

**BARNEGAT HIGH SCHOOL  
STUDENT HANDBOOK**

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## EMERGENCY CLOSING

In the event school is closed because of inclement weather, or any other emergency, the following radio and television stations will broadcast school closing or delayed opening information. This information will also be posted on the district website at [www.barnegatschools.com](http://www.barnegatschools.com). Please **do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.**

100.1FM

News 12 NJ

92.7 FM

E-Mail Alert/Global Connect

**Please Note:** In the event of an emergency closing, all school activities including athletics will be canceled. All school delays due to inclement weather will be a two-hour delay.

## QUICK PHONE REFERENCE

Barnegat High School	(609) 660-7510
Main Office	Ext. 7003
Athletics	Ext. 7002
Attendance	Ext. 7004
Nurse	Ext. 7008
Guidance	Ext. 7060
Transportation	(609) 698-5816

## VISITORS

All visitors must report to the security office and obtain visitors passes. **Student visitors are not permitted without prior approval of administration. All guests wishing to meet with a staff member or administrator should make an appointment before coming to the school.**

**BARNEGAT HIGH SCHOOL – BLOCK SCHEDULE**

<b><u>Students Enter Building</u></b>	<b>7:00 – 7:10</b>		
<b><u>PERIOD</u></b>	<b><u>A DAY/B DAY</u></b>		
<b>HOMEROOM</b>	<b>7:10 – 7:19</b>		
	Passing Time (4 minutes)		
<b>BLOCK 1</b>	<b>7:23 - 8:45</b>		
	Passing Time (4 minutes)		
<b>BLOCK 2</b>	<b>8:49 – 10:11</b>		
	Passing Time (4 minutes)		
<b>BLOCK 3</b>	<b><u>A LUNCH</u></b> <b>3AL 10:15 – 10:55</b> Passing Time (3 min.) <b>3A 10:58 – 12:21</b>	<b><u>B LUNCH</u></b> <b>3B 10:15 – 10:55</b> Passing Time (3 min.) <b>3BL 10:58 – 11:38</b> Passing Time (3 min.) <b>3B2 11:41 – 12:21</b>	<b><u>C LUNCH</u></b> <b>3C 10:15 – 11:38</b> Passing Time (3 min.) <b>3CL 11:41 – 12:21</b>
	Passing Time (4 minutes)		
<b>BLOCK 4</b>	<b>12:25 – 1:50</b>		

<b>Hybrid/COVID Full Day</b>			<b>5 Min Passing</b>
<b>BLOCK</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
Homeroom = 15 Minutes	7:10 AM	8:35 AM	85 Minutes
2	8:40 AM	9:50 AM	70 Minutes
3	9:55 AM	11:05 AM	70 Minutes
LUNCH = 30 Minutes	11:10 AM	12:50 PM	100 Minutes
<b>Hybrid/COVID Early Dismissal - No lunch served</b>			<b>4 Min Passing</b>
<b>BLOCK</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
Homeroom	7:10 AM	8:19 AM	69 Minutes
2	8:23 AM	9:16 AM	53 Minutes
3	9:20 AM	10:13 AM	53 Minutes
4	10:17 AM	11:10 AM	53 Minutes
<b>Hybrid/COVID 90 Minute - Delayed Opening</b>			<b>5 Min Passing</b>
<b>BLOCK</b>	<b>Start Time</b>	<b>End Time</b>	<b>Minutes</b>
Homeroom = 15 Minutes	8:40 AM	9:45 AM	65 Minutes
2	9:50 AM	10:40 AM	50 Minutes
3	10:45 AM	11:35 AM	50 Minutes
LUNCH = 20 Minutes	11:40 AM	12:50 PM	70 Minutes

## **BARNEGAT HIGH SCHOOL MISSION STATEMENT**

Barnegat High School, in partnership with our community, will provide a safe, innovative, and nurturing school environment where students are valued and treated with dignity and respect as the staff prepares and engages them in meaningful, differentiated learning experiences that will promote social responsibility and cultivates future academic and workforce success.

### **AFFIRMATIVE ACTION**

The Barnegat Township School District complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, N.J.A.C. 6A: 7 – 1, and their respective implementing regulations which prohibit discrimination on the basis of race, color, or national origin, sex, disability, and age, respectively. The District provides equal access and opportunity in employment as well as enrollment, in all of its programs and activities, regardless of race, color, national origin, sex, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall on the basis of sex, race, religion, creed, ancestry, national origin, affectional or sexual orientation, social or economic status, and/or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity.

The Affirmative Action Policy, Comprehensive Equity Plan and grievance procedures are located in the main office of the Barnegat Township Board of Education and in the main office of each school within the district.



### **Affirmative Action Grievance Procedure:**

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action may contact the following for information:

Steve Nichol- Director of Special Projects

## **NONDISCRIMINATION GRIEVANCE PROCEDURE**

In keeping with the federal/state anti-discrimination legislation, the Barnegat Township Board of Education has adopted a grievance procedure providing for the resolution of employee, student, and parent complaints.

### **PURPOSE:**

To provide employees, students, and parents/guardians 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, national origin, social/economic status, age, marital status or handicap/disability. Although this procedure is available to all persons for the reasons described hereinabove, it neither precludes nor excludes the exercise of their legal rights under other federal and/or state statutes or administration.

### **DEFINITIONS:**

Grievance – A formal written complaint.

Grievant – Any employee, student or parent/guardian aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

Grievance Officer – The districts Affirmative Action Officer shall coordinate compliance efforts with anti-discrimination legislation as it applies to (1) any complaints of discrimination on the basis of race, creed, color, sex, religion, ancestry, national origin, social/economic status, age or marital status as it pertains to the above and (2) any complaints involving employment practice discrimination on the basis of handicap, further, he is charged with the responsibility of investigating such complaints

Or

The district's Affirmative Action Officer or Special Services shall coordinate compliance efforts with anti-discrimination legislation as it applies to complaints of qualified handicapped/disabled persons concerning educational programs, facilities and services and is charged with the responsibility of investigating such complaints. Contact the Principal for a copy of the Grievance procedures.

## **OPEN DOOR POLICY**

Periodically parents ask, "Who do I talk to if an issue exists that affects my child?" My best advice is to begin with the teacher, coach, or advisor who is closest to the issue and can offer real-time advice.

The Principal welcomes and encourages visits from any student or parent. Students and parents are welcome to make an appointment with a main office secretary to meet with an administrator. In an emergency situation, the Principal can always be reached.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The right to a free public school education for all New Jersey children between the ages of five and twenty-one is guaranteed by the New Jersey Constitution. State law also requires compulsory education for children between the ages of six and sixteen.

This right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers, they must pursue their prescribed courses of study, and they must comply with those rules that have been established by law for the governance of the school. Those students who do not obey the rules of the school system, or who otherwise act in a manner so as to disrupt the school system, are subject to discipline.

Students' rights and responsibilities exist in the areas of inquiry and expression, student press, extracurricular activities, personal appearance, curriculum offerings, student records, and discipline. The best way to exercise these responsibilities and to protect these rights is through the Student Council. Through active involvement in the Student Council, each student can help our school attain the proper balance between Students' rights and responsibilities. If a student is dissatisfied with any aspect of his/her educational experience (imposed disciplinary action, eligibility determination, attendance ruling or academic situation), an appeal may be submitted to the appropriate level of concern. The levels of involvement in the appeal process at Barnegat High School include: The Student Council, the Administration, the Superintendent of Schools, the Board of Education, and ultimately, the New Jersey Commissioner of Education.

## **PUPIL ARRIVAL/DEPARTURE**

Students are permitted to enter the building at 7:00 A.M. Breakfast is provided in the cafeteria and at grab-and-go carts from 7:00 am – 7:10 am. After 7:10 am, no food or drink will be permitted to be brought into the building into classrooms without permission. This includes coffee and drinks that may spill. School starts at 7:10 A.M. **Senior students with a “late arrival” schedule are required to report to school by 8:40 am.** (The Cafeteria will be closed during the Modified Covid-19 Schedule. Grab and go kiosks will remain open.)

Students are not permitted in the building after 2:00 P.M. unless supervised by a faculty member. Students are not permitted in any unsupervised area of the building before or after school hours. In order to protect the safety of students and to avoid unnecessary confusion and congestion we ask parents who pick up their children to cooperate in the following:

1. Pick up your child at 2:00 P.M. or immediately after a school activity. (1:00 PM on Modified Covid Schedule)
2. Follow all posted one way and stop signs.
3. Parents are required to follow all Security Guards directions regarding student drop off and pick up.
4. Do not park in areas designated as faculty parking area, fire hydrant area, fire lanes or bus parking only or on the grass.
5. Please do not block the roadway to discharge or pick up passengers.
6. Parents/guardians, siblings or friends who pick up students after school are asked to remain inside of their cars while waiting.
7. Students are not to order a taxi or Uber without specific parental permission given to the main office.

## **BUILDING SECURITY**

The entrance for Barnegat High School will be locked at all times with the exception of 6:30 – 7:10 A.M. for arrival. Students and staff shall only enter and exit through the front doors between the hours of 7:10 am and 1:50 pm. Failure to do so may result in disciplinary action.

Students are not permitted to order outside food or drinks to be delivered to the building. Security will not accept food from delivery person(s).

## **BUS CONDUCT**

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

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Students assigned to a particular bus must not change buses without the approval of the transportation coordinator immediately. Riding a school bus is a privilege. Inappropriate behavior will result in disciplinary action that may include being excluded from the bus. Parents will be contacted when this occurs.

**NOTE:** Students must ride their assigned buses to and from school.

**Transportation phone number - (609) 698-5816**

## ATTENDANCE

Student attendance is vital when learning is its ultimate aim: in order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high scholastic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

Attendance at school is required by state law (NJSA: 18A:38.25 and NJAC 1:20-1.3) except for illness or excused absence. Frequent absences do adversely affect a student's academic progress. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order for each student to obtain maximum educational benefits. Regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity orchestrated by a competent teacher are vital to this purpose.

### ATTENDANCE PROCEDURES

**Students who are absent must bring a note containing the student's name, the reason for the absence, the dates of the absence, and the signature of the parent or guardian. Any student who is absent from school due to illness, may not participate in any school-related activity during the days of absence. (Medical documentation may be needed for excessive absences)**

### REPORTING AN ABSENCE OR TARDY

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Attendance Office answering machine. The answering machine will be checked at certain times during the day. For emergencies, please contact the Main Office. When calling out via the attendance number (ext. 7004), please include the following information:

1. Barnegat High School Student's Name
2. Your name and relationship to student
3. Reason for absence
4. Probable date of return
5. Any other pertinent information

### ATTENDANCE POLICY

High school students shall be allowed five (5) absences for a semester course and the equivalent of ten (10) absences for a full year course before losing credit for the course.

If a student exceeds the number of absences allowed during the course; he/she will be placed on a "Credit Withdrawal" status, and may not qualify to receive credit for his/her course(s). Parents will be notified by mail.

The following absences are considered *excused* and will not be counted toward the student's absentee record:

- School-sponsored activities
- Absences excused with a doctor's note
- Religious holidays as defined by the N.J. Department of Education ([www.state.nj.us/njded/genfo/holidays.htm](http://www.state.nj.us/njded/genfo/holidays.htm))
- Death in the family (Immediate family member)
- College visitation with verification
- Court subpoena or driver's road test with verification. An excused late will be issued to students who have to take a DMV eye test for their driver's permit with proper verification.

**All documentation must be submitted within seven (7) calendar days to be considered excused. Please contact the attendance office immediately with any unforeseen circumstances regarding this matter**

## **MAKING UP WORK FOLLOWING ABSENCES**

A student may make up work following any excused absence. **Upon returning to school after an absence, the student will have (2) days for each day of absence to make up work unless the student makes other arrangements with his/her teachers. It is the student's responsibility to obtain and complete all missed assignments.**

## **FAMILY VACATIONS**

**(Vacation days are chargeable to the attendance record)**

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. Students are to fill out a Vacation Request Form available on the website, have it signed by a parent or guardian, and return it prior to vacation to the Guidance Office.
2. The classroom teacher will provide the student with appropriate assignments prior to the absence if applicable and if so requested by the student, parent or guardian.
3. Failure to complete the assignments and/or tests within the specified time shall result in the issuance of a failing grade for the assignment and/or test.
4. Responsibility for making arrangements to complete missed assignments and/or tests shall rest with the student.

## **ATTENDANCE APPEAL PROCEDURE**

The following procedure will be followed:

1. **Petition for Appeal** – Students/Parents will receive written notification that the student is in credit withdrawal status. A written petition must be submitted to the Principal by the student's parent/guardian, no later than five (5) school days after the receipt of no credit status. Failure to do so will forfeit the right to an appeal. If the student initiates an appeal, he/she must regularly attend school and class until his/her appeal is heard and a decision is rendered. This will be submitted to the Attendance Review Board.
2. **Attendance Review Board** – In keeping with the dictates of the due process procedure, the School Attendance Review Board shall review cases brought by a petition from the parent/guardian. The appeal committee will be comprised of a vice-principal, teachers, guidance counselor, and child study team case worker if appropriate.

**Students who are absent more than the legal limit, who have not supplied a valid excuse, and have not responded to the interventions will lose credit. Cuts from class will also count as an invalid absence from class and will result in loss of credit.**

### **Credit Withdrawal Threshold for ABSENCES and/or Cuts**

- Full Year Course - 10 Days or 3 Cuts
- Physical Education - 7 Days or 2 Cuts
- Semester Course (1/2 Year) - 5 Days or 2 Cuts

### **Credit Restoration Process**

Student must obtain credit withdrawal appeal paperwork and return to the Main Office with any other pertinent documentation within 5 days of receiving notification of credit withdrawal status.

**\*FOR A DETAILED OUTLINE OF ATTENDANCE POLICIES, PLEASE REFER TO THE ATTENDANCE POLICY POSTED ONLINE**

## **HOME INSTRUCTION**

Doctors may request that a student be placed on home instruction for medical reasons. The request must be made in writing and submitted to The Office of Student Personnel Services (Guidance). The Homebound Committee reviews all requests from doctors for home instruction. A signed doctor's script must contain students name, diagnosis, request for homebound with beginning and end date. Parents must complete the Home Instruction release form available in the Office of Student Personnel Services (Guidance). Once approved, homebound teachers will contact parents directly to arrange a time for instruction with a tutor. An adult must be present at

all times during home instruction. A doctor's note must be presented to the Office of Student Personnel Services (Guidance) for readmission to school.

### **DEFINITION OF CLASS TARDY**

- A present student who misses more than fifteen (15) minutes of any particular class will automatically be marked **as a cut**.

### **TARDY TO SCHOOL & CLASS THRESHOLDS**

Students will be warned every day upon entering school tardy by administration or designee.

- 3 Lates = warning
- 6 Lates = 1 detention & referral on parent portal/Genesis
  - Every 6 lates thereafter will result in additional detentions.

### **EARLY DISMISSAL**

Early Dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for Early Dismissal, parents are expected to write a note to the Attendance Office specifying the date, time and reason for the request. Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed. Parents-Designee will be expected to show identification.

If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students directly from the health office after sign out is complete.

- **In emergency situations, the administration may secure parent permission for alternative action**
- Notes must include a home number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave.

**Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities if they don't have the required hours accumulated for the school day. Exceptions may be made only with the approval of the High School Administration.**

### **SOME ATTENDANCE REMINDERS**

- Students must be present in school for at least 4 hours to be marked present for the full day and participate in extracurricular activities.
- Students reporting late to school may be in jeopardy of missing seat time in one or more classes.
- Barnegat High School is on a block schedule. Therefore, habitually reporting to school late or leaving school early can jeopardize receiving credit in 1<sup>st</sup> or 4<sup>th</sup> period classes. Please be mindful of your attendance in each class separately.

### **HEALTH AND PHYSICAL EDUCATION**

According to N.J. Law, all students must take and pass physical education, health or driver education requirements.

The Health program is designed to meet the N.J. State-mandated program of Family Life Education. A brief outline of topics covered is included in the specific course descriptions. Copies of the complete Family Life Education curriculum are available for parental review; appointments to review the program can be made by contacting the Director of Curriculum.

### **EXEMPTION FROM FAMILY LIFE EDUCATION**

A parent or guardian who desires that his child be excused from one or more days of instruction in Family Life Education must present to the Principal a signed statement which identifies specific subject matter as being "in conflict with his conscience or sincerely held moral or religious beliefs". Following review, verification or parental signature, and approval of the request, the Principal will specify an alternative arrangement by which the student may fulfill class requirements.

## **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

Students may have a one day excuse from Physical Education which will be given by the School Nurse. For an extended excuse, the student must have a statement signed by a physician (chiropractor notes are not acceptable by New Jersey State Law). This statement must include the nature of the illness, as well as the beginning and end date designating inclusively the period during which Physical Education will not be taken by the student. The physician's statement should be taken to the School Nurse. The School Nurse will complete a record for the Physical Education Instructor stating the dates of the absence from Physical Education. The official physician's statement will be kept on file in the Health Office. Whenever the excuse identifies an indefinite but lengthy time period, the Physical Education Instructor and the School Nurse will confer at the end of each marking period. The School Nurse will then contact the physician to ascertain the health status of the student.

Students must complete an alternate assignment, in lieu of PE participation, to receive credit in Physical Education. In all cases of an ongoing, serious illness, the physician's statement will be required only at the beginning of each school year.

## **TRANSFER/WITHDRAWAL PROCEDURES**

Any student wishing to sign out or transfer from Barnegat High School must follow the sign-out procedure. This procedure must be initiated through the counselor and completed by the student. Failure to follow the procedure will cause delays in records being sent to other schools, employers, etc.

## **CHANGE OF ADDRESS**

Students who move to a new address must immediately give their new address and telephone number to their counselor. They should also submit an emergency phone number for use in case of an accident or illness.

## **GRADING SYSTEM**

1. The grading system is numerical.
2. Midterm exams cover the first semester of the course. (Semester courses have a final exam only.)
3. Final exams cover the second semester of the course.
4. The final grade is obtained from the four marking period grades, and the midterm and final exam grades.
5. Students will be assigned a grade using the following scale.

A = 90-100

B = 80-89

C = 70-79

D = 65-70

F = 64 and below

## **NUMERICAL GRADES WILL APPEAR ON REPORT CARDS**

WP	Withdraw Passing	WF	Withdraw Failing
CW	Credit Withdrawal	I	Incomplete
EX	Exempt	M	Medical
AU	Audit		

## ACADEMIC INTEGRITY

Barneget High School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust that exists between faculty and students. All course requirements are expected to be fulfilled by work that is the exclusive product of one's own effort, without unauthorized help from any other source. The assumption of academic integrity is an essential element in the educational process.

**Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the high school administration.** Records of cheating by students will be maintained throughout a student's full four years of attendance.

1. Cheating is a violation of academic integrity.
2. Cheating is taking credit for any work that is not one's own.
  - Cheating is violating teacher guidelines for the production of assignments.
  - Teachers will define guidelines for independent and cooperative work in each class.
3. Cheating on any work produced for a grade will be penalized.
4. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
5. If a student is found cheating, they will receive a zero. However, it is the teacher's discretion to allow the student to resubmit the work for partial credit.
6. The parents or guardians will be contacted by the teacher.
7. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.
8. National Honor Society eligibility will be jeopardized.
9. **Plagiarism** is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing may face disciplinary action; plagiarized work will not be accepted and the student will be given a zero. However, it is the teacher's discretion to allow the student to resubmit the project for partial credit. The plagiarism incident will remain in the student discipline folder.

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA).

In addition, students must:

1. practice responsible note-taking,
2. understand the significance of copyright laws,
3. document all sources, and
4. give credit to others for their thoughts/ideas/opinions.

Colleges and businesses alike will not tolerate any form of plagiarism. Consequences may include the loss of college credit as well as the loss of wages, job termination or even lawsuits.

## PARENT CONFERENCES

Students and parents may wish to see a guidance counselor and/or teacher about an educational, vocational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents should make an appointment with a guidance counselor.

## INTERIM PROGRESS REPORTS

Interim reports of student progress are available at the midpoint of each quarter by utilizing the parent portal. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work.

## REPORT CARDS

Made available via parent portal at the end of each marking period, report cards show student progress in each subject. The report cards are data processed and will be available on the genesis computer programs for parents to access. Students and their families are encouraged to contact the Guidance Counselor and teachers with questions and/or concerns at any time throughout the school year.

## HONOR ROLLS

**Honor Roll** – Students who receive A’s and B’s will qualify for the Honor Roll. An incomplete (I) in any subject or a withdrawal passing (WP), a withdrawal failing (WF), withdrawal (W) or credit withdrawal (CW) disqualifies a student from the Honor Roll. The Honor Roll is published and posted at the end of each quarter.

**High Honor Roll** – Students who receive all A’s, and no more than (1) B, will qualify for the High Honor Roll. An incomplete (I) in any subject or a withdrawal passing (WP), a withdrawal failing (WF), withdrawal (W), or credit withdrawal (CW) disqualifies a student from the High Honor Roll. The High Honor Roll is published and posted at the end of each quarter.

**Principal’s Honor Roll** – Students who receive straight A’s will qualify for the Principal’s Honor Roll. An incomplete (I) in any subject or a withdrawal passing (WP), a withdrawal failing (WF), or credit withdrawal (CW) disqualifies a student from the Principal’s Honor Roll. The Principal’s Honor Roll is published and posted at the end of each quarter.

## GRADUATION REQUIREMENTS

**Note: Students must also meet a minimum cut score on one of the state assessments as required by the New Jersey Department of Education. Please see the guidance webpage for specific scores and information.**

To be eligible for a high school diploma awarded by the Barnegat Township Board of Education, students must earn 120 credits, which includes 110 credits toward NJ High School Graduation requirements (N.J.A.C.6A:8-5). Refer to the BHS Program of Studies.

Each student must pass 120 credits, to include the following:

### Courses

English	20
PE/Health/Safety	20
Mathematics	15
Science	15
US History	10
World History	5
World Language	5
Visual & Performing Art	5
Career/Technical Education	5
Financial Literacy	2.5
<u>Elective Credits</u>	<u>17.5</u>
<b>TOTAL TO GRADUATE</b>	<b>120</b>

**\* BHS students earn 40 credits each year with a full schedule and 35 credits each year with a vocational school schedule**



## CLASS RANK

Individual class rank is based on student grade point average, which is calculated using only numerical grades. The class rank is interpreted on a standard GPA scale where each percentage grade is converted, point-by-point, to an equivalent conventional GPA. Although students and parents can calculate the GPA, class rank cannot be calculated because this is where the students stand in comparison to their peers in their respective grade level. All courses taken for credit are incorporated into the class rank calculation at BHS, except for the following: Medical Pass or Fail. It should be noted that the class rank of students is cumulative. Thus, the rank reported in September of the senior year is a composite of grades 9-11. Mid-year rank is also reported for 11th and 12th-grade students for academic awards and college applications.

## SCHEDULING PROCEDURES

### Criteria for Changing Student Schedules

Students who wish to change their schedules after the initial course selection process may be denied entry into a course if the class is overloaded or due to conflicts.

A counselor will be available during the summer to assist students with schedule changes. Schedule changes may be made during the summer months with the approval of District Supervisors and Administration. Specific forms must be filled out in their entirety.

### After the school year begins in September,

#### **Schedule changes will only be considered for the following reasons:**

1. The correction of a clerical error in the schedule. Examples might include a missing course, a conflict between two or more courses, failure of a prerequisite course or a serious imbalance in the course load assigned for each semester.
2. A recommendation from the Child Study Team.
3. A recommendation from the district supervisor or a building administrator for disciplinary, attendance, or instructional reasons.
4. A student wishes to take an additional course(s) which does not require dropping any other course(s).
5. A teacher recommends a change based on the fact that the student is misplaced in a particular course or that a change in level would be beneficial to the student. Teacher recommendations for changes according to this criterion must be made prior to the end of the first quarter of all courses, i.e. by the first progress report for year-long courses. This must be done with the approval of the Principal after recommended by the Curriculum AND/OR Subject Supervisor as well as the High School Counselor.

#### **Schedule changes will not be considered for any of the following reasons:**

1. Course content or standards differ from student expectations
2. Dropping a course because it is not needed for graduation
3. Inability of a student to relate well to a given teacher
4. Preference for some other subject
5. Preference for a different teacher
6. Dropping a course in order to lighten one's course load

**NO schedule changes are allowed based solely on teacher preference.** Only schedule changes that are educationally beneficial for students will be considered.

### **DEADLINE FOR SCHEDULE CHANGES:**

Friday of the 2<sup>nd</sup> Full Week in September

**Course Schedules changed after this date may result in a grade of WF (Withdraw Failing) being computed into the grade point average and appearing on the high school transcript. This can adversely affect class rank and will negatively impact the student's permanent record.**

### **SPECIAL SERVICES**

The Barnegat High School Child Study Team staff includes psychologists, social workers, and learning consultants. Their services are available for evaluative purposes to determine if students are eligible for classification.

### **GENERAL RULES AND STUDENT RESPONSIBILITIES**

Students are expected to respect the rights of other persons, whether they be faculty members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Students are expected to obey the reasonable classroom regulations established by a teacher and are subject to the direction of the teacher in matters of discipline and the enforcement of school regulations.

Violations of school regulations will subject a student to disciplinary action. This may include classroom or office assigned detention, all-day detention or external suspension, or in extreme cases, a recommendation to the Board of Education for expulsion from school.

**The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior.** Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

Proper student conduct and behavior are fundamental to the educational process in a school system. Teachers will maintain and control a system of classroom management and discipline while utilizing effective communication with parents/guardians. Initial breaches of classroom rules and regulations will be handled by the teacher through the assignment of teacher detention.

**The established school rules of conduct apply to after-school, evening and off-campus activities, such as field trips, athletic trips, class trips, banquets, trips abroad, dinner-dances, meetings and evening sports activities.**

Students persisting in the violation of the rules will be referred to an administrator.

## STUDENT CODE OF CONDUCT

The Barnegat Township Board of Education believes that in providing its students with a positive environment that is conducive to the learning process. In order to create this environment, Barnegat believes in a philosophy of strong, consistent and effective discipline. Discipline procedures in all Barnegat schools will be progressive. The Board of Education is committed to full support of the administration in ensuring that each student to the rules and regulations promulgated by the administration and comply with such disciplinary measures as assigned for the infractions of these rules.

Therefore, the high school will provide an environment which encourages each student to:

1. Be accountable for one's actions and realize that with privileges there are responsibilities;
2. Acquire the values and attitudes necessary for responsible citizenship;
3. Develop a positive attitude toward learning and the school environment;
4. Know and abide by the rules and decisions of those in authority until such time as those rules and decisions are changed;
5. Develop an appreciation for the rights of others, including respect for the rights of persons who belong to various cultural, social, religious and ethnic groups;
6. Develop a sense of responsibility to groups in which one participates.

**Given an environment that encourages the student to acquire self-discipline, each student has the responsibility to:**

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and arrive on time;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;
7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the best possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

**\*Teachers may choose to handle these issues via their classroom procedures/rules and classroom discipline.**

## DISCIPLINE DEFINITIONS

1. Failure to Follow Procedure encompasses any and all procedures set forth by the Barnegat School District, High School, Administration, and staff. Procedures and Policies are put in place in order for children to learn in a safe and productive learning environment.
  - Steps of Discipline
    - I. 1 Detention
    - II. 2 Detentions
    - III. All Day Detention/ISS
    - IV. Suspension

2. Electronic Devices should not be visible during the school day unless used in a designated classroom instructional activity required by their instructor with the Principal's approval.
  - Steps of Discipline
    - I. 1 Detention
    - II. 2 Detention
    - III. All Day Detention
    - IV. Suspension

\*Items may be confiscated if a student becomes insubordinate

3. Inappropriate Dress (Please see Dress Code pg. 27) Included is hats, bandanas, and any garment that covers the head.
  - Steps of Discipline
    - I. Change Clothes
    - II. Detention
    - III. All Day Detention
    - IV. Suspension

\*Items may be confiscated if a student becomes insubordinate

4. Students must keep their ID cards on them at all times and must present them on request to any staff member. ID cards are mandatory and are enforced for the safety of the children of Barnegat High School. They may be required for entrance to school events, scheduled appointments with staff, to access the school building after homeroom, etc. Failure to have an ID card may restrict access for the student. If the students lose their ID, it is their responsibility to report to the main office to obtain a temporary ID card and/or purchase a replacement. Replacement cards are \$5.00.
5. Late to Class: Students who are not in the classroom when the bell rings will be marked absent. Students late who present valid pass will be marked tardy excused.

**Students will be reminded every day upon entering class tardy by their teacher and teacher administer discipline according to their classroom discipline plan- the teacher will keep a log to account for lates**

- 3 Lates = 1 Cut, 2 Detentions & referral on parent portal/Genesis
- 6 Lates = 2 Cuts, 4 Detentions & referral on parent portal/Genesis
- 9 Lates = 3 Cuts, All Day Detention/Suspension, Credit Withdrawal & referral sent home

**ANY STUDENT ENTERING CLASS AFTER 15 MINUTES WITHOUT PROPER DOCUMENTATION WILL RECEIVE A CUT**

6. Class cutting: Unexcused absence from class or unexcused tardiness (over fifteen minutes). A total of three (3) cuts in any one course will result in "no credit" for the course. **Barnegat High School does not sanction a "Cut Day" for any grade level.**
  - Steps of Discipline
    - I. 2 Detentions
    - II. 3 Detentions
    - III. All Day Detention

7. Cutting Detention: Ignoring or cutting teacher or administrative assigned detention.
  - Steps of Discipline
    - I. All Day Detention
    - II. Suspension
8. Truancy: (cutting multiple periods) is considered an unexcused absence. A student is truant if he/she does not come to school and the parent/guardian is not aware of the absence; leaves the campus, prior to the end of the school day without permission; comes to school but does not attend classes; or obtains permission to go to a specific school location, but does not report there.
9. Leaving School Grounds: A student who has reported to school and leaves the school's property during the school day without school administrator permission. **When a student is found leaving school grounds without permission, they will receive All Day Detention for the following day and a referral will be sent home.**
10. Disruptive in Lunch: Students have the right to consume a healthy lunch in a safe environment. Any student that acts in a manner that is a disruption to other students, staff or themselves will be addressed and disciplined if necessary (See pg. 31)
11. Misbehavior on the bus: Disruptive behavior on the bus may result in detention, suspension and/or removal from the bus. Misbehavior that results in the traffic disturbance and/or puts others drivers, passengers or pedestrians in jeopardy may involve contact with local law enforcement. It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A. 18A:25-2 reads in part, "A pupil will be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation and from school during the period of expulsion. (See pg. 8 for Bus Conduct)
12. Public Display of Affection: Students should refrain from such activity while on school grounds or in attendance at school-related functions. Violations will result in disciplinary action. Consensual sexual contact is prohibited and will result in disciplinary action. Sexual assault will be referred to local law enforcement.
13. Cheating: Altering any writing of another without authority or makes, completes, executes, authenticates, issues or transfers any writing so that it purports to be the act of another who did not authorize such act. Cheating is the use of materials/equipment by a pupil, not approved by the teacher, and giving a student an unfair advantage over the other students in the class.
14. Unacceptable Language/Gestures: Use of Profanity, Obscenity, and/or Gestures: Vulgar, irreverent, or coarse language. Conduct tending to corrupt the public morals by its indecency or lewdness. Motion of the body calculated to express a thought or used for emphasis.
15. Insubordination: Refusing to comply with a staff member's instructions or show disrespect for a staff member. The punishment varies with the nature of the incident. This includes refusal to identify oneself and/or fleeing from a staff member.
16. Outrageous Conduct: Any behavior that is deemed a detriment to another student, staff member, school or themselves, can be considered under outrageous conduct. This can include the use of profanity, inappropriate gestures, throwing objects, cursing at staff members, punching objects, and the like. Disciplinary action will result according to the severity of the infraction.
17. Dangerous Behavior: A student goes beyond the realm of acting inappropriately and continues in a manner that is detrimental to their school, staff, classmates or themselves.

18. Physical Contact: Is determined when a student places any part of their body on another student that is unreceptive and/or unwarranted.
19. Trespassing: Any individual found trespassing on school grounds without permission will receive a letter of warning for the first offense. Any subsequent infractions will be turned over to local law enforcement for prosecution. Any student found on school grounds during a suspension can be defined as trespassing and subject to further disciplinary action or police involvement.
20. Smoking or Use of Tobacco: Possession or use in school, on school grounds, and on the school bus is prohibited. Lighters, matches or any other fire accelerant is prohibited on school property and students will be disciplined accordingly. This includes smokeless tobacco, e-cigs, vapor cigs, juuls, etc. Suspension and/or drug testing will be assigned to any student in possession or found using one of these items. **Please note as per Township ordinance Police charges are filed in conjunction with school discipline. (Ordinance number 2019-1)**
21. Harassment, Intimidation, Bullying or Hazing is prohibited (Please refer to pg. 25).
22. Fighting: Suspension will be assigned to a student found fighting or committing a verbal assault. Circumstances leading to the incident will be investigated to determine if there is an investigation or a mutual responsibility. Punishment will be assigned when a determination is made.
23. Theft: Any student who steals the property or possessions of another student, staff member, or the school may be suspended and subject to action according to state law.
24. Gambling: Games of chance of any kind are not allowed at Barnegat High School (cards, dice, etc.)
25. Vandalism: Destruction and defacing of school property/vandalism: Any student found to be guilty of destroying school property, including damage to the school bus. The student or his parents are required to pay for the damages. N.J.S.A. 18:35-3 states: "Parents or guardians or any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of suit."
26. Terroristic Threats: A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize/harass another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
27. False fire alarms: A pupil who intentionally pulls a fire alarm when there is no cause to do so. Action will be taken according to N.J. State Law and will result in immediate suspension and possible expulsion. A possible school make-up day at the end of the year can occur if school is canceled because of a false fire alarm or bomb scare.
28. Suspected use, possession, selling or transferring of illegal drugs or alcohol beverages: (See Substance Abuse Policy No. 5530 pg. 23).
29. Use, possession, selling or transferring of firearms, weapons, fireworks or explosive devices, including look-alikes:
  - Firearms: Guns.
  - Weapons: Any object that may inflict bodily injury and place another person in fear of his/her safety.
  - Fireworks: Firecrackers, rockets, cherry, bombs, etc.

- Explosive Devices: Any device which acts by force of gunpowder or other explosive material. This will include any “look-alike” device that causes disruption in a school/building.
- Lighters of any kind are prohibited on school grounds.

30. Assault and battery, staff/student: Action will be taken according to state law and a suspension will be assigned.

**THE BOARD AND ADMINISTRATION RESERVE THE RIGHT TO NOT INVOKE THE DISCIPLINE CODE IN THE DISPOSITION OF THOSE REFERRALS THAT WARRANT SPECIAL CONSIDERATION. THE BOARD AND ADMINISTRATION ALSO RECOGNIZE ITS RESPONSIBILITY AND RIGHT TO TAKE REASONABLE DISCIPLINARY ACTIONS FOR STUDENT BEHAVIOR AND/OR CONDUCT THAT IS NOT SPELLED OUT IN THE CODE BUT IS JUDGED INAPPROPRIATE BY THE ADMINISTRATION.**

## **DETENTION/SUSPENSION**

In general student discipline will follow these progressive steps.

- 1) Detention
- 2) 2 Detentions
- 3) All Day Detention
- 4) Out of School Suspension

### **DETENTION POLICY**

1. Detention starts at 2:00 p.m. and ends at 2:55 p.m.
2. Report to the designated detention area.
3. If you are late to detention you will not be admitted and will owe a detention.
4. In case of an emergency illness, students must have an excuse from the nurse. (Students are cutting if not officially excused.)
5. Students who wish to be excused for all or part of an assigned detention should bring a note to their administrator prior to the start of said detention.
6. Being removed from detention for a discipline infraction may result in parent contact and/or a letter home and additional discipline.
7. Cutting detention is very serious and will result in a letter home and additional discipline.
8. Extra help may not take the place of detention assignments.
9. Electronic devices are prohibited.

ANY PROTEST OR APPEAL STUDENTS MAY WANT TO REGISTER MUST BE MADE TO THE PRINCIPAL PRIOR TO THE DETENTION DATE.

**If it is necessary to reschedule an assigned detention for an extenuating circumstance or family emergency, it is the responsibility of the student to meet with their Vice Principal to reschedule before the date of the detention.**

### **ALL DAY DETENTION**

1. Teachers are responsible for taking attendance at the beginning of the period using the rosters given to them by the Main Office. The main office should be contacted and names given at the start of every period (email may be used as an alternative if directed).
2. Students should bring work to All-Day Detention and work quietly throughout the period. Students must adhere to all school rules regarding dress code, electronic devices, and cell phones. If students need to use the computer, he/she must seek permission from the All-Day Detention Duty teacher. There should be no talking and no sleeping.

3. Student needs to remain in class at all times and should not be in the hall during bell transition time. Students may use the lavatory with permission but must return in a timely fashion to avoid additional discipline. Only one student out at a time. Teacher will stay at the class door to observe student makes it to his or her destination.
4. Students will be able to bring their own lunch or will choose a lunch from the provided menu. This lunch will be consumed in the classroom.

#### **OUT-OF-SCHOOL SUSPENSION**

1. Students are not allowed on school grounds at any time during their suspension.
2. Students are not allowed to take part in any school activities during their suspension.
3. Students have the right to make up work missed during their suspension.

### **PROVIDING ALTERNATIVE WAYS FOR SUCCESS (PAWS)**

#### **Entering PAWS**

- The alternative education program will be an extension of the general education program.  
The alternative school principal shall require verification from the appropriate home school that a student referred is suitable for placement. Before a student is removed and placed in the program, the Superintendent must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of appropriate professional personnel to determine if a student is eligible for PAWS.
- Students in grades 6-12 who struggle with the normal school day whether behavioral or medical reasons are eligible for the PAWS program:
  - Who have been suspended
  - Who have repeated (documented) disciplinary infractions
  - Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or detriment to the best interest and welfare of the students and teacher of such class as a whole.
  - Who have subject failures
  - Who acquire excessive absences
  - Who possess a criminal record
  - Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems.
  - Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal.
  - Who are identified as having specific handicapping conditions, such as school anxiety or other medical conditions.

For additional information regarding the PAWS program, please contact Mr. Owens, PAWS Academy Administrator.



## STUDENT PARKING

### PARKING PRIVILEGES

PARKING FOR THE 2019-2020 SCHOOL YEAR IS AVAILABLE TO SENIORS and JUNIORS

### APPLICATION

1. An application form must be completed and submitted in the Main Office
2. A copy of the insurance card, license, and registration must be attached to the application.
3. Students must not have any outstanding fines.

### PRE-REQUISITES

1. **Seniors & Juniors** are eligible to obtain a 2019-2020 Student Parking Permit.
2. **All school fines** must be paid in full before approval of driving privilege.
3. In order to be granted the driving privilege, a student must be a student in good standing, by maintaining good academic progress according to his/her ability, regular attendance (includes tardiness), and a good discipline record.

### REGISTRATION

1. If approved, a parking permit will be issued. Failure to properly display the parking permit will result in a loss of parking privileges. A \$5.00 fee is charged for the permit.
2. **If a student operates two or more cars alternately, all cars must be registered and a valid parking permit must be properly displayed. Whenever a change in license plate occurs, the student is to immediately notify the Main Office so that the records may be changed.**
3. Lost, damaged or defaced permits will not be replaced; a new permit must be purchased.

### PARKING

1. **Student parking will be assigned to specific lots at the beginning of the school year. Students are to park in these lots ONLY or may risk losing their parking privileges.**
2. **Parking Lot Descriptions**
  - a. Main Parking Lot - Staff and Visitors **ONLY**
  - b. C-Wing Lot - **Student Parking**
  - c. Auditorium Lot - **Student Parking**
  - d. Upper Parking Lot - **Student Parking (as necessary)**
  - e. Donahue Lot - Student overflow
3. No parking on the service roads is permitted since these are fire lanes and are used for school bus loading and unloading.
4. All persons parking their vehicles on school property do so at their own risk. Students are advised to lock all doors (See Parking Affidavit).
5. **Decals must be displayed in the vehicle window at all times.**
6. **Students must park in their designated parking lot(s).**
7. **Students will receive a specific numbered tag assigned to them. This number does NOT correlate to a spot number.**

## **RESPONSIBILITIES AND REGULATIONS**

1. Parking Permits are **NON-TRANSFERABLE**. All students sharing or attempting to share permits will lose parking privileges for the remainder of the school year.
2. Students are not permitted to sit in parked cars or loiter about parked cars at any time. Upon arrival at school, students must park their cars and immediately enter the building.
3. **Students may not go to their cars during the school day unless permission has been obtained by the Administration or security.**
4. Students must exercise extreme caution when driving on school grounds. Maximum speed is 5 MPH. Violations will result in a loss of parking privileges.
5. Pedestrians have the right-of-way at all times.
6. Students must not interfere with the progress of school busses. No parking in the bus area.
7. Students going to Vocational School may not use their cars except by permission of both the Principal of the vocational school and the high school administration. Such permission must be sought at least one day in advance. Under no circumstances may passengers be taken.
8. All motor vehicle laws of the State of New Jersey apply on school grounds.
9. Due to inclement weather, student parking may be suspended.

## **VIOLATIONS**

1. Misuse of the student driving privilege will result in the suspension or revocation of the student's driving privilege.
2. Other disciplinary action as deemed necessary by the administration may also be applied in violations of the driving regulations.
3. Violations of New Jersey State motor vehicles law may result in the involvement of the police as deemed necessary by the administration.
4. The Barnegat School District has and reserves the right to conduct vehicle searches upon either reasonable suspicion of illegal activity by a student with a parking permit or a reasonable suspicion of illegal substances being in the vehicle.
5. **Cars parked illegally and or without an appropriate parking permit may be subject to a police summons and towed away for trespassing.**

## **APPEAL PROCEDURES**

1. A student who is denied the student driving privilege may appeal such a decision to the Principal.
2. The decision of the Principal is final.

## **ALCOHOL AND DRUG POLICY**

The Board of Education believes that the possession, use or distribution of alcohol, drugs, nicotine/tobacco products and/or devices/paraphernalia in the school environment or any and all school-related activities or functions is a substantial danger to students and all other individuals in the school community. Therefore, such actions will not be tolerated. Copies of Board Policies on the use of alcohol and other drugs are available in the school office. The following information may help you understand the policies more clearly. (Board of Education Policy #5535, Passive Breath Alcohol Sensor Device.)

### **What are the consequences of a first violation of the policy?**

If you are reasonably suspected of having violated the alcohol and drug policy for the **first time** you will be

- Suspended from school;
- Excluded from extracurricular activities for the duration of your suspension;
- Expected to follow the school policy;

- Counseled by the Student Assistance Counselor and/or guidance counselor to develop a plan of recovery.

The process may involve the Police, Security, or School Resource Officer

If the violation is sufficiently serious, you may be recommended for expulsion from school. Your parent/guardian and the principal must meet in conference prior to your return to school.

### **What are the consequences of a second violation?**

If you **violate the policy a second time**, you will be

- Immediately suspended;
- Excluded from extracurricular activities for the duration of your suspension;
- Expected to follow the school policy;
- Mandatory parent meeting with administration;
- Required counseling with Student Assistance Counselor (SAC);
- Possible recommendation to the Board of Education for expulsion.

**All violations are cumulative.**

### **What does “possession, use, or distribution” mean?**

Being under the influence of alcohol or a controlled dangerous substance in school or at a school-sponsored event is considered a prohibited use, regardless of the time or place the substance was ingested.

Possessing alcohol or a controlled dangerous substance in school or at a school-sponsored event is prohibited.

Giving, providing, or making available to another student an alcoholic beverage or controlled dangerous substance is considered a prohibited distribution, regardless of

- whether an actual transfer of the substance was completed,
- whether anything of value was asked for or received in return, and
- the time or location of the distribution.

### **Where does this policy apply?**

The policy applies on school premises, within the drug-free school zone, on school buses or other authorized transportation, and at any event away from school that is authorized or sponsored by the district. Even if you ingest the substance prior to your arrival at school or at a school-sponsored event, you will be considered to be in violation of the policy.

### **What happens if I am suspected of being under the influence?**

- If you appear to be under the influence, you will be reported to the school nurse and the principal or his/her designee.
- An immediate evaluation will occur until you can be examined.
- Your parents/guardian and the superintendent will be notified.
- The parent/guardian must arrange for an immediate medical examination by the school medical inspector or by a physician selected and paid for by your parent/guardian. You will also be required to take a drug test at LabCorp. You may not return to school without proof of both examinations having been completed.
- If neither your physician nor the medical inspector is available, you will be transported by the emergency squad or the police to the emergency room of the nearest hospital. You will be accompanied by a member of the school staff and, if available, your parents/guardians.
- Your parents/guardian and the school should get a report from the examining physician within 24 hours. If the report is not received within 24 hours, you may not be allowed to return to school.

- The principal or his/her designee may institute a search if there are reasonable grounds to suspect that there will be evidence that you have violated the policy. Confiscated substances will be turned over to police and/or medical personnel for analysis.
- Police assistance may be requested.
- If you are determined to have been under the influence, you will be suspended, as described above.
- **You will not be allowed to return to school until your physician submits a report to your parents/guardians, and the principal indicated that substance abuse no longer interferes with your physical and mental ability to perform in school.**

**What if I am suspected of being in possession or distributing alcohol or other drugs?**

- If any staff member has reason to believe that you are in possession of, selling, or distributing alcohol or other drugs, you will be placed under the supervision of the principal or his/her designee.
- The suspected substance will be confiscated.
- The principal or designee may institute a search if there are reasonable grounds to believe that there will be evidence that you violated the policy.
- Your parents/guardians and the superintendent will be notified.
- If it is determined that you have violated the policy, a conference will be held with you, your parents/guardians, and the principal.
- Police assistance will be requested in all cases involving controlled dangerous substances.
- You will be suspended, as described above.
- You will be referred to the Student Assistance Counselor or other appropriate specialists for an evaluation. A follow-up plan that addresses your specific needs will be developed.

**What if I think I have a drug or alcohol problem but have not violated the policy?**

- If you confide in a staff member that you have a problem, or if another student contacts a staff member regarding your drug or alcohol use, or if a staff member suspects that you have a problem because of academic, social, physical or psychological changes in behavior, the staff member should discuss his or her concern with the SAC or their designee.
- The discussion should focus on observed signs or symptoms.
- You will be referred to the SAC
- Fact-finding by program staff will be limited to discussion with you unless you agree otherwise.
- The Counselor will develop and evaluate a treatment plan that addresses your specific needs.
- If you voluntarily acknowledge your problem prior to having allegations made against you and if you successfully complete a rehabilitation program, the information you provide will not be used against you, providing that you do not violate the policy in the future.
- Your physician must provide a report that you are physically and mentally able to return to school.
- You cannot seek refuge under this policy if you are found to be under the influence, in possession of, or distributing alcohol or drugs in violation of the policy.

## **HARASSMENT/INTIMIDATION/BULLYING**

New Jersey's Anti-Bullying Bill of Rights Act was signed into law on January 5, 2011. The provisions of this law take effect September 1, 2011. There are many new requirements in the Act requiring:

- Every school district to adopt a new harassment, intimidation, and bullying policy that is in compliance with the Act by September 1, 2011.
- Every school district to have an Anti-Bullying Coordinator and every school to have an Anti-Bullying Specialist and School Safety Team. The Coordinator, Specialist, and School Safety Team have very specific statutory responsibilities.
- The school district to provide training to current and new school employees, volunteers and contracted service providers who have significant contact with pupils.
- Every teacher to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d.

### **Definition of HIB:**

Harassment, intimidation or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication as defined by NJSA 18A: 37-14, whether is a single act or a series of incidents that:

- Can be reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or mental, physical, or sensory disability.
- By any other distinguishing characteristic
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in the law, that substantially disrupts and/or interferes with the orderly operation of the school or the rights of other pupils; and that
  - a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
  - has the effect of insulting or demeaning any pupil or group of pupils
  - creates a hostile educational environment for the pupil by interfering with a pupil's education by severely or pervasively causing physical or emotional harm to the pupil.

Bullying may be physical, verbal, social, relational, and occur in cyberspace.

There is a difference between teasing and bullying, which needs to be distinguished.

Teasing is poking fun and laughing with somebody when there is no intent to insult or demean and the receiver does not consider it to be such.

HIB is when the person intends to be hurtful, insulting, or demeaning to the target.

Once a complaint has been received, there is a specific process which must be followed. A prompt, thorough and complete investigation of the alleged incident shall occur within the boundaries of the following timeline.

### **TIMELINE FOR REPORTING ACTS OF HIB**

- 1.) Acts of HIB must be reported to the Principal the same day they occur.
- 2.) The Principal will inform the parent/guardians of all students involved by phone
- 3.) A Report in writing by witness(es) will be done within 2 days of HIB incident
- 4.) Investigation begins by Principal within 1 day of the incident report
- 5.) Investigation completed by School Anti-Bullying Specialist within 10 school days of written report (School team will get copies)
- 6.) Results to Superintendent within 2 school days of completion of investigation
- 7.) Results to BOE at the next meeting following the completion of investigation
- 8.) Results to parent/guardian within 5 school days after the results are reported to BOE
- 9.) Parent/guardian may request a hearing before the BOE and it will be held within 10 days of the request in Executive Session

10.) At the next BOE meeting following receipt of the report, BOE issues a decision to affirm, modify, or support Superintendent's decision; can be appealed to the Commissioner of Education no later than 90 days after BOE decision.

11.) Parent/guardian may file a complaint with the Division of Civil Rights with 180 days of any incident.

### **PROHIBITION ON REPRISAL OR RETALIATIONS**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or hazing. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

### **CONSEQUENCES FOR FALSE ACCUSATIONS**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavior interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1.

**Discipline of Pupils.** Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including a report to appropriate law enforcement officials. In short, the major way to prevent bullying is to focus on the respecting of one another.

Here is what RESPECT is about:

- Using polite language and displaying good behavior
- Listening and giving your full attention
- Being considerate and compassionate -caring for others
- Being fair in the treatment of others by following the Golden Rule ( others as you yourself want to be treated)
- Accepting those who are different and appreciating those differences
- Being thoughtful of others and having regard for their feelings
- Recognizing that everyone makes mistakes. Be willing to apologize if you make a mistake.

For the districts complete policy, please refer to the HIB school webpage.

### **POLICE IN SCHOOL**

Police may enter the school if asked by school officials if they suspect a crime has been committed or have a warrant to search or arrest. If you are questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, your parents should also be present at the questioning. You are not required to answer any questions other than those concerning your name, age, address, or business in the school until a parent or lawyer is present. You have the right to be informed of your legal rights, to be protected from unnecessary force, and to remain silent, just as you would if you were out of school.

### **SEARCHES OF STUDENTS AND THEIR POSSESSIONS**

By law, all students are protected from unreasonable search and seizure. However, since lockers are school property, they can be searched by an administrator when a "reasonable suspicion" exists. Items taken from student lockers can be confiscated and/or turned over to the police. Searches of students' purses, book bags, or other belongings may be conducted when a "reasonable suspicion" exists that contraband items are being concealed.

## FIRE DRILLS AND LOCKDOWN

### FIRE DRILLS

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes out of the building to the designated areas. Students are to:

- **Leave in a quiet, orderly manner**
- Accompany their teacher to the designated area
- Remain with their class for the remainder of the drill

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. **Fire drills are for everyone in the building without exception.** If you are not in your room when the fire bell rings, join the nearest group via the closest exit.

### LOCKDOWN DRILLS

Students are expected to follow specific directions given for the protection of their safety and well-being and that of the school. These directives may include both lockdowns and evacuations. In the event of a Lockdown Drill, students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority.

## DRESS CODE

It is critical that both home and school cooperate in the matter of student attire. **There is strong data that suggests that students who are dressed in clothing appropriate to the learning environment do better in school.** Inappropriate dress can be disruptive to the educational process. The school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations governing student attire are as follows:

1. Bandanas are prohibited from school. Bandanas are perceived to be a sign of gang affiliation. The Barnegat School District does not promote or allow students to recruit or promote gang activity at any time.
2. Hats, do-rags, or any items that are worn on a person's head are not allowed to be worn after 7:10. Once homeroom has begun students must have **all headwear locked in their locker**. Any student wearing or carrying a head garment could have the item confiscated and will be subject to disciplinary action.
3. Student attire shall be school appropriate – neat, clean and reflecting an appearance of modesty.
4. The following can be perceived as a form of bullying, offensive to other students, or not adhering to the Anti-Drug School Zone. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, offensive or obscene symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug-related pictures and messages that support and/or condone drug use are also unacceptable. Buttons, pins and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause disruption, disorder or a danger.
5. Footwear must be worn at all times. For safety reasons, flip flops and backless sandals are **NOT** allowed to be worn in school. Bedroom slippers are not acceptable school footwear.
6. Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops and tank tops with straps that are less than 2 inches wide are not permitted. Tops that expose even partial cleavage or have open backs are also not permitted.
7. Tank top shirts with loose-fitting armholes are not permitted. Straps must be at least 3 fingers width-wide.
8. Clothing that is extremely ragged, or extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
9. Very short shorts, very short skirts and/or very short culottes are not permitted. Clothing shall cover the torso and legs to the mid-thigh (Fingertip Rule). **NO PAJAMAS.**
10. Lingerie, including bra straps and underwear, and sports bras may not be exposed. Students are required to wear appropriate undergarments at all times.
11. Articles which can cause damage to other students and/or property are not permitted.
12. Leather bands with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.
13. Except for religious and/or cultural purposes, head coverings of any kind to school must be removed upon entering the building.

14. In addition, any apparel or item, which interferes with the identification of a student, i.e. hats, sunglasses, hoods, etc. are prohibited.
15. Backpacks are suggested to be kept in lockers at all times.

Students who are in violation of this policy will be sent to the office and given an opportunity to change into a more appropriate dress. If a student does not have a change of clothing, he or she will be required to call/ return home to change into clothing that is in compliance with the above policy. Administration will make the final determination as to whether clothing in question is in violation of the dress code. **Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school.** Dress Code applies during school hours and on school-sponsored activities and trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety during physical education, science, and elective courses. **All jewelry and body piercings must be removed during participation in physical education and athletics for safety reasons.**

**\*There will be times when parents/guardians will be unavailable to bring their children more appropriate wear and therefore, students may be required to remain in the Main Office, sent to All Day Detention, or may return to class with discipline issued.**

## **STUDENT PERSONNEL OFFICE**

The Student Personnel Office assists students in choosing the most appropriate courses, selecting colleges, considering vocations, and solving many personal problems.

All students who request guidance appointments must put these requests in writing and submit them to the secretary in the Student Personnel Office. Only students with authorized passes will be accepted in the Student Personnel Office.

A Parent College Night regarding financial aid will be scheduled for the fall/winter of junior year. Letters will be sent to all parents indicating the date and names of the speakers. Grade level parent meetings will also be scheduled at appropriate times during the school year.

### **COLLEGE/CAREER CENTER**

The College/Career Center contains a variety of resources to assist students with post-high school planning. Computer programs and printed materials provide information on colleges, trade and technical schools, and the military. Information on occupations, financial aid and scholarships are also available.

Career, personality, and vocational assessments are available for administration as part of the Freshman Advisory Program.

### **ACCESS TO STUDENT RECORDS**

1. The parents/guardians of a minor student shall be permitted to inspect any student record concerning his/her child. An appointment must be made along with signing the appropriate paperwork with a counselor present.
2. An adult student shall be permitted to inspect, upon request, any student record concerning himself/herself.
3. Minor students must have written permission from parents/guardians prior to reviewing the file.
4. Teachers, guidance counselors, and other school personnel as authorized by the building principal may inspect student records.
5. Organizations, agencies, or persons from outside the school, with the written consent of the parents/guardians or adult student, may inspect records, except that these organizations, agencies or persons shall not transfer student records information to a third party without the written consent of the parent/guardian or adult student.

To appeal, a parent or adult student must notify the superintendent in writing of the specific issues relating to the student record. Within ten (10) days of notification, the superintendent or designee shall meet with the parent or adult student to review the issues set forth in the appeal. If the matter is not satisfactorily resolved, the parent or adult student may appeal this decision to the local Board of Education or the Commissioner of Education within 20 days. The decision of the local school board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and rules adopted in accordance with such statute. At all stages of the appeal process, the parent shall be afforded a full and fair opportunity to present evidence relevant to the issue.

Upon graduation or permanent departure of a pupil from the Barnegat Township School District, a copy of the permanent school record is available upon request. Information in the pupil record, which is not required to be kept in perpetuity, may be destroyed after the



information is no longer necessary to provide educational services to the student. This statement shall be considered notification that such destruction may occur during the months of July and August after graduation or permanent departure of the pupil.

## **WORKING PAPERS**

Minors who are gainfully employed must have an employment certificate or “working papers”. Working papers can be obtained at the Guidance Office. Applicants must apply in person. Please allow at least two days for the paperwork to be processed.

A school administrator issues working papers only after being satisfied that the working conditions and hours will not interfere with the student’s education or damage a student’s health. The administrator may refuse or rescind working papers if that action would serve the best interest of the minor.

Working papers may be revoked when:

1. A student goes on a no-credit status.
2. A student is failing one or more subjects.
3. A student’s disciplinary record shows a total of five or more days of suspension in the current school year.

## **HEALTH SERVICES**

### **ATHLETIC-RELATED ACCIDENTS**

1. The Barnegat Township Board of Education purchases insurance for interscholastic sports (sports competition with other school districts). This policy ensures students who receive injuries during athletic practices and games. This plan, however, pays only what the student’s family insurance does not cover.
2. When processing a claim, all charges must be submitted to the family’s basic and major medical carriers first. If the medical coverage is an HMO or a similar plan, those rules for obtaining benefits must be followed.
3. Upon report of a student’s accident to the nurse, insurance forms are sent to the parents/guardian. Additional information for submitting insurance and explanation of benefits will be included.

Questions regarding accident insurance coverage should be directed to the Board Office.

### **EMERGENCY HEALTH CARDS**

The school provides an environment in which the student will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the student’s parents notified. The school physician or nurse will give no care beyond first aid. For this reason, it is important to have emergency numbers to call when parents are not available. In September, emergency cards are issued to students for the parents to complete. **These cards must be updated when telephone numbers change.**

### **HEALTH SCREENINGS**

Preventive health screening for students include:

1. Height, weight and Blood Pressure – Grades 9 – 12
2. Vision and Audiological testing – Grade 10
3. Tuberculosis testing – New students mandated by law
4. Scoliosis screening – Grades 9 and 11

All new students will be screened for the above. Notices will be sent to parents if further medical evaluation is needed.

### **IMMUNIZATIONS**

If a 9-12 grade student’s health record indicates a need for updated immunizations, a letter will be sent home to parents indicating the deficiencies.

## **PRESCRIPTION AND NON-PRESCRIPTION MEDICINE**

When specific guidelines are followed, **the school nurse must administer all medications**. Also, a student may self-administer medication for conditions which can initiate a life-threatening emergency such as asthma.

The guidelines are as follows:

- A “Request for Medication Administration” form found in the school nurse’s office must be completed by the student’s physician and parent. Written renewal is required annually.
- The medication must be submitted to the school nurse in a pharmacy container with the pharmacist label designating the student’s name, current date, the name of the medication, instructions for administering and physician’s phone.
- Self-medication for a life-threatening emergency must be authorized by the student’s physician and approved by the parent and nurse. This is accomplished by the completion of the prescription form mentioned above.
- When an inhaler is necessary, the student must demonstrate to the school nurse appropriate knowledge and proper use of the inhaler. The inhaler must be carried on the student’s person at all times. Like other medications, inhalers cannot be stored in a student locker.
- Self-administration privileges will be lost if the student does not use the medication responsibly.
- Upon administration of medication (e.g. adrenalin) for a life-threatening episode (e.g. anaphylactic reaction), further medical attention by a physician is required.

## **NON-PRESCRIPTION MEDICATION**

Medication must be brought to school by the parent/guardian or student in the original labeled container.

- A note must be signed by a parent and submitted to the school nurse. The note must identify the medication and purpose of the medication.
- No medication prescription or non-prescription can be stored in a student’s locker.

## **MEDICATION ON OVERNIGHT HIGH SCHOOL TRIPS**

A student may self-administer medication while on an overnight trip when the following steps are followed:

- A parent must be complete the “High School Medication Emergency Information” form, which is attached to the parent permission slip for the overnight trip. This form can be obtained from the school nurse.
- The name of the medication, the dosage, the time of administration and the purpose of the medication must be provided.
- Self-administration privileges will be lost if the student does not use the medication responsibly.
- Medication must be in a correctly labeled prescription bottle.

## **PHYSICAL EXAMINATION FOR SPORTS**

Any student wishing to participate in interscholastic athletics must have a physical examination by his/her designated medical home. This can be the school or a private physical form may be obtained from the Nurse’s office and must be completed and signed by the physician. This form must be returned to the nurse’s office. A permission slip and packet are required for each sport during the school year. Parent/guardian and the student must sign the packet forms.

## **HALL PASSES**

If you are in the halls during class time, you are required to have a pass from your classroom teacher.

## **DECORATIONS AND POSTERS**

Before being displayed, **all posters must be approved by the Principal**. Only posters showing good taste will be approved. Posters may be displayed in the cafeterias and hallway corridors. Please use masking tape when hanging posters and remove all posters and tape immediately after the announced event takes place. Do not tape event posters to lockers.

## FUNDRAISING/SOLICITATION

Solicitation and pupil fundraising should be for the sole benefit of Barnegat High School approved school organizations. The administrator responsible for student activities must approve all fundraising. Solicitation or distribution of materials for the benefit of non-related organizations or groups is prohibited. Students are not permitted to solicit or collect money on school premises for the pupil's own benefit. All materials to be displayed or distributed are to contain the approval signature of an administrator.

## CAFETERIA

**Students are to report to the cafeteria immediately as scheduled.** Loitering in the hallways or attempts to leave the building is strictly prohibited. The cafeteria offers hot or cold lunches and a la carte items. Drinks and snacks may also be purchased.

Students must obey the rules of good conduct while in the cafeteria and remain seated throughout the lunch except when depositing trash in containers or returning trays to the kitchen.

Students may be allowed to use the bathrooms during lunch hours. One male and female student will be signed out at a time, as long as they have their ID. Students will be supervised to and from the cafeteria by a teacher on hallway duty.

After eating, students will deposit all garbage in trash cans and return trays to the tray return area. Students are not allowed out of the cafeteria except for emergencies approved by a cafeteria supervisor.

### Free and reduced-price lunch

Free and reduced-price lunches are available to students who qualify. A form must be filled out by the family and returned to school. Forms are available to everyone. Once processed and if they qualify, students will be sent a notification letter. During the month of September, students will be considered qualified for free/reduced lunch based on last year's list. **Students must, however, complete a new application each year** and only those who qualify will be eligible after September.

## MEDIA CENTER/LIBRARY

The goal of the high school media center is to provide students with academic and vocational materials, including on-line research databases, in an atmosphere conducive to study. You may use the media center for research, reading and selecting materials.

As stated in the District Internet Guidelines for Responsible Computing signed by a student; student use of on-line resources such as the Internet will be by teacher/administrative approval. Staff supervision will accompany any on-line usage by students. You are expected to maintain the academic atmosphere of the library and observe library rules and regulations as posted in the media center.

All media center materials may be checked overnight or for a weekend. Books circulate for three weeks and may be renewed unless someone else has requested them. For term paper purposes, a limit may be placed on the number of books taken out on the same subject by the same student.

Limited photocopying is available. Materials printed for the computer should be reasonable in length and appropriate for academic use. You are encouraged to recommend books and magazines for possible purchase. The media center staff is trained to assist students and staff in academic pursuits and welcomes any opportunity to help. Hours are Monday through Friday from 7:15 a.m. to 3:00 p.m. Additional hours will be announced at the start of school. **The BHS Media Center will be closed during the Covid-19 Modified Schedule.**

## CELLPHONES/ OTHER DEVICES

Students may be in possession of a cell phone, but it must be turned off during the hours of 7:00 a.m. – 2:00 p.m. With the exception of passing time and in the cafeteria phones may be used. Students are not permitted to use or display their cell phones during the school day. Using a cell phone during the school day will result in disciplinary action. Students are required to report to the office should an emergency occur requiring telephone use. Parents may contact the office when needing to have important messages delivered to a

student. Please limit messages to those that are emergency in nature. Filming with a cellphone without permission is prohibited and will result in disciplinary actions.

Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This includes using BTSD staff members in social media applications, transferring photos, videos or any recordings of the staff member. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification.

### **MUSIC DEVICES**

Radios, speakers, iPods and CD players of any kind are not to be brought for use during the school day unless used in a designated classroom instructional activity required by their instructor with Principal's approval. A discipline slip will be written and a sanction will follow. The Barnegat School District is not responsible for lost or stolen items.

### **BEEPERS/PAGERS**

The use of beepers/pagers is against the NJ Criminal Code. According to the code, students may not use or be in possession of a beeper/pager at school.

### **LOST AND FOUND**

Report the loss or finding of any article to the high school office. A lost and found box for glasses, jewelry, etc. will be maintained in the Main Office. All clothing, athletic gear, etc. will be placed in a box in the cafeteria. You should mark all personal items such as gym clothes, sneakers, clothing, especially winter coats and jackets, etc. with your name. The school is not responsible for any loss or theft of personal items.

### **TEXTBOOKS**

All BHS textbooks Signed In-Out will be personally recorded noting the name, date, and condition of the textbook.

Once the book is issued to you, you are responsible for it and will be expected to pay for any damage caused by negligence or willful abuse.

If you lose a text, you will be fined according to its condition when issued.

**All books should be covered at all times.** Write your name on the cover, thus doubly identifying the book.

### **FINES AND FEES**

You are responsible for all materials, equipment, and facilities assigned to you or provided for your use. Fines will be assessed for abuse or loss of these items. In addition to the regular school fees, you may be charged special use fees in individual classes. Fines or fees should be paid by the end of the semester before any records or reports can be forwarded. The inability to take care of fines/fees could result in a lack of participation in extracurricular activities.

### **THE 18 YEAR OLD-AGE OF MAJORITY**

Students who turn 18 years of age may opt to declare themselves adults under the Age of Majority laws. After declaration, the student shall continue to "comply with the rules established, in pursuance of law, for the government of the school, pursue the prescribed course of study and submit to the authority of teachers and others in authority over them." (Title 18A:37) Anyone selecting to claim Age of Majority must meet with an administrator prior to declaration.

NOTE: Early dismissal procedures do not change for students claiming Age of Majority.

## ANNOUNCEMENTS

Public address announcements will be made daily at the beginning of Home Room and at the end of the day. No public address announcements will be made at any other time. Any student, faculty member or club desiring to have an announcement made must submit it in writing or email it to the Main Office. The district website will also be updated with upcoming events.

## LOCKERS

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

**NOTE: Lockers are not necessarily secure places, so anything placed in a locker is done so purely at the risk of the student assigned to it. No lockers are to be shared between students.**

## PERSONAL BELONGINGS

We must issue a word of caution to students and parents about bringing and storing personal belongings in school. Please be aware that the district does NOT hold insurance against the theft or damage of the personal property of students or staff. This includes personally owned or leased items used in school programs, such as musical instruments and equipment for art and drama projects, etc. damage. Students are also forewarned not to bring large amounts of money to school. School districts, in general, cannot afford the prohibitive premiums for such insurance. Even if personal items are kept in a secure area, the owner still bears the responsibility and risk, and personal insurance would have to be used in the event of theft or damage.

## DANCE/CONCERT/MOVIE OR OTHER ACTIVITY NIGHT RULES

When a dance, concert, movie or other activity night is being held at Barnegat High School, the following rules will be in effect:

1. Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the principal in advance.
2. Students who leave the building will not be permitted to return.
3. Disorderly persons will be removed from the building and no refunds will be given. Parents will be contacted in the event of such a problem.
4. Smoking, alcoholic beverages, and drugs are not permitted on school premises. Disciplinary action, according to Board of Education policy, will be taken.
5. If students or guests appear to be under the influence of drugs or alcohol or have an odor of alcohol on their breath, they will be subject to disciplinary action as defined by the substance abuse policy. (see Board of Education Policy #5535, Passive Breath Alcohol Sensor Device.)
6. High school activities are open only to students in grades 9 through 12. Each student is permitted one guest. All guests' names must be submitted to the principal at least 24 hours before the date of the activity. Attendance is subject to the approval of the principal. Both student and the guest must sign in at the door. Students are responsible for the behavior of their guest.
7. IDs must be presented at all school functions when asked by a staff member. Failure to do so may result in the student being denied admittance to function or unable to participate in said activity.

## TECHNOLOGY

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct – Acceptable Use Policy. A team of system administrators (which includes the Superintendent, Director of Technology, Administrators,

Computer Coordinators, Computer Teachers, and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke, or suspend access privileges at any time as required in conjunction with the Principal.

## **INTERNET ETIQUETTE**

All students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

- Do not be abusive in communications with others.
- Do not swear or use vulgarities or any other inappropriate language online.
- Do not reveal personal addresses, phone numbers, social security numbers, or other identifying personal information.
- Do not engage in any illegal activities.

## **BARNEGAT HIGH SCHOOL TECHNOLOGY CODE OF CONDUCT**

It is the intent of Barnegat High School's computer network system to provide its students, staff, and administrators (Users) with access to educational application software and digitized reference information.

Each user will type in his or her individual LOGIN NAME and PASSWORD on one of the many network computers, after which the user can choose from many educational programs. Completed work can be saved on the user's personal network disk space or floppy disk.

It is important that this comprehensive computer network system not be hampered from fulfilling the educational needs of its users by either the unaware or the malicious, each student and user must agree to the Technology Code of Conduct before an account can be activated.

Please read these items carefully and be sure of their meaning.

1. DO NOT use someone else's LOGIN NAME or PASSWORD, or share yours.
2. DO NOT attempt to disconnect from the network MENU system.
3. DO NOT use any personal software programs unless approved by a System Administrator.
4. DO NOT introduce system-altering programs such as electronic viruses.
5. DO NOT take apart or try to "fix" any hardware.
6. If a school computer is damaged or does not seem to be working, notify the teacher in charge.
7. When done with a school computer, be sure it is fully ready for the next user (i.e. log off).

Please be aware that the consequences of misuse or damage to Barnegat High School computer system may result in student restriction or suspension of computer access, disciplinary action and a bill for the cost of equipment and network engineer reprogramming services.

## **STUDENT ACTIVITIES, ORGANIZATIONS, AND ATHLETICS**

**Student Government:** Student government at Barnegat High School is the students' voice in the affairs of the school. All students are strongly encouraged to participate in Student Council activities. Active participation in this form of self-government is the duty of each student who believes that decisions affecting students must be made jointly by the Student Council, the teachers, and the administration. It is comprised of two parts: Student Government and the Class Government. Even if you do not become a member of the student government, you retain the right to have your opinions heard. All meetings are open to anyone who would like to attend. With your cooperation, we can benefit from a strong student government at Barnegat High School.

## **CLUBS AND ORGANIZATIONS**

**How to start a club:**

- Find at least twelve students interested in joining the proposed club.
- Identify a faculty member who would be interested in advising the club.
- Bring your proposal to a Student Government Meeting. Students interested in the formation of the club and the advisor will then set up goals of the club and report to the Principal. The Principal, in turn, will bring the proposal to the Board of Education.

## Late Bus Schedule 3:00 PM

### SPORTS:

#### FALL

Football (B,G)  
Cross Country (B,G)  
Field Hockey (G)  
Tennis (G)  
Soccer (B, G)  
Cheerleading (C)  
Volleyball (G)  
Gymnastics (G)  
Dance (C)

B – Boys

#### WINTER

Basketball (B,G)  
Wrestling (B, G)  
Winter Track (C)  
Cheerleading (C)  
Swimming (B,G)  
Bowling (B,G)  
Dance (C)

G – Girls

#### SPRING

Baseball (B)  
Track (B,G)  
Tennis (B)  
Golf (B,G)  
Softball (G)  
Volleyball (B)  
Lacrosse (B,G)

C – Co. Ed.

For additional information about any sport, the student should contact the Athletic Director.

### ACTIVITY AND INTERSCHOLASTIC ATHLETIC ELIGIBILITY

Barneget High School student-athletes, as well as students participating in other activities, are subject to a number of eligibility rules and regulations maintained by the New Jersey State Interscholastic Athletic Association and/or the local school district. It shall be the responsibility of coaches and advisors to encourage students to perform academically in their classes as well in the extracurricular activities. The Athletic Director and Counselor shall be responsible for monitoring student eligibility in all interscholastic athletics.

Listed below are common regulations dealing with academic standards, of which students should be aware.

1. All freshmen are automatically eligible for the first semester only.
2. To be eligible for athletic competition and/or activities during the first semester of the 2019-2020 school year, students in grades 10-12 must have passed a minimum of 30 credits during the 2018-2019 school year (including credits earned in summer school).
3. To be eligible for athletic competition and/or club activities during the second semester of the 2019-2020 school year, students in grades 9-12 must have passing grades in 15 credits at the end of the first semester. To determine this eligibility, courses with a credit value of (5) and which span two quarters, will be prorated to 2.5 credits. A grade of WP or WF and/or no credit status may affect eligibility.
4. Students who graduate early are not eligible to participate in athletics or activities.



## **SPECTATOR BEHAVIOR**

The following statements comprise a basic version of Spectator's Code of Ethics which has been approved by the State of New Jersey. Our students will conform to this code.

1. Spectators going to and from a school athletic event should conduct themselves properly at all times.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Spectators should be seated in the area designated for their school. At basketball games, they should remain seated while the game is in progress.
4. Enthusiastic and wholesome cheering is encouraged. Booing, stamping of feet, noisemakers and disrespectful remarks should be avoided at all times.
5. Spectators are not permitted on the athletic playing area at any time.
6. Spectators should respect the property of others at all times.
7. Spectators should observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities, and parking of cars.
8. New Jersey State Law prohibits alcohol beverage of any kind of school property; the law further prohibits any person under the influence of alcohol to be on school property.
9. Spectators should respect and obey all school officials and police at all athletic contests.

All students who participate in a sport or club at Barnegat High School will have to sign the Barnegat Athletic Code of Conduct. Any player who does not obtain the requisite signatures on the Code will not be able to participate in a sport or club at Barnegat.

## **SUBSTANCE ABUSE GUIDELINES FOR PARENTS**

Adolescence is a time of growth, change, and experimentation. Many students test the system at home and at school. They often attempt to assert their independence through changes in dress, testing of authority, and substance experimentation use and abuse. Adolescents need a supportive environment in which to blossom, one that allows for some independence within the limits of what is safe and responsible.

Parents need to take a firm stand against alcohol/drug use by their children. They should be knowledgeable about alcohol and drugs as well as the signs of use. It is difficult for parents, who suspect his/her child of using, yet the sooner a problem is identified, the better chance there is to remedy it.

### **POSSIBLE SIGNS OF DRUG USE**

- Decline in quality of work/grade earned.
- Increased absenteeism or tardiness
- Lack of motivation/effort.
- Changes in friends.
- Drug-related literature/clothing.
- Changes in appearance.

Parents should remember that there are people within the school setting to support both you and your children. Guidance counselors and the Substance Awareness Coordinator are available to help and answer any questions you may have.

If you suspect your child has a problem, please contact our SAC (609) 660-7510 x7086.

## **VIOLENCE PREVENTION – EARLY WARNING SIGNS**

It is not always possible to predict behavior that will lead to violence. However, educators, parents, and students can recognize certain early warning signs. In some situations and for some youth, different combinations of events, behaviors, and emotions may lead to aggressive rage or violent behavior toward self or others. A good rule of thumb is to assume that these warning signs, especially when they are presented combination, indicate a need for further analysis to determine an appropriate intervention.

We know from research that most children who become violent toward self or others feel rejected and psychologically victimized. In most cases, children exhibit aggressive behavior early in life and, if not provided support, will continue a progressive developmental pattern toward severe aggression or violence. However, research also shows that when children have a positive, meaningful connection to an adult—whether it be at home, in school, or in the community—the potential for violence is reduced significantly.

None of these signs alone is sufficient for predicting aggression and violence. Moreover, it is inappropriate—and potentially harmful—to use the early warning signs as a checklist against which to match individual children. Rather, the early warning signs are offered only as an aid in identifying and referring children who may need help.

School communities must ensure that staff and students only use the early warning signs for identification and referral purposes—only trained professionals should make diagnoses in consultation with the child’s parents or guardian.

The following early warning signs are presented with the following qualifications: The early warning signs include:

- Social withdrawal.
- Excessive feelings of isolation and being alone.
- Excessive feelings of rejection.
- Being a victim of violence.
- Feelings of being picked on and persecuted.
- Low school interest and poor academic performance.
- Expression of violence in writings and drawings.
- Uncontrolled anger.
- Patterns of impulsive and chronic hitting, intimidating, and bullying behaviors.
- History of discipline problems.
- Past history of violent and aggressive behavior.
- Intolerance for differences and prejudicial attitudes.
- Drug use and alcohol use.
- Affiliation with gangs.
- Inappropriate access to, possession of, and use of firearms.
- Serious threats of violence.

## **IDENTIFYING AND RESPONDING TO IMMINENT WARNING SIGNS**

Unlike early warning signs, imminent warning signs indicate that a student is very close to behaving in a way that is potentially dangerous to self and/or others. Imminent warning signs require an immediate response.

No single warning sign can predict that a dangerous act will occur. Rather, imminent warning signs usually are presented as a sequence of overt, serious, hostile behaviors or threats directed at peers, staff, or other individuals. Usually, imminent warning signs are evident to more than one staff member—as well as to the child’s family.

Imminent warning signs may include:

Serious physical fighting with peers or family members.

- Severe destruction of property.
- Severe rage for seemingly minor reasons.
- Detailed threats of lethal violence.

- Possession and/or use of firearms and other weapons.
- Other self-injurious behaviors or threats of suicide.

When warning signs indicate that danger is imminent, safety must always be the first and foremost consideration. Action must be taken immediately. Immediate intervention by school authorities and possibly law enforcement officers are needed when a child:

- Has presented a detailed plan (time, place, method) to harm or kill others—particularly if the child has a history of aggression or has attempted to carry out threats in the past.
- Is carrying a weapon, particularly a firearm, and has threatened to use it.

In situations where students present other threatening behaviors, parents will be informed of the concerns. School officials also have the responsibility to seek assistance where appropriate from agencies, such as child and family services and community mental health

The rules contained in this handbook are educational because they promote learning and because they teach. They teach that we, Bengals, value learning. They teach that individuals must respect one another's rights so that learning is not jeopardized. Finally, they teach that certain behaviors do hinder the educational process and must be prohibited.

A community works best when the need to impose punishment is rare. Rules and punishment are designed to prevent unacceptable behavior, and they almost always do. However, when rules are violated, when the values of the community are threatened, consequences **must** be a consistent and reliable results. If this does not occur, the community loses sight of its purpose and begins to disintegrate.

As you begin this school year, you bring hopes and dreams and goals to receive the best education possible. Attain those hopes and dreams and goals by respecting yourself. Respect others. Respect your learning community. Remember, that you are a tiger –A Bengal tiger!

Sempre Tigris!



NOTE: After reading this document, you and your parent/guardian must sign the form (via Genesis).

In accordance with New Jersey Statute 18A:37-1, pupils in public schools shall comply with the rules established in pursuance of law for the government of such schools. Parents/guardians and students are required to read and sign the receipt page.