

**BARNEGAT HIGH SCHOOL
STUDENT HANDBOOK**

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PRINCIPAL

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VICE PRINCIPAL

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ATHLETIC DIRECTOR



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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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BARNEGAT TOWNSHIP SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Barnegat High School, in partnership with our community, is to prepare students for future pathways and establish high expectations so all may become responsible, productive members of society.

ADMINISTRATION

Thomas C. McMahon, Ed.D., Superintendent
Dr. Joseph T. Donahue, Assistant Superintendent
Eileen Ellis, Acting Director of Special Education
Brian Falkowski, Board Secretary

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Gregory Ryan
Linda Schuler
Shannon Shattuck
Dennis Smith
Tom Sutaris
Lesley Thomson
Cara Tutalo
Lindsay Wesslen
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Rob Armbrust
Sue Rogers

Ellen Kelpsh
Ed Peters
Sue Burgess

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Sue Perugini	Barbara Stanziano
Karen Flood	Margaret Zabohonski
	Carolyn Fay

SUPPORT STAFF

Denise Puma	Wayne Wedderman
Bill Masol	Jean Wrisley
Karen Ray	

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 any of the following for information:

- **District Affirmative Action Team as follows:**
 - Dr. Joseph T. Donahue, Affirmative Action Officer
698-5800
 - Mrs. Susan Burgess, Substance Abuse Counselor
698-5880
 - Mr. Brian Shanley, Buildings and Grounds Supervisor
698-5824

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CALENDAR

<u>DATE</u>		<u>EVENT</u>
September	5	School Open – ½ day Students
October	2	BHS School Pictures
	5	Back to School Night
	9	Progress Reports Mailed
	23-27	½ day StudentParent/teacher Conf.
November	3	End of Marking Period 1
	6-10	School Closed- NJEA
	20	Report Cards Home
	22	½ day students-Thanksgiving
	23-24	School Closed (Thanksgiving)
December	18	Progress Reports Mailed
	22	½ day (Winter Break)
	25-29	School Closed (Winter Break)
January	2	School Reopens
	15	School Closed (Martin Luther King)
	22-25	Midterm Exams
	25	Marking Period Ends Period 2
February	2	Report Cards Home
	16-19	Presidents' Weekend
March	5	Progress Reports Mailed
	5-9	11 th HSPA & 9 th &10 th Terra Nova
April	3	End of Marking Period 3
	5	½ Day-Spring Recess
	6-13	Spring Recess
	16	School Reopens
	18	Report Cards Home
May	9	½ Day Students
	14	Progress Reports mailed
	28	School Closed (Memorial Day)
June	12	End of Marking Period 4
	13-18	Final Exams
	19	½ Day-Last Day of School
	29	Report Cards Mailed Home

IMPORTANT DATES

Back to School Night	October 5, 2006
Midterm Exams	Jan. 22 nd -25 th Midterm Exams
Final Exams	June 13 th -18 th 2007
Progress Reports Week of:	Oct. 9, Dec 18, March 5, May 14
Report Cards Week of:	Nov. 20 th h, Feb. 2 nd , Apr. 18 th June 29 th

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.bts.k12.nj.us. **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

92.7 FM

News 12 New Jersey

Please Note: In the event of an emergency closing, all school activities including athletics will be cancelled. All school delays due to inclement weather will be 90 minutes.

QUICK PHONE REFERENCE

Barnegat High School	609-660-7510
Main Office	Ext. 7001
Athletics	Ext. 7002
Attendance	Ext. 7004
Nurse	Ext. 7008
Guidance	Ext. 7060

PRINCIPAL'S MESSAGE

Dear Student and Parents/Guardians:

As we begin our third year at Barnegat High School, we want to welcome the new freshman class! The foundation for academic excellence and the establishment of school spirit and traditions will be broadened as we continue to grow our school community. Remember that your success depends on your involvement at all levels; you will progress as far as you decide to go.

As you go through this year, consider embracing the FISH! Philosophy.

1. **Make Someone's Day:** Go out of your way to positive Random Acts of Kindness. Share a smile. Write a note to encourage. You'll be amazed at how good you will feel about yourself.
2. **Play:** Enjoy every moment you are alive. Be responsible for making each moment fun.
3. **Be There:** When you encounter another human being, give him/her your full attention. You will, in turn, find this returned to you.
4. **Choose Your Attitude:** You cannot control what happens in your life, but you can control how you choose to respond. Choose to look for the good in each situation and you will find it. Remember that who you are is continuously defined by the choices you make minute by minute. Please choose wisely! You can make it a good day, or not: the choice is yours!

Please use this handbook as a reference to better understand the rules and regulations of the school and to identify and contact the appropriate individual who can assist you.

Sincerely,

Joseph J. Saxton, Jr.

Joseph J. Saxton, Jr.
Principal

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 the secretary, Mrs. Park, in the event that the administrator is not available at the time a student/parent arrives at the office. 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 an 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. School starts at 7:10 A.M. Students are not permitted in the building after 2:15 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.
2. Follow all posted one way and stop signs.
3. Use the side parking area only.
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.

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. There can be no changes.

Roller Blades & Skateboards

No roller blading or skateboarding is permitted on school premises. Consequently, roller blades and skateboards are not to be brought to school.

BUILDING SECURITY

The entrance for Barnegat High School will be locked at all times with the exception of 6:55 – 7:30 A.M. and 1:50 – 2:35 P.M for arrival and departure.

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, reason for the absence, the dates of the absence, and the signature of the parent or guardian within 2 days of their return to school or the absence will be considered unexcused. Any student who is absent from school due to illness, may not participate in any school related activity during the days of absence..

REPORTING AN ABSENCE OR TARDY

The school should be notified if a student will be absent for any period or time. Parents should leave a message on the Attendance Office answering machine anytime after school hours or before 8:15 a.m. in the morning of the absence. When calling out via this number, please include the following information:

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

Parents who have questions concerning attendance procedures should call Mr. Masol at the Attendance Office.

MAKING UP WORK FOLLOWING ABSENCES

A student may make up work following any 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. However, all work should be made up within a maximum of ten (10) school days following the student's

return. In the event that illness or recovery limits a student's workload, at the conclusion of the absence parents may petition in writing the administrator in charge of attendance for an extension beyond the ten (10) days. **It is the student's responsibility to obtain and complete all missed assignments.**

ATTENDANCE POLICY

High school students shall be allowed nine (9) absences for a semester course and the equivalent of eighteen (18) absences for a full year course before losing credit for the course.

The following absences will not be counted toward the student's absentee record:

- School sponsored activities
- Religious holidays as defined by the N.J. Department of Education (www.state.nj.us/njded/genfo/holidays.htm)
- Death in the family
- Up to 3 days for college visitation with verification (limited to Juniors and Seniors only)
- 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.
- Illness that causes a student to be absent two or more consecutive days must be verified by a doctor's note.
- If a student exceeds the number of absences allowed during the course; he/she will be placed on a "Withdrawal Credit" status, and may not qualify to receive credit for his/her course(s). Parents will be notified by mail.

PROCEDURES

- Once a child has reached six (6) unexcused absences or the equivalent in any class, a letter will be sent home notifying the parent.
- Once a child reaches his or her twelfth (12) unexcused absences, a certified letter will be mailed home to the parent requesting an attendance hearing.

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 from the guidance office, have it signed by a parent or guardian, and return it prior to vacation.

2. The classroom teacher will provide the student with appropriate assignments prior to the absence, 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 the missed assignments and/or tests shall rest with the student.

ATTENDANCE APPEAL PROCEDURE

The following procedure will be followed:

1. **Petition for Appeal** – 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.
2. **Attendance Review Board** – In keeping with the dictates of the due process procedure, the School Attendance Review Board shall review cases brought by petition from the parent/guardian within five (5) days of receipt. The appeal committee will be comprised of the principal, teachers, and guidance counselor of the appealing student and child study team caseworker if appropriate.

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 school nurse. All requests from doctors for home instruction are reviewed by the school nurse. Parents must complete the Home Instruction request form available in the guidance office. The nurse notifies the counselor to begin home instruction. 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 NURSE FOR RE-ADMISSION TO SCHOOL.

DEFINITION OF TARDY

- Tardy is defined as an unexcused absence of less than fifteen minutes of a class period.
- If a student accumulates three (3) days tardy in one of their classes, those tardies will rollover into one (1) unexcused absence for that class.
- A student who misses more than fifteen (15) minutes of any particular class will automatically be marked with an

unexcused absence pending an excuse, which must be forwarded to the teacher within two (2) days of the lateness.

- Each semester students are allotted three (3) excused tardies to school without disciplinary actions. Students will receive detention after the third tardy to school.

EARLY DISMISSAL

Early Dismissals are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for Early Dismissal, a parent must write a note to the Attendance Officer specifying the date, time and reason for the request. Students are responsible for bringing the notes to the office a day prior to the requested day. 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. **THE PARENT MUST COME TO OFFICE TO MEET THEIR CHILD AND SIGN THE CHECK OUT BOOK.** Students will be allowed to leave with another parent if a note is presented to the administration and parental approval is confirmed.

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

Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities. Exceptions can be made only with the approval of the High School Administration.

AT A GLANCE ATTENDANCE

Sign In	7:10 AM – 9:15 AM	Tardy
Sign In After	9:15 AM	AM Absent
Sign Out Before	11:45 AM	PM Absent
Sign Out After	11:45 AM	Full Day Present

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 Assistant Superintendent.

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 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 duration, 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.

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 accident or illness.

GRADING SYSTEM

- A. The grading system is numerical
- B. Midterm exams cover first semester of the course. (Semester courses have a final exam only.)
- C. Final exams cover second semester of the course.
- D. The final grade is obtained from the four marking period grades, and the midterm and final exam grades.
- E. Students will be assigned a grade using the following scale.

A = 93-100
B= 85-92
C = 75-84
D= 70-74
F=69 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

Barnegat 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 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. While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
 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.

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 will face disciplinary action; plagiarized work will not be accepted nor will credit be given. It will be at the teacher's discretion to allow the student to resubmit the project. The plagiarism incident will remain on file until the student's senior year.

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 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 may make an appointment with a guidance counselor by utilizing the phone index which will be issued in September.

INTERIM PROGRESS REPORTS

Interim reports of student progress are issued at the midpoint of each quarter. 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. Progress reports will be mailed home mid-way through each marking period.

REPORT CARDS

Issued at the end of each marking period, report cards show student progress in each subject. The report cards are data processed, given to the students for the first three quarters and mailed to the home at the end of the year. For the 2005-2006 school year, reports cards will be issued the weeks of November 15, Feb. 6, April 19, and June 30. Students and their families are encouraged to contact the Guidance Counselor with questions and/or concerns at any time throughout the school year.

HONOR ROLLS

Honor Roll –Students who receive As and Bs, and no more than one (1) C, will qualify for the Honor Roll. An incomplete (I) in any subject or a withdrawal passing (WP), a withdrawal failing (WF), withdrawal (W) or withdraw credit (WC) disqualifies a student from the Honor Roll. The Honor Roll is published and posted at the end of each quarter.

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

Superintendent's Honor Roll – Students who receive straight As will qualify for the Superintendent'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

To be eligible for a high school diploma awarded by the Barnegat Township Board of Education, students must complete the following:

Earn 120 credits

Within these 140 credits the following courses must be successfully completed:

4 years of English
3 years of Mathematics
3 years of Science
2 years of United States History
1 year of World History
1 years of World Languages
1 year of Health/Physical Education for each year enrolled
1 year or equivalent in Visual and Performing Arts
1 year or equivalent in Career Education, and Consumer, Family and Life Skills or Vocational Technical Education
Senior Project

Note: Students must also pass all sections of the High School Proficiency Assessment (HSPA).

Credits requirement for placement in designated grade level:

Promotion to Grade 9 satisfactorily completion of Grade 8
Promotion to Grade 10 30 earned credits
Promotion to Grade 11 55 earned credits
Promotion to Grade 12 85 earned credits – Eligibility to meet all graduation requirements by June of the current school year.

If these credit requirements are not met, a student will be placed in the previous grade.

CLASS RANK

The Valedictorian and Salutatorian of the class will be identified as the students with the highest and second highest GPA. Other student standings will be reported in decimal groupings. Students who insist may know their academic rank. A weighted grade point average will still be reported on the transcript.

Grade point average is computed by multiplying the grade times the weight times the credits and dividing by the total number of credits.

SPECIAL SERVICES

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

SCHEDULE CHANGE POLICY

The reasons and procedures, noted below, to effect a change in a student schedule from the original program signed by the parent or

guardian are designed to regulate the process of making a program change in an orderly, efficient, and timely manner.

CRITERIA FOR CHANGING STUDENT SCHEDULES:

Students are expected to honor their commitments by attending and satisfactorily completing the courses for which they enroll.

Schedule changes can be made during the months of July and August only by contacting the Guidance Office.

Schedule changes will not be made for reasons of convenience or because of teacher preference. Only changes which are educationally beneficial for the student will be considered.

Students who wish to change their schedules after the initial course selection process may be denied entry into a course if the class has been closed due to the number of students already enrolled in the course.

Schedule changes will be considered only 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 a building administrator for disciplinary, attendance or instructional reasons*
4. If a student is repeating a course and is assigned to a teacher with whom he or she previously received a failing grade, provided another teacher is available.
5. A student wishing to take additional course(s) which do not entail the dropping of any other course(s). No new elective additions may be made after September 30th for a full year or 1st semester course. Second semester elective additions may be made no later than the second week of the 2nd semester.
6. 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 Administration and the Guidance Counselor.

*Schedules changed according to this criterion may result in a grade of WF (Withdraw Failing), which is computed for grade point average and class rank as a failing grade and will negatively impact the student's permanent record.

If a course is dropped according to the other criteria (i.e.#1, 2, 4, 5 or 6), the grade will be a WP (Withdraw Passing).

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

1. Course content or standards differ from student expectation.
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. Dropping a course in order to lighten one's load.
6. The student is not doing well in the course.

GENERAL RULES AND STUDENT RESPONSIBILITIES

STATEMENT OF PHILOSOPHY

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, in-school or external suspension, or in extreme cases, 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. Initial breaches of classroom rules and regulations will be handled by the teacher through 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 insuring that each student adhere 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 a 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.

DISCIPLINE DEFINITIONS

1. Class cutting: Unexcused absence from class or unexcused tardiness (over ten 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.**
2. 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.
3. Late to Class: Students who are not in the classroom when the bell rings.
4. Late to School: Failure to report to first period by 7:10 A.M.
5. Leaving School Grounds: A student who has reported to school and leaves the school's property during the school day without school administrator permission.
6. Paging devices or beepers of any kind are not permitted on school grounds at any time unless used in a designated classroom instructional activity required by their instructor with Principal's approval.
7. Harassment, Intimidation, Bullying or Hazing is prohibited.
8. Gambling: Games of chance of any kind are not allowed at Barnegat High School (cards, lotteries, football pools, etc.)
9. 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."
10. Misbehavior on the bus: Disruptive behavior on the bus may result in detention, suspension and/or removal from the bus for a period of one to two weeks. 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 to and from school during the period of expulsion."

11. 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.
12. 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.
13. *Suspected use, possession, selling or transferring of illegal drugs or alcohol beverages: (See Substance Abuse Policy No. 5530).
14. Smoking or Use of Tobacco: Possession or use in school, on school grounds, and on the school bus is prohibited.
15. 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.
16. Assault and battery, staff/student: Action will be taken according to state law and a suspension will be assigned.
17. Terroristic Threats/False Public Alarms: 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.
18. 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.
19. Use, possession, selling or transferring of firearms, weapons, fireworks or explosive devices, including look alikes:
 - a. Firearms: Guns.
 - b. Weapons: Any object that may inflict bodily injury and place another person in fear of his/her safety.

- c. Fireworks: Firecrackers, rockets, cherry, bombs, etc.
 - d. Explosive Devices: Any device which act by force of gunpowder or other explosive material. This will include any "look alike" device that causes disruption in a school/building.
20. 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.
 21. Forgery/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.
 22. Cutting Detention: Ignoring or cutting teacher or administrative assigned detention.
 23. Off Limits: Students found in an area other than that to which they are assigned are considered off limits. Being off limits will be treated as a disciplinary infraction, subject to disciplinary action.
 24. Projectiles: Any object not related to any educational activity thrown in the school building or on school grounds is prohibited. These include, but are not limited to: snowballs, coins, pencils, books, etc. Disciplinary action will result according to the severity of the infraction.
 25. 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.
 26. Skateboards/In-Line Skates/Scooters: The use of skateboards, in-line skates and scooters is not permitted on school grounds at any time. Disciplinary action will result.
 27. 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.

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

DETENTION POLICY

1. Detention starts at 2:10 p.m. and ends at 3:10 p.m.
2. Report to the designated detention area.
3. Students will not be admitted without sufficient study materials for total time in detention. If students have no homework, they should bring reading materials.
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 are absent or miss detention for another valid reason are expected to make it up on the next day detention is scheduled.
6. 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.
7. Being put out of detention for a discipline infraction may result in parent contact and/or a letter home and additional discipline.
8. Cutting detention is very serious and will result in parent contact and/or a letter home and additional discipline.
9. Extra help may not take the place of detention assignments.

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

SATURDAY DETENTION

1. The Building Principal/Vice Principal assigns students for disciplinary reasons.
2. Parent notification will be the responsibility of the Principal/Vice Principal assigning the student to Saturday Detention.
3. If an emergency arises and the student cannot attend, the parent must contact the Principal/Vice Principal. If the reasons are acceptable, the detention will be rescheduled. Extenuating circumstances for not attending the detentions must be brought to the attention of the building principal who would have discretion regarding consequences involving suspension or additional detentions.

4. The doors will open at 7:45 a.m. and close at 8:00 a.m.
5. Saturday Detention will be held 8:00 a.m. to 11:00 a.m. at Barnegat High School
6. Students must have assignments from all their teachers/courses.
7. Students will be expected to work the entire time while there. Any student not working will be removed from the room and referred to the building administrator.
8. For each time a student does not attend a scheduled detention an additional detention will be assigned. After the 4th consecutive time a child does not attend the assigned detentions, a 4 day suspension would occur.
9. There are no radios, cell phones, food, beverage, candy, magazines, comic books, etc. allowed in the Saturday Detention Room.
10. There will be no talking or sleeping permitted.
11. Lavatory privileges will be at discretion of the Saturday detention administrator.
12. Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary actions.
13. The District is not responsible for transportation of student to or from Saturday Detention.

IN-SCHOOL SUSPENSION

1. Students must report to the in-school suspension room at 7:10 a.m. and remain until dismissal.
2. Students must be prepared with schoolwork for the entire day. Arrangements for work with teachers must be completed by the student before the start of in-school suspension. Students should bring reading or other school-related material for this assigned day. The entire time in in-school suspension must be spent on meaningful schoolwork. Assignments must be completed.
3. Students are to be orderly and quiet at all times.
4. Students may not sleep, talk, pass notes, or communicate with others in the room.
5. Students may eat only during the assigned lunch period in the in-school suspension room.
6. Students may not leave the room at any time during the day.
7. Students may not participate in any extra or co-curricular activity the day that in-school suspension is assigned.
8. Students may not leave early for work-study programs or early dismissal.

Students who violate any of the in-school suspension rules will be sent to the appropriate administrator and additional disciplinary action will be taken.

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.
4. Arrangements for all assignments, materials, and/or textbooks are to be made by calling the guidance counselor.

STUDENT PARKING **PARKING PRIVILEGES**

APPLICATION

1. An application form must be completed and submitted in the Attendance Office.
2. A copy of the insurance card, license, and registration must be attached to the application.
3. A student conference may be scheduled with the Vice Principal to review the application.

PRE-REQUISITES

1. Juniors and Seniors are eligible to obtain a 2006-2007 Student Parking Permit.
2. 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.
3. All school fines must be paid in full before approval of driving privilege.
4. Good Attendance- No more than 9 times absent or 9 times tardy.
5. Good Academic progress means that a student is passing.
6. A Good Discipline record means that a student has not been suspended in a calendar year and have fewer than five discipline referrals.

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 with \$3.00 designated for scholarship.

2. If a student operates two or more cars alternately, all cars must be registered and properly display a valid parking permit. Whenever a change in license plate occurs, the student is to immediately notify the Attendance 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. Parking is first come first serve basis, there are no assigned spaces. Students may only park in the designated student lot.
2. The parking lots located in the front of the High School are reserved for faculty and visitors.
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.
5. Hang Tags must be displayed on the rear view mirror at all times.

RESPONSIBILITIES AND REGULATIONS

1. Only the student who has been granted the privilege may drive to school. Under no circumstances may a student take on riders unless permission has been obtained from the administration.
2. Parking Permits are NON-TRANSFERABLE. All students sharing or attempting to share permits will lose parking privileges for the remainder of the school year.
3. Students are not permitted to sit in parked cars or loiter about parked cars at any time. Upon arrival to school, students must park their cars and immediately enter the building.
4. Students may not go to their cars during the school day unless permission has been obtained by the Administration.
5. Student must exercise extreme caution when driving on school grounds. Maximum speed is 10MPH. Violations will result in a loss of parking privileges.
6. Pedestrians have the right-of-way at all times.
7. Students must not interfere with the progress of school busses. No parking in bus area.
8. 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.
9. All motor vehicle laws of the State of New Jersey apply on school grounds.
10. Due to in-climate 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 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. * The Barnegat School District reserves the right to random car searches.
6. **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.
2. The decision of the high school principal is final.

ALCOHOL AND DRUG POLICY

The Board of Education believes that the possession, use or distribution of alcohol and drugs in the school environment 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 #5530)

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.

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
- Recommended 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.
- You will be removed to a protective environment for observation and care until you can be examined.
- Your parents/guardian and the superintendent will be notified immediately.
- The principal will arrange for an immediate medical examination by the school medical inspector or by a physician selected and paid for by your parent/guardian.
- 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/guardian.

- 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 be allowed to return to school until it is received, but if there is reasonable suspicion that you were under the influence, you may be suspended immediately.
- 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/guardian, the principal, and the superintendent 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.
- Yours parents/guardians and the superintendent will be notified immediately.
- If it is determined that you have violated the policy, a conference will be held with you, your parents/guardian, 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 you.
- 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.
- Any information you provide during counseling regarding suspected use of alcohol or other drugs will be made available to your parents/guardian.
- The Counselor will develop an evaluation and treatment plan that address 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 AND HAZING

The Board of Education prohibits acts of harassment, intimidation, bullying or hazing. The Board also prohibits active or passive support of any of these prohibited acts.

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

DEFINITIONS

For purposes of this policy, “harassment, intimidation or bullying” means any gesture or written, verbal or physical act that takes place on school property, at any school sponsored function or on a school bus and that:

- a. is motivated (1) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or (2) by any other distinguishing characteristic; and
- b. (1) a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or (2) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Bullying” also means any repeated and intentional, aggressive physical, verbal or psychological act(s) that involves an imbalance of power of one student over another (not necessarily based on physical size), which occurs on school property, at any school-sponsored activity or on a school bus, including such actions as insulting, abusing verbally or physically, threatening, intimidating, humiliating or harassing, and that a reasonable person should know, under the circumstances, will have the effect of harming another student or damaging another student's property or has the effect of insulting or demeaning another student or group of students in such a way as to cause a substantial disruption in, or substantial interference with, the orderly operation of the school.

This policy shall not prohibit the expression of ideas or viewpoints, including those that others may find offensive, insofar as such expression is constitutionally protected.

“Hazing” means performing on or off school property any act, coercing another or attempting to coerce another to perform any act of initiation into any school class, school athletic team or any school organization that causes or creates a substantial risk by an individual subject to hazing shall not lessen the prohibitions contained in this policy.

CONSEQUENCES FOR COMMITTING ACTS OF HARASSMENT, INTIMIDATION, BULLYING OR HAZING

In determining the appropriate response to students who commit one or more acts of harassment, intimidation, bullying or hazing, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation

of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, Federal and State statutes, regulations *and polices, and district policies and procedures (Board Policy 5600, Pupil Discipline, and age appropriate rules established at each school level).

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils *and consistent with Board Policy 5600, Pupil Discipline. Prior to making any determination regarding discipline, the principal or principal's designee shall ensure that the due process rights of students are safeguarded.

REPORTING COMPLAINTS

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the the principal or each building or available at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of any anonymous report.

INVESTIGATING COMPLAINTS

The principal and/or principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

The chief school administrator/designee shall ensure that appropriate supports and assistance are provided to victims of harassments, intimidation, bullying or hazing.

PROHIBITION ON REPRISAL OR RETALIATIONS

The school district prohibits reprisal or retaliations 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 means of harassment, intimidation, or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including report to appropriate law enforcement officials.

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 for 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.

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 (Assistant to the Superintendent) 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 504 Officer or the Principal 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.

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. Student attire shall be school appropriate – neat, clean and reflecting an appearance of modesty.

2. 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.
3. 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.
4. Footwear must be worn at all times. For safety reasons, certain types of sandals may not be worn. While the Barnegat School District does not promote wearing backless shoes, it does recognize fashion. If you choose to wear flip flops you do so at your own risk. Bedroom slippers are not acceptable school footwear.
5. Bare midriff, crop tops that expose the abdominal area, halter-tops, tube tops and tank tops with straps that are less than one inch wide are not permitted. Tops that expose even partial cleavage or have open backs are also not permitted.
6. Tank top shirts with loose fitting armholes are not permitted.
7. Clothing that is extremely ragged, or extreme in tightness or transparency is not permitted. Bathing suits are not permitted.
8. 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. **NO PAJAMAS.**
9. Lingerie, including bra straps and underwear, and sports bras may not be exposed. Students are required to wear appropriate undergarments at all times.
10. Articles which can cause damage to other students and/or property are not permitted.
11. Cestuses or similar leather bands with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.
12. Except for religious and/or cultural purposes, head coverings of any kind (including sweatbands) worn to school must be removed upon entering the building.
13. In addition, any apparel or item, which interferes with the identification of a student, i.e. sunglasses, hoods, etc. are prohibited.

Students who are in violation of this policy will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be required to 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.**

FIRE DRILLS, CODE BLUE

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.

CODE BLUE 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 an CODE BLUE Drill students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority.

GUIDANCE

The Guidance Department 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 guidance office. Only students with authorized passes will be accepted in the Guidance 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 is 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.
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 will be revoked when:

1. A student goes on 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 insures 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 parent 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 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. As 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 self-medication of a prescribed medication, the student must report to the school nurse during the day and appropriate personnel (e.g. coach, trainer) after school.
- 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 is required for each sport during the school year. Parent/guardian and 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.

CAFETERIA

Students are to report to the cafeteria immediately as scheduled. Loitering in the hallways or attempts to leave the building are strictly prohibited. The cafeteria offers hot or cold lunches and a la carte items. Milk 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.

After eating, students will deposit all refuse 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. Cutting of lunch period shall constitute a cutting offense and will result in disciplinary action.

Food may not be acquired from an outside source or be delivered anytime during the school day. Food and beverage from outside vendors WILL BE confiscated.

FREE AND REDUCED PRICE LUNCH PASSES

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.

STUDENT STORE

Any items needed for school such as notebooks, paper, pens, report covers, rulers, protractors, and gym bags are available at the student store.

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 ANY TILED SURFACE IN THE CORRIDORS. PLEASE USE MASKING TAPE WHEN HANGING POSTERS AND REMOVE ALL POSTERS AND TAPE IMMEDIATELY AFTER THE ANNOUNCED EVENT TAKES PLACE. DO NOT TAPE ANYTHING TO LOCKERS.

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 Guidelines for Responsible Computing signed by students; 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. A charge of 10 cents is made to cover costs. 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 2:30 p.m. Additional hours will be announced at the start of school.

CELL PHONES

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. 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.

RADIOS/CD PLAYERS

Radios and CD players of any kind are not to be brought to school. These devices will be confiscated by a staff member and held in the main office until the end of the school day. A discipline slip will be written and a sanction will follow.

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.

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 display or distributed are to contain the approval signature of an administrator.

LOST AND FOUND

Report the loss or finding of any article to the high school office. A lost and found box for glasses, school materials, jewelry, etc., will be maintained in the guidance 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

When you receive a textbook, enter the teacher's name, your name and the date of receipt in ink on the blank in front of the book. Your teacher will enter the condition of the book and keep a record of the book number and condition.

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.

VISITORS

All visitors must report to the main office and obtain visitors passes. **Student visitors are not permitted without prior approval of administration.**

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 to the office on the required form. All announcements must be signed by a faculty member and approved by the administration.

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 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. 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. Students will not be permitted entry after the first hour of the concert, movie, dance or event and may not leave until one hour prior to the end of the event.
2. 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.
3. Students who leave the building will not be permitted to return.
4. 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.
5. Smoking, alcoholic beverages and drugs are not permitted on school premises. Disciplinary action, according to Board of Education policy, will be taken.
6. If students or guests appear to be under the influence of drugs or alcohol or have the odor of alcohol on their breath, they will be subject to disciplinary action as defined by the substance abuse policy.
7. 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 24 hours before the date of the activity. Both student and the guest must sign in at the door. Students are responsible for the behavior of their guest. No guest over the age of 20 will be permitted to attend activities at Barnegat High School.

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 to others.
- Do not swear or use vulgarities or any other inappropriate language.
- 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 Council and the Class Council. Even if you do not become a member in 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 a least eight 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.

CLUBS AND ORGANIZATIONS:

School Store	Newspaper	Mock Trial
Class Government	Theater/Drama	PROS
Interact	Chess Club	PLE
Yearbook	Computer Club	DECA
Art Club	Tech Crew	Math League
Fishing Club	Anime	
Literary Magazine	Chorus	
Peer Mediation	FBLA	
Robotics	Dance	
Weight Lifting	Yearbook	
Chorus	Jazz/Marching Band/Color Guard	
World Language Club	National Honor Society	

SPORTS

FALL

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

WINTER

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

SPRING

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

B – Boys

G – Girls

C – Co. Ed.

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

Late Bus Schedule

3:15 PM

4:30 PM

5:30 PM

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 first semester only.
2. To be eligible for athletic competition and/or activities during the first semester of the 2006-2007 school year, students in grades 10-12 must have passed a minimum of 27.5 credits during the 2004-2005 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 2005-2006 school year, students in grades 9-12 must have passing grades in 13.75 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 on 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 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.

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 to 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 is 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 rarest. 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 the consistent and reliable result. 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 on the this page and return it to school on the day indicated by your homeroom teacher.

In accordance with New Jersey Statute 18A:37-1 Pupils in the 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.

I have received and have read a copy of the Barnegat High School Student-Parent Handbook.

Signature of Parent/Guardian

Signature of Student

Date

