway lockers. Lockers must be kept clean. Students not keeping their lockers clean or who misuse their lockers in any way, may have their locker privileges withdrawn.

Students having defective lockers, or who find loose bolts, improperly working catches, etc., should report such to an Assistant Principal/Dean immediately, so that repairs may be made *before* valuables are lost.

Each student must bring his or her own personal padlock for P.E. classes to insure locker security. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR PROPERTY KEPT IN THESE LOCKERS. School property or materials kept in these lockers, if lost or stolen, must be paid for by the locker user. Students who choose not to use a school locker should immediately inform the Assistant Principal.

Students are *not permitted* to share lockers or to exchange lockers with other students without administrative permission. **A student who uses a locker other than his/her own or who shares a locker may be subject to disciplinary action.**

Lockers may be inspected. 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, and/or enforcement of school regulations. Searches may also be conducted by administration and law enforcement officials using canine units.

A pupil's 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.

N.J.S.A. 18A:11-1 General mandatory powers and duties (P.L. 1985, Chapter 198, 6/26/85). It is the student's responsibility to clean out the locker at the end of the school year.

PARKING/DRIVING

Students are not permitted to drive or park cars on school property until 3:15 PM on school days. Violators will be subject to administrative action, including suspension. Clinton Avenue, adjacent to the school property, is the proper parking area for student cars. **The school, however, assumes no responsibility for this public area.**

Cars should be locked with windows closed. In case of rain, students will *not* be excused to close car windows.

PASSES

Loitering in halls, in the academic areas, stairwells and lavatories is not permitted at any time. Students are not permitted in halls, or stairwells while classes are in session unless they have passes.

PROFANITY OR OBSCENE LANGUAGE

The use of profanity or obscene language by students is prohibited by State Law (Title 18 A:37-2). Any student who uses such language in school or at a school function will be subject to disciplinary action.

RELEASES FOR DRIVER'S LICENSE

Road test for driver's license: Upon written request from home, prior to test day and presentation to the attendance office of an appointment date, a student will be excused to go to the testing center. Every effort should be made by the student to return to school before the end of the school day. A fellow student will not be excused to accompany the applicant.

HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that is motivated by actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property and/or has the effect of insulting or damaging any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. This policy can be found on "Bergenfield Public Schools Online" site.

SEXUAL HARASSMENT

Sexual harassment is not only wrong, it's against the law. It will not be tolerated at Bergenfield High School. Sexual harassment is any unwanted and unwelcome behavior of a sexual nature. It can include gestures, jokes, notes, graffiti, rumors, touching, grabbing, exposing and any unwanted kissing or other sexual contact. Any student who feels she/he is being sexually harassed should inform the offender that the behavior is unwanted and unwelcome and then immediately inform a teacher, counselor, SAC or administrator.

TOBACCO PRODUCTS

By law, no smoking is permitted in a school building. Students are not permitted to use tobacco products on school property. Violators will be subject to suspension within the framework of the Board of Education policy and could be issued a ticket from the Bergenfield Police Department.

VANDALISM

School property must be protected at all times. Marking or destruction of any school property must be paid for in full and the student is subject to disciplinary action. Damage can be held to a minimum if each student assumes personal responsibility for his/her own actions and helps classmates toward accepting their responsibility with regard to care and respect for school property.

VISITORS TO SCHOOL

Visitors must stop at the reception desk and register as a guest. They will be issued and must wear a visitor's pass. Visitors will be escorted by their host or security from the main office. No visitors will be allowed who does not have a specific purpose and/or appointment to see someone in the school. Students may not bring guests to school during school hours.

Safety and security of students/staff is very important to us. Any unauthorized person in the school will face charges of trespassing.

FINAL EXAM POLICY

All students are required to attend Final Exams. Any student who is absent from the 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 request 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 an exam must see the Building Principal or Assistant Principal for entrance to the exam. 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 the lunch period on exam days. The 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.

FINAL EXEMPTIONS

Only seniors in good standing with a 93 or higher in each marking period are eligible for final exemptions.

HONOR ROLL

A Student must have:

- 1) GPA of 3.3 or higher and
- 2) have 5 or more classes and
- 3) can not have a grade lower than a B for any of the courses.

DISCIPLINE PHILOSOPHY

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.

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 delivery of education both in and out of the classroom, and the unauthorized absence of any student from his/her classes.

In addition, the Assistant Principal or designee is authorized to prescribe and implement administrative actions or punishments. Administrative punishment may include a warning, detention, class exclusion, out-of-school suspension and/or restitution. School

authorities have a right to restrict the time, place and manner of such activities, and require advanced notice to avoid conflicts and to ensure proper protection of the school community.

Further support for the discipline process is provided by the Guidance Staff, the Child Study Team, and Student Assistance Counselor. This support comes in the form of counseling and guidance and does not deal with the punishment aspect of discipline.

Generally, the disruptive student will initially receive a warning, office detention, or class exclusion pending a parent conference. A student who exhibits subsequent disruptive behavior will be subject to more severe punishment.

SUSPENSION & EXPULSION

Suspension, which is a function of the school administrator, and expulsion, which is a function of the local board of education, are serious disciplinary sanctions which may be imposed against a student when it is determined that he/she has materially and substantially interfered with the maintenance of good order in the school. Proper procedures conforming with the due process of the law are used. Expulsion is permanent removal from school rolls. Continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or obscene language or injuring of individuals or school property are causes for punishment and suspension from school. A student can be suspended for something done off as well as on school property if school authorities can prove that such action is reasonably necessary for the student's physical or emotional safety and well being, or for the safety of other members of the school community. **Any student on Home Suspension may not compete or perform for BHS during the dates of suspension.** Certain rules governing suspensions are designed for the student's protection:

1. The principal must report the suspension to the superintendent.
2. The superintendent must report it to the school board at its next regularly scheduled meeting.
3. Either the board or the superintendent may reinstate the student before the board's second regular meeting after the suspension.
4. After the board of education meeting, only the board may continue the suspension or expulsion.
5. A student/parent re-admit conference is required for any student given a home suspension of 3 or more days.
6. All re-admit conferences will be held prior to the student's return to school with the Assistant Principal or the Deans of Discipline.
7. Any student returning to school without attending a student/parent re-admit conference will be sent home and charged with an unexcused absence.

In case of either suspension or expulsion a student has the right to the following elements of due process:

1. A written statement of the charges filed against him/her and the grounds justifying the sanction to be imposed.
2. A hearing.
3. A means of effective appeal.

SOCIAL PROBATION

A student is automatically placed on "Social Probation" after five disciplinary referrals (including tardiness) or at the discretion of the Principal, Assistant Principal or Dean of Discipline depending on the severity of the offense.

Any act deemed to be egregious by the BHS administration may be grounds to immediately place a student on Social Probation. In this case the student does not need to have 5 disciplinary referrals to be placed on Social Probation. Social Probation is defined as the denial of a student to participate in all extra-curricular or co-curricular activities including but not limited to: school social functions, prom, class trips, field trips, band practices or performances, library usage during study hall or lunch period. To further elaborate any student on Social Probation is ineligible to attend school events such as sporting events, concerts, talent shows, etc. Attendance and participation in athletic events will also be denied. **Any offenses after prom by a graduating senior may result in the student not being allowed to participate in commencement.** Alternative High School students will be permitted to attend events at BHS if they are good standing in terms of academics and attendance and at the discretion of the principal and the director of the Alternative School.

The following are rights regarding hearings:

A. Under ordinary circumstances students are entitled to demonstrate to the authorities that there is a case of mistaken identity or some compelling reason why one should not be suspended pending a full hearing: Where school officials believe that a student may be dangerous to him/herself or others, he/she may be suspended for a period of 10 school days. If the suspension is to be extended, he/she is entitled to a full hearing.

B. Court and school law decisions have held that, in any situation where a fundamental right may be denied, students must be afforded all appropriate elements of due process.

1. The hearing must be held within 21 days after the informal hearing.
2. A student may be represented by a lawyer.
3. The hearing may be held by the board of education by a hearing examiner appointed by them.
4. A student is entitled to a translator where necessary.
5. He/she is entitled to the rudiments of an adversary proceeding. Courts have held that these rudiments may include the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses, the right to demand that any such witness appear in person to answer questions, and the right to testify and produce witnesses on the student's behalf. The precise nature of the hearing depends upon the circumstances of the particular case, such as the sanctions to be imposed or what level the hearing is held.
6. A record must be kept of the hearing procedures. A student is entitled, at his/her own expense, to a copy of that transcript.
7. The proceeding must be held with reasonable speed. If a student is found innocent, he/she may request that any written entry referring to the incident be expunged from school records.

Suspension Alternative Program

The Suspension Alternative Program is located in Hackensack. It is run by the Bergen County Division of Family Guidance and Bergen County Special Services. Students are offered a comprehensive service that incorporates educational instruction, counseling and mentoring/role modeling. Students attend the program at the discretion of Bergenfield High School Principal and Assistant Principal. Students are placed into SAP and are required to be there for **5 consecutive days**.

BASIC PROGRESSIVE DISCIPLINARY GUIDELINES 2016 - 2017

(May be cumulative from year-to-year)

Infraction	1st Offense	2nd Offense	3rd Offense
Use of a cellular device during school hours	May be confiscated; picked up at the end of the school day. Parent/Teacher contact	Confiscated and turned in to Dean D.A.S.H.	D.A.S.H./Sat. det./possible parent conference. May be held for parent to pick up.
Use of personal music device /refusal to give device	May be confiscated; picked up at the end of the school day. Parent/Teacher contact	Confiscated and turned in to Dean D.A.S.H.	D.A.S.H./Sat. det./possible parent conference. May be held for parent to pick up.
Hats/ doo rags/ headbands	Hats, headbands, and doo rags are prohibited to be worn in the building. These items may be confiscated and held by a disciplinarian at his/her discretion. Disciplinary action will range from D.A.S.H. to Saturday detention.		
Parking on school property	D.A.S.H.	Saturday detention	Home suspension
Falsification/SchRec. Attempts will be made to correct erroneous records.	3 day H.S.	4 day H.S.	5 day H.S.
Fighting/Assault	5 to 10 day HS/parent conf./police contact/possible Bd. of Ed. review for expulsion hearing		
Leaving building	Sat. detention/D.A.S.H.	2 Saturday detentions	Home suspension
Smoking (in building)	1 day H.S. (ref to SAC)	3 day H.S.	5 day H.S.
Smoking/Use of tobacco	1 day H.S. (ref to SAC)	3 day H.S.	5 day H.S.
Misuse of hall pass	D.A.S.H.	Saturday detention	Sat. detention + D.A.S.H.
Computer Abuse	detention(s) to HS (Admin. option depending upon frequency and severity)		
Cut satellite bus	D.A.S.H.	Saturday detention	H.S. + removal from satellite program
Inappropriate behavior	detention(s) to HS (Admin. option depending upon frequency and severity)		
Dress Code/ID violation	detention(s) to HS (Admin. option depending upon frequency and severity)		
Reckless Endangerment	detention(s) to HS (Admin. option depending upon frequency and severity)		
Verbal abuse (staff)	detentions to HS (Admin. option: 3 day to 5 day HS for swearing)		
Verbal abuse (peer)	detention(s) to HS (Admin. option depending upon frequency and severity)		
Willful disobedience	detentions to 3 day suspension; Admin. option depending upon frequency & severity		
Arson/Vandalism	parent conference; police contact; HS & payment of damages; possible Board hearing		
Possession/use of Drugs or Alcohol	police contact & 5 to 10 day HS, SAC counseling, possible Board hearing, SAP		
Theft	parent contact/ conference, possible police contact, Saturday detention to HS		
Gambling/Card Playing	D.A.S.H.	Saturday detention	1 Day home suspension
Locker Infractions	detention(s) to 3 day suspension		
Weapons/terror threat	Minimum 10 day HS with Board of Education review for expulsion		
Tardy to school/After Lunch (Seniors)	Student will receive an immediate disciplinary consequences DASH, Saturday Detention, SAP, based on frequency.		
Cutting (part/full)	D.A.S.H.	Saturday detention	Multiple Sat dets to HS (1 to 3 days)
Truancy (3+pds/day)	Saturday detention	2 Saturday detentions	SAP
Sexual Harassment	Administrative conference/Home Suspension/possible formal police complaint/subject to BOE policy.		
Harassment/ Intimidation/ Bullying	Subject to BOE policy. Parent contact/ detention to HS, possible Board hearing.		
Class Exclusion	Teacher/Parent contact/admin option D.A.S.H./possible perm removal from class/subject to BOE policy.		
Tardy to Class (Cumulative)	Tardy x3 DASH	Tardy x6 DASH	Tardy x9 Saturday Detention
D.A.S.H. No Show	Saturday detention		
Saturday Detention No Show	2 Saturday detentions	3 day HS or SAP	Parent conference and additional disciplinary action.
Unauthorized Recording (Video, Audio, Digital)	Saturday detention	Saturday detention, parent conference	HS (1-3 days)
Falsified or Fraudulent MD Note	3 Day H.S.	4 Day H.S.	5 Day H.S.
Multiple Lates to classes same day	D.A.S.H.	AM Saturday Detention	Full Saturday Detention
Failure to produce School ID	D.A.S.H. or other school discipline at the Dean's discretion		
Ordering food to school/ student bring food for an underclassmen	D.A.S.H.	AM Saturday Detention	Full Saturday Detention

Special Notes:

1. Problems in the classroom are first addressed by the teacher (warnings, detentions, parent contact). If the problem continues, the Dept. Leader should become involved; if all efforts are exhausted, the appropriate Dean of Discipline should be notified.
2. Multiple offenses will result in cumulative penalties. The disciplinary policy is progressive.
3. D.A.S.H. - Detention After School Hours; Students will receive 1 hour of after school detention. D.A.S.H. can be assigned by administration at their discretion. D.A.S.H. will be held every Monday, Tuesday, Thursday, and Friday. H.S. - Home Suspension. S.A.P. - Suspension Alternative Program.
4. Social Probation is automatic after five disciplinary referrals or at the discretion of the administration.
5. Use of electronic devices - It is strongly recommended that no electronic devices (cell phones, ipods, etc.) be brought to Bergenfield High School. Neither the school nor the Bergenfield Board of Education will be responsible for any lost or stolen electronic devices.
6. Use of personal music devices - Limited to study hall and lunch periods. The devices must not be visible during class hours.
7. Any inappropriate behavior, action, or event by a senior (or any student) that leads to, or causes a disruption of the orderly operation of the school may result in that/those student(s) losing the opportunity to attend the prom and/or participate in the graduation ceremony.
8. Lunch Detention is being considered by the Administrative Team as a disciplinary consequence. The execution of this will be done at the discretion of the Assistant Principal and Deans of Students.
9. A senior's lunch privilege may be taken away at the discretion of the Administrative Team.

APPEALS

A student may appeal a decision made by school officials to the superintendent. If this is unsuccessful, he/she has two more appeals within the state system: First, to the Commissioner of Education, and then (within 30 days after the Commissioner has made his decision) to the State Board of Education. He/she may appeal his/her case in court without going through the administrative procedures outlined above, but the court may require him/her to first exhaust those channels within the local and state school systems. A local board of education also has this right of appeal.

STUDENTS' RIGHTS FREE EDUCATION

Students have a right to a free and full education through secondary school, in New Jersey from age 5 through 20, unless graduation occurs before that age. A student that reaches the age of 20 prior to the school year does not have the right to enroll. He/She may petition the Board of Education to be a student on a tuition paying basis. They are required by law to regularly attend an approved educational institution until age 16. He/She may not be asked to leave school merely because he/she has reached 16 years of age if he/she is, in fact, fulfilling responsibilities as a student. Those responsibilities also require the following and completing of the course of study prescribed by the board of education. If it is determined that he/she is not fulfilling the responsibilities as a student, he/she may be subject to punishment (see section on suspension and expulsion). Married students share these responsibilities and rights, including the opportunity to participate in the full range of activities offered by the school. Local school districts may determine policies for providing pregnant students with the elements of an educational program designed to meet their special needs.

FLAG SALUTE & PLEDGE OF ALLEGIANCE

New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, he or she may abstain by sitting quietly through the exercise. The parent/legal guardian of any student who refuses to salute the flag shall be so informed by the building principal and shall be informed that such parent/guardian/adult student shall submit a written statement of the student's conscientious objection to the pledge or salute.

TITLE 6 OF THE NEW JERSEY ADMINISTRATIVE CODE

Under the law, *Request to Review School Records*, of the State of New Jersey parents have the right to inspect school records that pertain to their children. To review these records, an *Access Request Form* must be completed and an appointment made. These forms are available at the administrative office of the school which the child attends. An authorized professional staff member must be present when the records of the child are inspected.

Adult students, 18 years of age or older, also have the right to inspect their own records. The parents of an adult student have the same right where the adult student is dependent upon them for support.

These records are made available in accordance with the provisions of Title 6 of the New Jersey Administrative Code. Copies of these provisions are available for review in all general offices within the school system.

PUPIL RECORDS

Copies of applicable federal and State laws, Board policy, and administrative regulations governing pupil records will be made available to parents/guardians/adult pupils on request. The Board will describe annually at a public meeting the pupil records that professional employees have been authorized to collect and maintain. Access to pupil records will be available only to the pupil's parent/legal guardian, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. A request for access to the record or reproduction of any of its contents must be in writing. The Board designates as pupil directory information: a pupil's name, address, telephone number, photograph, computer/video image, grade level, date and place of birth, dates of enrollment, major field of study, participation in officially recognized activities and sports,

awards received, previous school districts attended, the height and weight of members of district athletic teams, degrees, awards, the most recent educational agency attended, and other similarly non-intrusive specific information. Directory information may be released without specific permission except when such release is prohibited in advance by a parent/guardian/adult pupil. A parent/guardian/adult pupil may challenge the pupil's record and may request the addition of material or comments or the deletion of material from the record. For more information concerning pupil records, contact the Director of Pupil Services.

A tradition of BHS is that college acceptances and scholarships are announced at the public Board of Education meetings. If a student wishes NOT to be acknowledged at these meetings, he/she must notify the Director of Pupil Services or High School Principal in writing by September 30th of senior year.

INDEPENDENT STUDY PROGRAMS

Independent Study Programs are available to all students for the purpose of studying new or different subjects not already offered as part of the regular curriculum and for studying courses at levels higher than regularly offered. Individual programs will be developed by the student advisor. Interested students should discuss this option with their guidance counselor.

PROM/PROM ELIGIBILITY

Attending the Bergenfield High School Prom is a privilege which must be earned. No student that has reached or exceeded 5 disciplinary referrals is eligible to attend. Any egregious act such as but not limited to: HIB, Fighting, Stealing, Substance Abuse, Criminal Charges, or a Weapons referral may result in the immediate placement of the student on Social Probation and would therefore make that student ineligible to attend the prom.

******NOTE:** In order for any senior to be eligible to attend the prom they must attend the Senior Assembly if they are present in school on that day. This assembly as well as any other assembly supersedes a free period. This means that a student, who has a free period typically, would not have a free period on the day of the assembly and must attend the assembly.

ASSEMBLIES

Classroom teachers may sign up to take their classes to assemblies. Once again, cooperation and good behavior are necessary ingredients if these programs are to be educationally valuable. All students are expected to attend assemblies. If a student does not have a class during that session or time slot, he/she is still required to attend the assembly.

******NOTE:** STUDENTS MUST REMAIN IN SCHOOL FOR THE ENTIRE DAY IN ORDER TO ATTEND THE PROM. IF SENIORS OR ANY STUDENTS ARE DISMISSED AT THE START OF LUNCH THEY MUST STAY UNTIL THE START OF LUNCH. NO APPOINTMENTS MAY BE MADE ON PROM DAY UNTIL A STUDENT IS DISMISSED. IF A STUDENT LEAVES SCHOOL FOR ANY REASON OR CUTS ANY CLASS HE/SHE IS NOT PERMITTED TO ATTEND THE PROM. ALL STUDENTS ATTENDING NEED TO BE IN ALL OF THEIR CLASSES ON PROM DAY. IF A STUDENT GETS TO SCHOOL AFTER HIS/HER FIRST CLASS IS OVER HE/SHE IS NOT PERMITTED TO ATTEND THE PROM.

STUDENT CONGRESS

Student Congress is composed of the duly elected representatives of the student body and it acts as an advisory council in student activity matters. The Congress membership consists of elected delegates and the presidents of each of the four classes.

Officers of Congress, elected through direct ballot by the students, are: the President, the Vice President, Recording Secretary, Corresponding Secretary, and the Treasurer. These students, along with the four class presidents, are the Executive Committee and together with a faculty sponsor act as the guiding members of Student Congress.

Student Sponsored/Student Centered Activities

The selection process for students to be participating in events such as: Talent Show, Student Faculty Basketball Game, Silly Olympics, and Field Days will be stringent. Students with any disciplinary referrals or attendance issues should not expect to be selected to participate. The prospective participants will need the approval of the Deans.

CODE OF ETHICS

If a community is to live, learn, and work together successfully, each member must be willing to do his/her part. In this community of Bergenfield High School there are standards everyone should follow. The following should apply to students, faculty, staff and administration.

1. Be informed: It is the student's responsibility to be aware of what's happening at BHS. Listen to daily announcements. Read flyers and information posted in commons.
2. BHS is to be active, whether it is in class or in extracurricular activities.
3. Faculty and fellow students should treat each other with the same respect they would expect to receive.
4. The attendance policy at BHS is designed to make education effective. Students who are absent from school for long periods of time may find it difficult to keep up with their classes.
5. Profanity, whether used by a student or faculty member, is unacceptable.
6. Littering and general lack of respect for someone else's property is unacceptable in any community, especially at BHS.

If anyone disagrees with any of the above, it is the student's responsibility to seek a change by peaceful means. This is the purpose of Student Congress, seek its assistance. Disagreeing with any of these standards is no excuse for disregard or disrespect.

USE OF TECHNOLOGY

All school computer systems and Internet facilities are to be used in a responsible and legal manner by students and staff according to all policies of the Bergenfield School District. Users must acknowledge their understanding of the policies and guidelines as a condition of receiving an account or using the computer network or Internet.

Acceptable uses of the Internet are activities which support learning and teaching. Students and staff are encouraged to develop uses which meet their individual academic needs and which take advantage of the network's functions such as research sources, data bases, electronic mail, conferences, bulletin boards and the World Wide Web. Unauthorized or unacceptable uses of technology include but are not limited to:

1. Violating the requirements of appropriate behavior as noted in handbooks and manuals;
2. Using or posting profanity, obscenity, language or visuals which may be offensive to others;
3. Reporting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law;
5. Using the network for financial gain or for any commercial or illegal activity;
6. Deliberate attempts to degrade or disrupt system or network performance. Such attempts will be viewed as criminal activity under applicable state and federal law.
7. Knowingly spreading computer viruses.

LIBRARY AND INFORMATION CENTER

Students will find the high school library to be a resource center during their time at BHS. Students may come with a pass from their teacher. The library may be used for research, studying, reading, or computer work. Our impressive collection includes reference books on all curricular subjects, a circulating library of fiction and non-fiction that accommodates academic and pleasure reading, current magazines and newspapers, and books on MP3 that can be borrowed for a day and transferred into a home computer or smartphone. Library computers are available to students who have turned in their *Internet & Electronic Access Agreement*. Computers are to be used for school work only. Students may **not** bring any food or drink into the room.

The Library's extensive collection of online resources is called the *Virtual Library*, which includes our subscription databases and *ebook* versions of many reference books. The *Virtual Library* is accessible both in the building and from home. The resources contained are extremely useful for every subject, and include general and news databases, as well as sources specific to literature, science, and mathematics, health, and social studies. Students and staff may obtain the passwords for home access from the librarian.

Our library automation system will allow students to add books to their virtual personal shelves and mark them as "Have Read", "Now Reading" or "Want to Read". They will also be able to write online book reviews and give ratings to books they have read.

"Follett Shelf" is a part of our automation system. It provides easy web-based access to all of our Follett eContent. All of our ebooks are downloadable to PCs, Macs, Laptops, and select mobile devices.

"Follett BryteWave K-12 Edition" is a digital audiobook platform that gives our students secure and safe access to the school's customized catalog. Students can either get immediate access by clicking "listen" on an available audiobook to play or they can download digital audiobooks to Apple devices (iPad, iPod touch, iPhone) or Android mobile devices and keep a title checked out for an extended period of time.

HomeworkNow.com: Teachers will post all assignments and necessary class information on this link. Students and parents may access the information by logging on to www.bergenfield.org, click on "Student Resources", then go to hyperlink for "HomeworkNow.com", and follow steps to create a username and password.

Infinite Campus: Parents and students are encouraged to use the Infinite Campus portals to view student performance. 10th-12th grade students and parents can continue to use their given login information. Ninth grade students/parents and any new/transfer student will be given login information at the start of the school year or the start of enrollment per request.

INTERSCHOLASTIC ATHLETICS

Bergenfield High School is a member of the New Jersey State Interscholastic Athletic Association, as well as a member of the Big North Conference.

Every student in BHS is encouraged to participate in the athletic program.

The following sports are available in the athletic program for both boys and girls.

Fall: Football, Soccer, Cross Country, Girl's Volleyball, Cheerleading, Girl's Tennis

Winter: Basketball, Bowling, Wrestling, Indoor Track, Weight Training

Spring: Baseball, Track & Field, Golf, Boy's Tennis, Softball, Weight Training, Boy's Volleyball

Any Bergenfield student wishing to play any sport must be registered on our Family ID portal before participating before any season. Each session requires that records must be updated before beginning participation. Parents and/or guardians must read and sign all required forms before a student may participate. These are legal documents and must be treated as such. STUDENTS MAY NOT SIGN THESE FORMS ON THEIR OWN BEHALF. ANY STUDENT SIGNING THESE FORMS IN LIEU OF PARENTAL SIGNING RISKS SUSPENSION FROM PARTICIPATING IN ATHLETICS. It is strongly recommended that each student athlete go to their own family doctor for a comprehensive physical including mandated cardiac screening for participation in athletics. Parents and students may elect to choose sports physical examinations offered at no cost to the student at scheduled times during the year prior to each seasonal sport. The school schedule for the times are posted in the BHS Health Office, the gym areas, and is available from the coaches and school nurse. Any questions about school athletic examinations may be directed to the school nurse and/or the Athletic Director. **After the start of the season acceptance to the team will be at the coaches discretion and the approval of the Director of Athletics.**

N.J.S.I.A.A. ELIGIBILITY REQUIREMENTS

Boy/Girl Competition

The NJSIAA has established the following guidelines concerning boy/girl competition:

1. Boys *may not* participate on girl athletic teams.
2. Based on the directives of the New Jersey Commissioner of Education, girls *can* participate on any boy athletic team if that same sport or event is not offered to girls at that school.
3. Girls *may not* participate on boys athletic teams or events where there are girls' teams offered in that same or similar sport at that school.

Eligibility Rules and Regulations

The NJSIAA Constitution outlines all the details concerning eligibility for participation in athletics. It is important that parents and students are aware of the rules below regarding academic credits and progress to begin or to continue to participate in athletics. A general outline of those details is provided below; see your school administration if you have need for more information concerning any of these items.

1. **Enrollment** To be eligible to participate in interscholastic athletic program of a member school, you must be formally enrolled in that school.
2. **Age** An athlete becomes *ineligible* for high school athletics if he/she reaches the age of 19 *prior to September 1*. Any athlete reaching age 19 on or after September 1 shall be eligible for that school year. An athlete becomes ineligible for Junior High School or 9th grade athletics if he/she attains the age of 16 *prior to September 1*.
3. **Credits** An entering 9th grade student is immediately eligible for the 1st semester (up to January 24, 2016). To become eligible for the 1st semester all 10th to 12th grade student must have earned 6 BHS credits from the previous year To become eligible for the 2nd

semester (January 25-June 20), all 9th through 12th grade students must have earned 3 BHS credits at the conclusion of the first semester.

All handicapped/classified students, as defined by the New Jersey Department of Education, shall comply with the athletic eligibility rules and regulations of the NJSIAA with the exception of the credit requirements. A student who has graduated from high school will not be eligible for high school competition.

Starting with the 9th grade, a student shall have four consecutive years of eligibility. No student shall be eligible for high school athletics after the end of eight consecutive semesters following his/her entrance into the 9th grade.

A student, whose transfer from one high school district to another is necessitated by a change of residence by his/her parents or guardians who have moved from one public high school district to another, will be eligible immediately so long as all other eligibility requirements are met. A student who transfers from one high school district to another *without* such a change of residence by parents or guardians is in eligible to participate in any sport in which they earned a varsity letter in their previous school. The period of ineligibility shall be thirty days from the first day of the school's actual interscholastic contest (other than scrimmages).

A student must have a medical examination and be cleared by the school nurse for athletic competition. Student athletes may not accept cash or merchandise when competing in or out of school.

4. Post-Graduates

5. Semester of Eligibility

6. Transfers

7. Physical Exams

8. Amateur Status

ADULT CONDUCT CODE

Adults play a vital role in the development of all student athletes. Therefore, we believe that adults attending games or whose children participate in sports should:

- ♦ Read and remember the athletic handout on an "Ideal BHS Athletic Parent."
- ♦ Remember that it is a privilege to attend a high school athletic contest.
- ♦ Be a "My Team" parent, not a "My Child" parent.
- ♦ Understand that interscholastic athletics are an extension of the school day and the learning process.
- ♦ Remember that the student athletes participating in high school athletics are children first.
- ♦ Understand the differences between high school, college, and professional rules of the contest they are attending.
- ♦ Respect the officials, student athletes, coaches, and spectators from opposing schools and our own.
- ♦ Leave the instruction of our athletes to the coaches.
- ♦ Address any concern to a coach about your child at the appropriate time and not following a game in front of students.

BERGENFIELD HIGH SCHOOL CODE OF BEHAVIOR FOR ATHLETIC EVENTS

Sportsmanship, Harassment, Bullying, Intimidation, and Unsportsmanlike Conduct

Bergenfield High School is a member of the New Jersey Interscholastic Athletics Association and the Big North Conference. As such, BHS must follow the rules of both organizations very seriously. All persons attending athletic events, whether parents, students or casual fans have a responsibility to uphold the ideals of sportsmanship, fair play and to remember that every high school athletic event is an extension of the educational day. New Jersey state laws regarding Harassment, Intimidation and Bullying also apply at interscholastic athletic events. These include:

- ♦ Understanding that the student athletes participating are children first!
- ♦ The rights of all participants to be treated with respect and dignity. It is a privilege to attend a high school athletic event and all attending should respect that ideal. This includes **Zero tolerance** of any racial, gender related, sexual or inappropriate comments during a game or event. The NJSIAA asks the game officials read instructions to all coaches and teams before each game regarding this ZERO tolerance issue and these instructions also apply to all in attendance.
- ♦ Knowing differences in the rules and their application between high school, college and professional sports.

In addition, please follow the following guidelines when participating or attending a BHS interscholastic athletic event.

Any student, adult, or spectator that attends an interscholastic event in New Jersey must follow the rules below:

1. Proper behavior is expected by all in attendance at all times. Alcohol use, attending a game intoxicated or under the influence of drugs is not permitted under state law.
2. Handmade signs, noisemakers, or any device which has the potential to interfere with the playing of the game in any way is prohibited.

3. The home school's rules of attendance must be followed by all in attendance.
4. Please follow the instructions of game event staff and administration at any contest, home or away.
5. The basic rule is: Enthusiastically support your own team and exhibit positive sportsmanship at all times, remembering that we are all responsible for good sportsmanship at high school athletic events.

Failure to follow the above guidelines and rules when attending Bergenfield High School games and events home or away may result in a loss of the privilege of attending those games contests. The Big North Conference member schools all adhere to the same policies.

THE USE OF STEROIDS, TOBACCO, DRUGS & ALCOHOL ARE PROHIBITED

By now most teens are aware of the use of anabolic steroids in bodybuilding, professional, and amateur sports. Steroid use has grown to epidemic proportion in high schools. Use of anabolic steroids is extremely dangerous.

Any student suspected of using steroids or other weight and strength increasing substances, may be required to be tested. Anyone testing positive or in possession of steroids will be subject to penalties.

The Board prohibits the use and/or possession of drugs and alcohol on or near (within 1000 feet of school property) school premises, at any school activity on or away from school premises that is sponsored by this Board, and on any transportation vehicle provided directly or indirectly by this Board. The Board also prohibits the sale or distribution of drugs and alcohol on school property, at all school activities, on any transportation vehicle provided directly or indirectly by the Board, and anywhere in Bergenfield where circumstances indicate that a student is dealing drugs. Disciplinary sanctions shall include suspension or expulsion. **New Jersey law requires** that a school district report to the police any pupil who violates the Board's drug and alcohol policy, including being in possession of drug paraphernalia. **New Jersey law also requires** that any pupil suspected of being under the influence of alcohol or other drugs be referred to a physician for an **immediate** medical examination which will include a drug and alcohol screen.

Substances that are prohibited included alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9 or any over-the-counter or prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community.

**BERGENFIELD HIGH SCHOOL
STUDENT-ATHLETE AND EXTRA-CURRICULAR
PARTICIPATION CODE OF CONDUCT
CONTRACT**

I, _____ hereby agree to the terms and conditions set forth in this agreement on attitude, behavior and conduct. As a student at Bergenfield High School, I understand the participation in the athletic program and extra-curricular activities is a privilege. Students and Student Athletes will be held to a higher standard regarding their attitude, behavior and conduct while on or off school property. It is a privilege to represent the school in athletic contests and extra-curricular programs. In order to continue enjoying that privilege I must adhere to attitude, behavior and conduct guidelines set forth by the Administration of the high school. These privileges cannot exist for students who improperly conduct themselves. Failure to comply with school or team rules will result in athletic and extra-curricular privileges being suspended or revoked as per the disciplinary guidelines in the Parent/Guardian Student Handbook. (Social Probation).

A serious offense deemed by school personnel will result in a meeting among the student, coach or activity director and the Athletic Director and/or Principal or Assistant Principal or Dean of Discipline.

Serious offenses include but are not limited to the following:

Bullying, Intimidation or Harassment	Fighting (on or off Campus)
Insubordination of School Staff	Obscene Profane Language
Weapons Possession	Drug or Alcohol Possession/Smoking
Engaging Fire Alarms	Willful & Continued Disobedience
Improper Conduct at Sporting Event	Criminal Conduct
Conduct Detrimental to the School, Team, Activity or Fellow Students	

Initial or subsequent offenses and violations of this contract will result in suspension and/or revocation of athletic and extra-curricular participation privileges. Students and Parent/Guardians should understand that serious offenses will result in immediate suspension of participation in athletics or activities as well as from school.

All student-athletes and participants in athletics and extracurricular activities and parents must sign this contract before participating in any sport or activity.

The building principal will be responsible for enforcement of this contract.

I have read, understand and agree with the terms and conditions stated above in this student-athletes and extra-curricular code of conduct. By my signature of my parent/guardian below we indicate understanding that violations of this code may result in athletic and extra-curricular participation privileges being lost.

Student-Athlete Signature/Date

Parent/Guardian Signature/Date

Team

EXTRACURRICULAR ACTIVITIES AND CLUBS

Academic Decathlon.....	Ms. Guttilla
Art Honor Society	Mr. Dapito
Bear Facts Newspaper	Ms. Papageorgiou
Big Brothers Big Sisters.....	Ms. DePinto
Chemistry Olympic Team.....	Dr. Kahyaoglu
Class of 2017.....	Mr. Adams
Class of 2018.....	Mrs. Hirstius
Class of 2019.....	Mrs. Fabian-Biggins
Class of 2020.....	Mrs. Papageorgiou
Color Guard.....	Mr. DeLucia
Dance Club.....	Ms. Papageorgiou
Debate Club.....	Mr. Kozay
DECA.....	TBA
Environmental Club	Mrs. Soporowski
French Club	Mrs. Kravitz
French Honor Society.....	Mrs. Kravitz
Graphic Arts Club	Mr. Moliere
Health Career/Englewood Hospital Volunteer	Mr. Ragasa
Health Office Helpers	Mrs. Borrows
Interact.....	Ms. Gonzalez
Literary Magazine <i>Collage</i>	TBA
Marching Band	Mr. Timmons
Model U.N.....	Mr. Tanglao
National Honor Society.....	Ms. Brunet
Orchestra.....	Mr. Dubbiosi
Quiz Bowl	Mr. Baldwin
Ski & Snowboard Club.....	Mr. Papapetrou
Spanish National Honor Society.....	Ms. Ruiz & Mr. Meana
Stage Director.....	Mr. Pennell
Student Congress.....	Mr. Biggins
Taiko Drum Club.....	Ms. Froehlich & Mr. Brown
Technology, Engineering, Robotics Club	Mr. Fidler
Tri-M Music Honor Society	TBA
TV Video Club	Ms. Carr
Weight Lifting Club	Seasonal
Yearbook	Mr. Dapito

**Bergenfield Board of Education
Internet & Electronic Information
Access Agreement/Student Agreement**

Dear Student and Parents/Guardians:

Bergenfield High School's goal in providing access to the Internet and/or other sources of electronic information include:

1. Providing a rich and interesting educational experience;
2. Developing academic growth and excellence;
3. Developing skills related to research, use of computers and computer software, computer etiquette, responsibility and accountability.

STUDENT AGREEMENT

As a condition of using Bergenfield School District's computers and computer networks to access programs and/or information including, but not limited to, the Internet, Netspace, and the World Wide Web, I have read and agree to abide by the Bergenfield Board of Education Policy 6142.10. I understand that any violation of these guidelines or any inappropriate conduct related to computer usage may result in administrative action, including, but not limited to, revocation of my computer use and access, detention, suspension, expulsion, or legal prosecution. I understand and am fully responsible for my actions.

Student's Name _____ (**Please Print**)
Student's ID Number _____ Grade _____
Student's Signature _____ Date _____

PARENT/GUARDIAN CONSENT AND AGREEMENT

I have read and discussed with _____ (Student's Name) the above agreement and the Board of Education Policy 6142.10 (Acceptable Use Policy). I understand that access to the Internet and the World Wide Web as well as to computer programs on school computers are for **educational use only**.

Parents/Guardian's Name _____
Parent/Guardian's Signature _____

BERGENFIELD BOARD OF EDUCATION
POLICY MANUAL

FILE CODE: 6142.10

ACCEPTABLE USE POLICY (AUP)

All school computer systems and Internet facilities are to be used in a responsible and legal manner by student and staff according to all policies of the Bergenfield School District. Users must acknowledge their understanding of the policies and guidelines as a condition of receiving an account or using the computer network or Internet.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to limited information and materials. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Bergenfield School District takes precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District.

The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work.

The purpose of the Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of an account must be in support of and consistent with the educational objectives of the Bergenfield Public School District. Violation of the AUP may result in immediate termination of access to the network and other disciplinary action in accordance with district policies.

The district has the right to place reasonable restrictions on the materials accessed or posted through the network.

ACCEPTABLE/UNACCEPTABLE

1. All use of the Internet must be in support of education and research and consistent with the purposes of Bergenfield School District. The network should not be used for any non-instructional purpose such as e-mail, chat rooms, or other direct mail communications. Any use of the network for commercial or for-profit purposes is prohibited. Use of the network for personal and private business is prohibited, such as online shopping. Any use of the network for product advertisement or political lobbying is prohibited.
2. Network accounts are to be used only by authorized owner of the account for the authorized purpose; never are accounts to be used for unauthorized disclosure, or use and dissemination of personal information regarding minors.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. This includes misuse of academic information for the purpose of plagiarism or any other copyright infringement.
4. All communications and information accessible via the network should not be assumed to be private property. Electronic messages and stored files should be regarded as property of the school district.

ACCORDING TO BILL A592:

It is illegal for any personal information about students to be posted on the Internet, including school Web sites, without written consent from a legal guardian. This would include an online student newspaper. In addition, this bill would prohibit school districts from posting any identifying information about students -from names to photos- on a school-sponsored website.

Status: Bill passed Assembly and Senate unanimously.

Ramifications: Law prevents newspapers hosted on a school district's Web site from including names and photographs of students. This also encompasses by-lines of articles or upcoming event calendar dates and locations of these events despite the fact that such material routinely appears in the print version of student publications available in public libraries and other places. Some school districts have made it mandatory to obtain written permission from a legal guardian before a minor's picture may be published in any format, including yearbooks and student newspapers. (This includes group shots of sporting events where opposing players are photographed.)

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE FOR SCHOOL YEAR 2016-2017

This notice is being distributed with the New Jersey School Integrated Pest Management Act. The Bergenfield Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for the Bergenfield Board of Education is: Mr. Paul McDevitt, (201) 385-7170, 225 West Clinton Avenue, Bergenfield, New Jersey.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available) of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member or student attending the school. Also the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use in the school.

As part of a school pest management plan the Bergenfield Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Bergenfield School District has and will continue to comply with all of regulations of the Asbestos Hazard Emergency Response Act (AHERA) (P.L. 99-519). This is being done by adhering to the operation and maintenance program set up by our designated "Asbestos Coordinator".

The Management Plan and O & M programs are available for review to all parents, teachers, and staff during regular hours at each school or at the Board of Education office located in the high school. There is no cost to review the documents in schools, however, a reasonable charge will be made to make copies. A request for copies must be made in writing and submitted to the "Asbestos Coordinator".

All of the asbestos containing building materials in the building are in good condition and we will continue to monitor them under our O & M as recommended by the EPA Administrator.

Paul McDevitt
AHERA Designated Person

September

2016

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				<div>1</div> <div>First Day for Teachers</div> <div>Regular Reg.</div> <div>Deadline for Oct. SAT</div>	<div>2</div> <div>Staff Development Day</div>	<div>3</div>
<div>4</div>	<div>5</div> <div>Labor Day</div>	<div>6</div> <div>First Day for Students</div> <div>Start of Marking Period 1</div> <div>Day 1</div>	<div>7</div> <div>Day 8</div>	<div>8</div> <div>Day 7</div>	<div>9</div> <div>Day 6</div>	<div>10</div>
<div>11</div>	<div>12</div> <div>Day 5</div>	<div>13</div> <div>Day 4</div>	<div>14</div> <div>Freshman Parent Orientation</div> <div>7:00-9:00 P.M.</div> <div>Day 3</div>	<div>15</div> <div>Day 2</div>	<div>16</div> <div>Regular Reg.</div> <div>Deadline for Oct. ACT</div> <div>Day 1</div>	<div>17</div>
<div>18</div>	<div>19</div> <div>Day 8</div>	<div>20</div> <div>Late Reg.</div> <div>Deadline for Oct. SAT</div> <div>Day 7</div>	<div>21</div> <div>Open House</div> <div>7:00-9:00 P.M.</div> <div>Day 6</div>	<div>22</div> <div>Day 5</div>	<div>23</div> <div>Day 4</div>	<div>24</div>
<div>25</div>	<div>26</div> <div>BOE Meeting</div> <div>8:00 P.M.</div> <div>Day 3</div>	<div>27</div> <div>Day 2</div>	<div>28</div> <div>Day 1</div>	<div>29</div> <div>Day 8</div>	<div>30</div> <div>Late Reg.</div> <div>Deadline for Oct. ACT</div> <div>Day 7</div>	

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15	16 Martin Luther King, Jr. Staff Development Day No School for Students <i>Day 7</i>	17 <i>Day 6</i>	18 <i>Day 5</i>	19 <i>Day 4</i>	20 <i>Day 3</i>	21																																																																																				
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February

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<p>7</p>	<p>8</p> <p>AP Testing Biology Music Theory Physics</p> <p><i>Day 7</i></p>	<p>9</p> <p>AP Testing Calculus AB & BC French Lang. Spanish Lit. Late Reg. Deadline for June SAT</p> <p><i>Day 6</i></p>	<p>10</p> <p>AP Testing English Lang. & Comp. Macroeconomics</p> <p><i>Day 5</i></p>	<p>11</p> <p>AP Testing World History Statistics</p> <p><i>Day 4</i></p>	<p>12</p> <p>AP Testing Microeconomics European History Human Geography</p> <p><i>Day 3</i></p>	<p>13</p>																																																																																				
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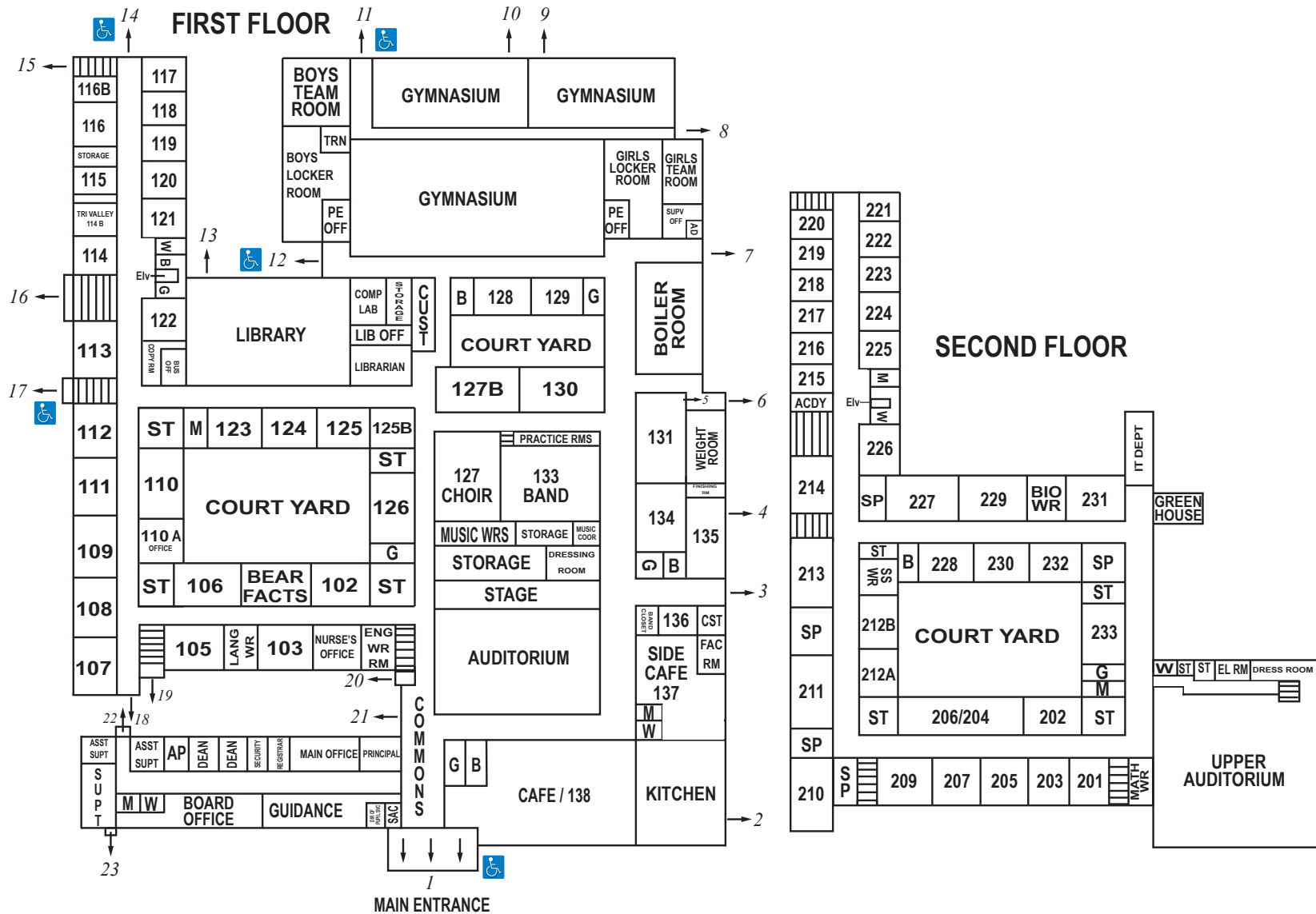
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18	19 Half Day Session Periods 1-5 BOE Meeting 8:00 P.M. <i>Day 6</i>	20 Half Day Session Periods 1,2,6,7,8 <i>Day 5</i>	21 Last Day for Teachers	22	23	24																																										
25	26	27	28	29	30																																											

MAIN ENTRANCE



BERGENFIELD FIGHT SONG

Come let us raise our song to Bergenfield
Her honor we will always strive to shield
With courage high we'll ever meet the foe
At home and every place we're called upon to go
To her ourselves we proudly dedicate
And our best efforts ever consecrate
And we will fight, fight, fight, and never yield
For Bergenfield

GO

BEARS

GO!