

Boonton High School

STUDENT HANDBOOK 2011 – 2012

Leadership
Service
Commitment

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This agenda belongs to:

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HIGH SCHOOL ADMINISTRATION

Ms. Jacalyn K. Richardson Principal
Ms. Sandy Schwartz 12th Grade Dean of Students and Programs
Ms. Debra Ballway 11th Grade Dean of Students and Programs
Mr. Dan Guido 10th Grade Dean of Students and Programs
Mr. Ed Forman 9th Grade Dean of Students and Programs
Mr. Dave Hughen Athletic Director

CHILD STUDY TEAM

Ms. Bobbie Stenvall Director
Ms. Karen Parker Transition Coordinator
Ms. Robin Schwalb Social Worker
Ms. Rebecca Dieckmann LDTC
Ms. Ashley Viviani School Psychologist

GUIDANCE STAFF

Ms. Heidi Brady 12th Grade Counselor
Mr. Jamie Nash 11th Grade Counselor
Ms. Carole Clarke 10th Grade Counselor
Ms. Tracy Longo 9th Grade Counselor

BOONTON HIGH SCHOOL

306 Lathrop Avenue
Boonton, New Jersey 07005
(973) 335-9700
(973) 402-5135 (Fax)
CEEB / ACT / Testing Code: 310130

MISSION OF BOONTON SCHOOLS

TO ENABLE EACH STUDENT:

- To acquire the knowledge and skills necessary to successfully meet the challenges of life;
- To apply problem-solving and decision-making techniques to personal, interpersonal, career, and leisure concerns;
- To be open to new possibilities and change;
- To make a positive contribution to self and society;
- In implementing this mission we believe that each student should be considered in accordance with his/her uniqueness and be challenged to reach his/her full potential.

VISION

Students will move beyond academic proficiency and be competitive throughout the entire educational process.

CORE VALUES AND BELIEFS

- A sound educational program includes core academic skills measured with benchmarks;
- Working cooperatively and productively with others is important, and these qualities in all district relationships should be developed;
- Thinking skills should be utilized in all educational endeavors;
- Problem solving strategies should be developed at all grade levels;
- Students must be able to use information as well as acquire it;
- Oral and written communication skills are essential for success in the 21st century;
- Self-evaluation should be practiced in all grades;
- Risk-taking is essential for maximizing learning and meeting the challenges of education;
- Community service benefits the server and the recipient;
- Providing a rich learning environment is an obligation of the school district;
- Technology must be infused in all curriculum areas.

PHILOSOPHY

At Boonton High School there is a strong commitment to provide a positive learning climate in which all students can reach their potential. We emphasize relevant information, technology, and problem solving techniques, including the development of values and critical thinking skills. Aware of the different ways in which students learn, we direct our efforts towards instruction of the individual and meeting the needs of an increasingly diverse school population. We are dedicated to the development of leaders through comprehensive programs in academics, the arts, athletics, and student activities. The school recognizes its responsibility to prepare each student for an effective role in our society's growth, management, and preservation. Consistent with the expectations of the community, we encourage excellence and believe that every student can and should contribute to society in a positive and productive fashion.

GOALS OF BOONTON HIGH SCHOOL

- Boonton High School shall give all individuals the opportunity and the challenge to achieve optimum development of their abilities and interests in a positive learning climate;
- Boonton High School shall provide students with knowledge for the application of the latest technologies and innovations in vocational and academic areas;
- Boonton High School shall stress the development of problem solving techniques and critical thinking skills;
- Boonton High School shall maintain consistently high expectations that students will strive for a sense of excellence in their overall performance;

- Boonton High School shall provide instruction in academics, athletics, aesthetics, and extra-curricular activities, which develop leaders;
- Aware of the multi-cultural makeup of our student body, Boonton High School shall emphasize the intrinsic worth of every individual;
- Boonton High School shall strive to develop in each student individual goals, interests, and abilities to make the greatest possible contribution to the community;
- Boonton High School shall adapt educational procedures and materials to serve individual learning styles, needs, and interests;
- Boonton High School shall encourage students to develop self-esteem and respect for the rights and feelings of others;
- Boonton High School shall develop in students an understanding of and an appreciation for our democratic society, an acceptance of the responsibility of citizenship and a sense of history.

ACCREDITATION

Boonton High School is approved by the New Jersey State Department of Education and accredited by the Association of Colleges and Secondary Schools of the Middle Atlantic States. This school meets the requirements of the N.J. State Department of Education as to facilities and program.

CURRICULUM

The curriculum accommodates the diversity of needs, abilities, and interests of the student body. Students are provided with an opportunity to take Advanced Placement and Honors classes as well as vocational and technical courses. The high school has earned a reputation for preparing students for the most competitive colleges and universities and the business world. Advanced Placement courses are offered in biology, physics, chemistry, calculus, English, French, economics, computer science, Spanish and art. Honors courses include English, mathematics, science, social studies, art, and advanced world languages.

GRADUATION REQUIREMENTS

The following are the curriculum requirements for graduation from Boonton High School with a state-endorsed diploma. The minimum graduation credit requirement is 120 for students who will graduate in 2011, 2013, 2014 or 2015. Our students may carry 40 credits per year. Students are promoted from grade level to grade level if their projected program allows them to complete 120 credits within four years.

Minimum Course Requirements

- Successful completion of 20 credits in Language Arts Literacy - **2012, 2013, 2014, 2015;**
Successful completion of 15 credits in Social Studies - **2012, 2013, 2014, 2015;**
- Successful completion of 3.75 credits in Physical Education for each year in attendance - **2012, 2013, 2014, 2015;**
- Successful completion of 1.25 credits in Health to be taken in the Freshman and Junior years in conjunction with the Physical Education requirement specified above - **2012, 2013, 2014, 2015;**
- Successful completion of 1.25 credits in Driver Education to be taken in the Sophomore year in conjunction with the Physical Education requirement specified above - **2012, 2013, 2014, 2015;**
- Successful completion of 1.25 credits in Human Relations & Sexuality to be taken in the Senior year in conjunction with the Physical Education requirement specified above - **2012, 2013, 2014, 2015;**
- Successful completion of 15 credits in Mathematics including Algebra I and Geometry - **2012, 2013, 2014, 2015.**
- Successful completion of 15 credits in Science including Biology and one (1) additional lab science - **2012, 2013, 2014, 2015**
- Successful completion of 5 credits in Visual/ Performing Arts - **2012, 2013, 2014, 2015;**

- Successful completion of 5 credits in World Languages or a proficiency assessment - **2012, 2013, 2014, 2015;**
- Successful completion of 5 credits in 21st Century Life and Careers or Career Technical Education - **2012, 2013, 2014, 2015;**
- **Successful completion of 2.5 credits in Financial, Economic, Business and Entrepreneurial Literacy - 2012, 2013, 2014, 2015;**
- Successful completion of the HSPA or AHSA - **2012, 2013, 2014, 2015;**
- Technological literacy infused throughout the curriculum - **2012, 2013, 2014, 2015;**

GRADE AVERAGING AND EXAM

Full-year Course – The average of the four marking period grades and mid-year and final exams will determine a final grade using these weights: 1/5, 1/5, 1/10, 1/5, 1/5, 1/10;

- Semester Course – The average of the two marking period grades and the semester exam grade will be determined by doubling each marking period grade and adding the exam grade using these weights: 2/5, 2/5, 1/5 respectively;
- Physical Education – The average of three marking periods and the average of the marking period written exams;
- Health/Driver Ed. – Marking period grade.

Any senior who has earned an A in four consecutive marking periods and the mid-term in a full-year course will be exempt from the final exam.

GRADING POLICY

Letter grades will be used and weighted according to the following scale:

Non-Honors	Honors	Advanced Placement
90-100 = A	5	4
80-89 = B	4	3
70-79 = C	3	2
60-69 = D	1	1
50 = F	0	0
* I	0	0
** NG	0	0

Grading Scale Range

The following scale will determine grades:

A+ = 97-100	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	D- = 60-62
	F = 50
	I = Incomplete
	NG = No Grade

- Any student who fails to complete course work requirements during a marking period, as outlined by his/her individual teacher, will receive a grade of "Incomplete" (I). The student who is assigned an "Incomplete" (I) grade will be notified by his/her respective teacher at the end of the marking period, and will have 15 school days following the close of the marking period to remove the "Incomplete." Failure to do so will result in replacing the "I" grade with a grade of "F";
- An "Incomplete" (I) assigned for the final marking period, or in a one marking period course, must be removed within 5 school days following the end of the marking period. If not, a grade of F will be the final grade for the course.

The symbol NG (No Grade) appears on the report card when the student has not been assigned a letter grade or when the student is not scheduled for the course during the marking period.

In a course scheduled for one marking period only, the student must pass the course.

ATTENDANCE POLICY

The following is School Board Policy on attendance:

- The New Jersey Administrative mandates that Boards of Education shall establish pupil attendance requirements appropriate to school programs;
- The New Jersey Statute further adds that pupils maintain regular attendance at school.

In July 1980, the New Jersey Department of Education published guidelines for high school graduation requirements which include a recommendation that policies regarding attendance be part of a school's requirements. In keeping with this recommendation and realizing that absences from school jeopardize the ability of a pupil to satisfactorily complete a prescribed course of study, and that participation in class activities and interaction between pupil and teacher are vital and integral parts of the learning process, the following attendance regulations will be in effect for all Boonton High School pupils effective as revised:

A. Minimum Requirements and Loss of Credit

Students who are absent from class more than 16 days in a full-year course, 8 days in a semester course, or 4 days in a marking period course will not have completed the requirements for the course of study and, therefore, will not receive credit for their courses.

B. Absenteeism

- Pupils who are absent from school will submit notes to the attendance office upon their return explaining the reasons for their absence. Some of these reasons may cause the absence to be excused and some may not be excused;
- Examples of excused absences which will not be counted against this policy, but not limited exclusively to the following are;
- Illnesses verified by doctor's note;
- Verified mandated court appearances;
- Death in the immediate family (verified by parents(s) or legal guardian(s) note);
- Religious holidays as prescribed by the State Department of Education (verified by parent(s) or legal guardian(s) note);
- Approved field trips and school sanctioned programs;
- School nurse's excuse form class or school;
- Senior college visitations/job interviews – not to exceed three in a given year;
- Students who leave school before having attended 4 instructional hours will be charged with 1 day's absence;
- Students who exceed the number of absences will not receive credit for the course(s). A NC (No Credit) will appear on the report card and transcript;
- If students want to attend summer school to make up a course where credits were lost due to absences, they must complete all course requirements to the satisfaction of the teacher(s) who will then recommend the students for summer school.

C. Partial Daily Attendance (Tardies and Early Dismissals)

- Pupils entering school late (after the 7:45 a.m. bell rings) must report directly to the attendance officer to obtain a late pass. Tardy pupils will not be admitted to class if they have not reported to the attendance officer first;
- Once students are on school grounds, they are not permitted to leave;

- For the purpose of this policy, it is important to understand that tardies to school and early dismissals may also affect a pupil's credit status. If a pupil misses fifteen minutes or more of a class due to an unexcused tardy or early dismissal, this will count as a full unexcused absence in the class(s);
- Every five unexcused tardies to class reflecting less than fifteen minutes will also constitute a full unexcused absence in the class.

D. Class Attendance Policy (Cutting)

- Pupils who are absent from class without authorization, while recorded as being in attendance on the day of the absence, will be referred to the school administration for a review of the circumstances surrounding the absence;
- If the school administration determines that the absence was unauthorized, this will be considered a cut. The pupil will be subject to disciplinary action by the administration for the first offense, and more severe disciplinary action will be taken should a second cutting offense occur. Parent(s) or legal guardian(s) will always be notified in writing when an incident of class cutting has been verified;
- Whenever a class has been cut by a pupil, this also counts as an unexcused absence on the pupil's allotted number of days as per the attendance policy. In addition, pupils who cut classes will receive a "zero" for the work due that day and may not make up work missed;
- If a student leaves the Boonton High campus for lunch this will count as a cut and discipline will be administered accordingly;
- If a pupil accumulates three cuts within one school year, the pupil shall lose the credit for the course in which the third cut occurred. The pupil will also lose credit in any additional courses which are cut during the remainder of the school year. If a pupil continues cutting a class in which credit was lost, credit will be taken away from other courses beginning with the next period. If a pupil loses credit due to cutting, he/she will remain in the course for the remainder of the year unless notified otherwise by the administration. A loss of credit due to cutting cannot be appealed and is not retrievable.

E. Letter of Notification

- A letter of notification will be mailed to parents/guardians alerting them of the danger of non-compliance with the attendance requirements should this concern arise at some point during the school year;
- Warnings will be issued to parents/guardians before loss of credit Occurs;
- They will be notified by mail at the 1st absence from a marking period course, at the 3rd absence from a semester course, and at the 8th absence for a year course;
- They will be notified by mail at the 2nd absence from a marking period course, at the 5th absence from a semester course, and at the 11th absence from a year course;
- They will be notified by mail at the 3rd absence from a marking period course, at the 7th absence from a semester course, and at the 14th absence from a year course;
- Failure – They will be notified by mail after the 5th absence from a marking period course, after the 9th absence from a semester course, and after the 17th absence from a year course;
- The Building Principal or designee shall develop action plans in consultation with the pupil's parent or legal guardian to address patterns of unexcused absences.

F. Final Options

There are three options which can be exercised in order to regain credit for the course(s) in which credit was lost during a particular school year.

- A pupil may take the course in which credit was lost in summer school;
- A pupil may repeat the course during the next school year;
- Credit Retrieval Process;
 - a) Students who have lost credit in one or more courses because of excessive absences may be granted the opportunity through the appeal process to retrieve credit for those courses at the end of the school year. This is possible providing a passing grade was attained when the course was taken and the student remained in the class for the entire school year.
 - b) In order to provide pupils and their parent(s) or legal guardian(s) the opportunity to appeal decisions under the provisions of the attendance policy, an appeals committee will be established to review the pupils attendance. This committee will provide a measure of procedural due process for those desiring to appeal.
 - c) The high school administration will constitute the appeals committee and the committee will take into consideration a pupils progress in the class, teacher input and overall behavior.
 - d) Within five days of the decision of the high school appeals committee, an appeal may be made in writing to the Superintendent of Schools.
 - e) Appeals to the Board of Education may be submitted in writing within seven days following the Superintendent's decision.
 - f) Decisions of the Board of Education may be appealed to the Commissioner of Education.

ADVANCED PLACEMENT/HONORS (GUIDELINES)

For entrance into an Advanced Placement or Honors class, it is recommended that the student have:

Advanced Placement Criteria:

- Scored Advanced Proficient in related sections of the NJASK (Language Arts Literacy, Math, and Science);
- Scored Advanced Proficient in related sections of the HSPA;
- Scored at or above the 90th percentile in the Terra Nova or equivalent standardized test in related areas;
- Earned a grade of "B" or better in an honors course serving as a prerequisite to an advanced placement course;
- Obtained a positive recommendation from the prerequisite teacher, respective Dean, and/or guidance counselor;
- **Successfully passed/completed any existing pretests, prerequisites, or summer readings/projects as a standard for entrance into the respective AP course;**
- **Understands that there will be an additional 25 hours of study.**

Honors Criteria:

- Scored Advanced Proficient in related sections of the NJASK (Language Arts Literacy, Math, and Science);
- Students scoring proficient in any or all of the three areas may be considered for entrance after a review of all other criteria. Students scoring partially proficient in any or all of the three sections will not be considered for entrance into the courses;
- Scored at or above the 90th percentile in the Terra Nova or equivalent standardized test in related areas. Students scoring below the 90th percentile in any or all three areas may be considered for entrance after a review of all other criteria;
- Earned a grade of "B" or better in an honors course serving as a prerequisite to another honors course. In the event a course is listed as a prerequisite but is not designated as an honors course, the student will have earned an "A" or better;
- Obtained a positive recommendation from the teacher(s) responsible for the instruction in the course(s) or subject(s) that serve as a

- prerequisite for the said honors course;
- Successfully passed/completed any existing pretests, prerequisites, or summer readings/projects as a standard for entrance into the respective courses.

Procedure

- A student must meet all applicable criteria in order to be automatically considered in the honors/AP course selected for the next school year;
- A student not meeting all applicable criteria will be required to meet with the teacher(s) of the course(s) serving as a prerequisite, the teacher of the course in which the student wishes to enroll, the respective guidance counselor, guidance director, and the respective Dean;
- If the meeting noted in item #2 occurs and the student remains interested in the course, a parent conference will be required to discuss the school's reasons for not recommending entrance into the respective course. It will then be necessary for the student and/or parents to convince the committee that the student must be given the opportunity to enroll in the class. In attendance will be all parties mentioned in #2 as well as the building principal;
- Should it be the decision of school personnel that the student be given the opportunity to enroll in the course, a signed waiver from the parent and student will be placed into the student's cumulative folder;
- Continuance in any honors/AP course(s) shall be contingent upon the pupil meeting the aforementioned criteria and making appropriate progress during the first marking period. The student must remain in the class and earn a grade of, at least, "C" during the first marking period for the student to remain in an Honors or advanced Placement class;
- Waiver form is available upon request.

AFFIRMATIVE ACTION

Grievance Procedure

Below are the steps to follow in filing a grievance if a student thinks that the equal opportunity law has been violated.

The Boonton Board of Education affirms its responsibility to insure all students in the public schools of the Town of Boonton equal educational opportunities regardless of sex, race, creed, color, religion, ancestry, national origin, social or economic status.

Mrs. Pamela Ranco has been designated by the Board of Education as Affirmative Action Officer for the school district. Her office is in the Board office at 434 Lathrop Avenue, Boonton, 973-335-3994.

Briefly stated, the grievance procedure is as follows:

- Any student(s), parent(s) or guardian(s), or citizen(s) having grievance with the opportunity for equal education shall make every effort to resolve such grievance in informal conference with the staff member directly concerned. Such informal conferences shall be arranged through the building principal's office or the superintendent's office. (The principal or superintendent should notify Affirmative Action Officer);
- If grievance cannot be resolved at the informal conference level, the grievant(s) shall file a written affirmative action grievance form with the school principal. (If matter involves district concern, the affirmative action form shall be filed with the superintendent);
- The school principal or the superintendent shall furnish a copy of the grievance to the member(s) of the faculty or administrative staff involved. Upon receipt of the grievance, the principal and his/her designee or the superintendent and his/her designee shall promptly schedule a conference with the grievant(s) and the member(s) of the faculty or administrative staff involved.;
- Written decision must be rendered within ten (10) days following the conference with copies to all concerned.

BEFORE SCHOOL

Loitering in school is forbidden. If a student is arriving early for an activity, or has an appointment with a teacher, he/she must go to the proper room. The use of school rooms is forbidden to pupils before school hours unless they are supervised and under the direct charge of a teacher.

Once a student is on school grounds, they are not permitted to leave.

AFTER SCHOOL

Loitering in school is forbidden. If a student is remaining for an activity, or has an appointment with a teacher, he/she must go to the proper room. The use of school rooms is forbidden to pupils after school hours unless they are supervised and under the direct charge of a teacher.

No loitering is allowed on school property after school hours. Students will need an authorized/signed bus pass in order to be allowed entrance onto the "late buses" to Lincoln Park. Only students who reside in Lincoln Park will be allowed to ride the "late-buses."

ATHLETICS

The athletic program at Boonton High School is very rich in tradition and deep with pride. We believe that participation in athletics provides a wealth of opportunities and experiences that assist students in personal growth and development throughout their lives. Participation in the Boonton High School athletic program is completely voluntary as well as a privilege. Involvement requires commitment on one's part with respect to academic standing, citizenship, obligation to school and teammates and compliance with the athletic code of conduct.

PHILOSOPHY

Participation in athletics is part of your total learning process. If it teaches you to respect discipline and value teamwork, you will have learned something. If it teaches you self-discipline and self-respect, you will have learned something even more valuable. Always have foremost in your mind that ultimately you are in high school to be educated. Athletics are valueless unless they contribute to your education."

Participation in the Boonton High School athletic program contributes to individual development, physical skill, health, strength, self-reliance, emotional maturity, social competencies and good sportsmanship.

Athletes First - Winning Second. The goal of our athletic program is first to produce good people, second to produce good athletes. Winning is important, but only if it's done within the rules and with character development in mind.

Participation and Eligibility Rules

As a student-athlete, eligibility to participate in any sport is dependent upon meeting all criteria of the NJSIAA which include, but are not limited to, the following:

- To be eligible for athletic competition during the fall sports season of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a student-athlete must have passed a minimum of 27.5 credits during the immediately preceding academic year;
- All incoming 9th graders are automatically eligible during the fall sports season;
- To be eligible for athletic competition during the winter sports season, a student athlete must have passed a minimum of 27.5 credits during the immediately preceding academic year and must have passed the equivalent of 6.875 credits during the first marking period of the current school year. This provision applies to all student-athletes, grades 9-12;
- To be eligible for athletic competition during the second semester (spring sports season) of the 9th grade or higher, a student-athlete must have passed a minimum of 13.75 credits at the close of the preceding academic semester (first two

marking periods). Full-year courses shall be equated as 1/2 of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester;

- Before participating in practices, scrimmages or interscholastic games, a student athlete must submit the following completed information to the school nurse;
 - a) Physical Examination/medical Questionnaire Card each academic year
 - b) Athletic/Activity Emergency Card - Permission Slip
 - c) Health History update for each sports season (approved by the school physician);
- Before participating in scrimmages or interscholastic games, a student-athlete and his/her parent(s) must submit signed Code of Conduct forms, Media Release Forms and the NJSIAA's Steroid Testing Policy Forms. In order to view the NJSIAA'S Steroid Testing Policy in complete detail, please contact www.njsiaa.org/ or call (609) 259-2776;
- A student-athlete who is eligible at the beginning of a sports season shall be allowed to finish that season;
- A senior who is carrying less than the equivalent of 13.75 credits during the first semester of his/her senior year will be eligible during the second semester provided they are meeting the district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester;
- Any summer work for make up purposes for failed courses during the previous academic year, completed and approved by the school by the sixth school day, in the fall semester, may be used for eligibility purposes;
- No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his/her entrance into the 9th grade;
- A student who turns 19 before September 1 of any school year shall be ineligible for interscholastic competition. A student who becomes 19 after September 1 shall remain eligible for the entire year;
- Any transfer student who has not had a bona fide change of address must complete an NJSIAA Transfer Waiver Form and be cleared by the NJSIAA prior to participation in scrimmages or games;
- All student-athletes must be in school for a minimum of four hours in order to be eligible to participate in practice and/or games during the day.

Credit Eligibility requirements have been revised and changes will take affect with the Class of 2014 as follows:

- To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year;
- To be eligible for athletic competition during the second semester (Feb 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan 31);
- Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Any athlete requiring professional care may not return to active participation without a written release from the attending physician.

Boonton High School Sports Offerings

Fall Cross Country (Boys)	Varsity
Cross Country (Girls)	Varsity
Field Hockey	Varsity, J.V. & Freshmen
Football	Varsity, J.V. & Freshmen
Soccer (Boys)	Varsity, & J.V.
Soccer (Girls)	Varsity
Tennis (Girls)	Varsity

Winter Basketball (Boys)	Varsity, J.V. & Freshmen
Basketball (Girls)	Varsity & J.V.
Wrestling	Varsity & J.V.
Spring Baseball	Varsity, J.V. & Freshmen
Softball	Varsity & J.V.
Lacrosse (Boys)	Varsity & J.V.
Lacrosse (Girls)	Varsity
Tennis (Boys)	Varsity
Track and Field (Boys)	Varsity
Track and Field (Girls)	Varsity

Sportsmanship

- Sportsmanship is the ability to accept winning and losing graciously. It is the ability to know that life is made up of both successes and failures and that we must be able to deal with both;
- Sportsmanship is that attitude which projects the opponent as an equal, not an enemy. One's rival is worthy of your respect and admiration;
- Sportsmanship is the course it takes to play the game within the rules. It is the ability to accept the decision of the officials and the coach without demonstrating inappropriate behavior;
- Sportsmanship allows the individual to be able to offer his/her hand in victory in order to console the opponent and to offer his/her hand in defeat in order to congratulate the opponent.

The Responsibilities of Sportsmanship

The Player

- Treats opponents with respect;
- Plays hard but within the rules;
- Exercises self-control at all times, setting the example for others to follow;
- Respects officials and accepts their decisions without gesture or argument;
- Wins without boasting, loses without excuses and never quits;
- Always remembers that it is a privilege to represent the school and community.

Any student/fan that projects unsportsmanlike comments or gestures to athletes, coaches, officials, or administrative security will be removed from that contest or for the duration of that athletic season. Infractions of this nature will be carried over to the succeeding seasons and can be added to by school administration.

Guidelines for Behavior

THE STUDENT-ATHLETE:

- Accept and understand the seriousness of responsibility and the privilege of representing one's school and your community;
- Live up to the standards of sportsmanship established by the school administration and the coaching staff;
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students and elementary students. This will assist one in the achievement of a better understanding and appreciation of the sport;
- Treat opponents the way one would like to be treated, as a guest or friend;
- Wish opponents good luck before the contest. Congratulate them in a sincere manner following either victory or defeat;
- Respect the integrity and judgment of officials. The officials are doing their best to help promote the athlete and his/her sport. Treating them with respect, even if one disagrees with their judgment, will make a positive impression of the athlete and his/her team.

THE SPECTATORS:

- Remember that you are at a contest to support and yell for one's team and to enjoy the skill and competition, not to intimidate or ridicule the other team and its fans;
- Remember that interscholastic athletics are a learning experience for students and

that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and, as one would praise students working in the classroom;

- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious;
- Learn the rules of the game so that one may understand and appreciate why certain situations take place;
- Show respect for the opposing players coaches, spectators and support groups;
- Treat them as one would treat a guest in one's own home;
- Respect the integrity and judgment of contest officials. Understand that they are doing their best to help promote the student-athlete and admire their willingness to participate in full view of the public;
- Recognize and show appreciation for an outstanding play by either team;
- Refrain from the use of any controlled substances (alcohol, drugs, tobacco, etc.) before, during, and after contests on or near the site of the event (e.g. tailgating);
- Use only those cheers that support and uplift the teams involved;
- Recognize and compliment school and athletic administrators for their efforts in emphasizing the educational benefits of interscholastic athletics and the role of good sportsmanship;
- Be a positive role model through one's own actions and by censuring those whose behavior is unbecoming.

Athletic Consequences for Central Detentions

The following guidelines will be put into place in the event a student-athlete is given a Level 3 Central Detention;

- 1st Level 3 Central Detention = 1 game/date suspension;
- 2nd Level 3 Central Detention/OSS = 2 game/date suspension;
- 3rd Level 3 Central Detention/OSS = 2 week suspension;
- 4th Level 3 Central Detention/OSS = athletic season suspension;

*Due to the number of games in a Football season, Football athletes will receive ½ the suspension. 4th Level 3 Central Detention/OSS will still result in athletic season suspension.

INSURANCE

The Boonton Board of Education carries athletic insurance that is described as "in excess" coverage. The coverage is supplemental only. It is not to be confused with primary coverage that is the responsibility of parents or guardians to obtain. Claims will only be paid up to stated limits. Each parent/guardian should obtain proper form(s) from the high school nurse or athletic trainer following any accident that occurs during athletics where a professional examination or treatment is required.

If any athlete is injured and goes for further medical evaluation or treatment (to a doctor, hospital, emergency room, etc.) THE FOLLOWING PROCEDURE IS REQUIRED:

- Report the incident to the coach and trainer immediately;
- This injury report then can be filed in accordance with insurance procedures;
- Medical bills pertaining to the incident must be sent to parents/guardians primary insurance carrier by parent/guardian.

BOOKS AND EQUIPMENT

Books must be properly cared for (covers recommended) or fines may be assessed. Student's name must be written in ink in the space provided. Students will be fined for damages not included in normal wear. The cost of the book will be charged if lost. School equipment which is lost, damaged, or broken through carelessness must be paid for by the pupil responsible. The student is responsible for paying these fines at the end of each school year. Report cards and schedules will be withheld if these responsibilities are not met.

BULLETIN BOARDS

Bulletin Boards (**in common areas**) are in the interest of all students and should be neatly kept. Posters, notices, and other articles of interest should be carefully posted with the approval of the Administration. The Principal is in charge of all open bulletin boards and showcases and will direct the use of them.

CARE OF SCHOOL PROPERTY

Building and Grounds

Boonton High School is equipped, decorated, and landscaped in the best possible way. It is therefore, the responsibility of each person to share in the maintenance of the building and grounds, particularly in the areas that receive the greatest abuse, such as the cafeteria and bathrooms. (**Continued disregard or abuse of school property may result in disciplinary action.**)

CLASS RANK POLICY

- The Board of Education acknowledges the usefulness of a system of computing grade point average (GPA) and class ranking for secondary school graduates, both to inform pupils of their relative academic placement among their peers and to provide pupils, prospective employers, and institutions of higher learning with a predictive device so that each pupil is more likely to be placed in an environment conducive to success;
- The Board authorizes a system of class ranking by GPA for pupils in grades 9-12. Pupils will be ranked at the end of each semester. Students entering Boonton High School after six semesters will not be ranked. An explanation of why they have not been ranked will be included with their records;
- Class rank will be calculated by using all subjects. It will be based on the GPA that is calculated by multiplying the numerical value of each grade earned by the credit value of the course to determine the quality points for each course. Subsequently, the GPA is determined by dividing the total number of quality points by the total number of credits attempted. Weighted credit will be calculated for grades earned in honors and Advanced Placement courses;
- Grades earned in summer school remedial courses will be included in the calculation of GPA and class rank; however, credit will not be awarded twice for the same course. Grades earned in summer school advanced credit courses will only be included in a student's GPA and class rank with prior approval. Grades earned in summer school enrichment programs will not be included in the calculation of GPA and class rank but may appear on the student transcript;
- Two or more pupils with identical computed GPA's will be given the same rank. The rank of the pupil who immediately follows a tied position will be determined by the total number of all preceding pupils and not by the rank of the immediately preceding pupil;
- GPA and class ranking for purposes of selecting the senior class valedictorian and salutatorian will be computed at the completion of the third marking period, senior year as will computation for distribution of hoods and cords;
- A pupil's grade point average and rank in class will be entered on the pupil's record and will be subject to Board Policy on the release of pupil records.

CLOSING OF SCHOOL – INCLEMENT WEATHER

On days when school must be closed because of an emergency, families will be informed by our emergency instant alert system. Also, an announcement will be made on local radio TV stations from the time the stations start broadcasting school closings. To listen to a recorded message only, please call (973) 335-9700 – press 7 then 1.

CODE OF ATTIRE

Personal appearance and proper attire are important in setting a positive learning environment. Studies have shown that there is a connection between appearance, attitude and behavior.

Therefore, Boonton High School students shall be dressed appropriately for school. This dress code policy is in effect during the school day and at all school functions. Layering is acceptable only if the top layer of clothing is within the guidelines of the dress code. Exceptions may be announced for special school events. Special circumstances or exceptions for religious or medical reasons will be addressed on an individual basis by the Administration.

Dress Code Guidelines include but not limited to the following:

- Backless, strapless, or halter clothing is not permitted;
- Mesh, sheer, see-through, or laced clothing is not permitted;
- Shoulder strap shall be at least 1½ inches wide on tops and dresses (no spaghetti straps).
- Students shall not expose midriff, buttocks, cleavage, or the entire back;
- Undergarments such as underwear and/or braier shall remain unseen;
- Any clothing, jewelry or accessory, which represents drugs, tobacco, alcohol, sex, violence, obscene words, lettering, symbols or pictures, offensive to any race or religion, shall not be worn;
- Shorts, skirts or dresses shall not be shorter than the bottom of the middle finger when the student is standing normally with both arms extended along side the body. A recommended guide is a minimum 5 (five) inch inseam on shorts;
- Footwear shall be worn at all times.

Consequences

Upon faculty/staff referral, any student who is in violation of the dress code will not be allowed to attend classes until dressed appropriately. The absence will be classified as “unexcused”. Parent/guardian will be notified immediately to come to school to meet with Administration and to provide appropriate clothing for their child.

Students who do not meet dress code standards face disciplinary action. The offense and subsequent consequence, does not change because a student is able to alter his or her clothing after they have been referred. Repeated violations will result in progressive discipline for the students and may result in suspension from school and loss of field trips and/or extra-curricular activities outside of the academic day.

First Offense

Parents will be called to come to school to meet with Dean and provide appropriate clothing. Any time lost in class is unexcused and will count against attendance. All work missed must be made up. Level 1 Central detention will be scheduled on the next school day.

Second Offense

Parents will be called to come to school to meet with Dean and to provide appropriate clothing. Any time lost in class is unexcused and will count against attendance. All work missed must be made up. Level 2 central detention will be scheduled on next school day.

Third Offense

Parents will be called to come to school to meet with building Principal and to provide appropriate clothing. The focus of this meeting will be to discuss the potential loss of extra-curricular activities or privileges outside the academic day. These activities or school privileges include but are not limited to; field trips, athletics, GSA, parking privileges, school play/drama, etc... Any time lost in class is unexcused and will count against attendance. All work missed must be made up. Level 3 central detention will be scheduled for the next school day.

Subsequent Offenses

Parents will be called to come to school to meet with building Principal and to provide appropriate clothing. The focus of this meeting will be to begin to remove offending student from extra-curricular activities and/or school privileges. This will include the privilege to obtain and keep a parking permit (Juniors and Seniors). Any time lost in class is unexcused and will count against attendance. All work missed must be made up. Level 3 central detention. Saturday detention to take place on the first Saturday after the violation.

CODE OF CONDUCT

Boonton High School reinforces the important community values of dependability, responsibility, honesty, participation, respect, self-reliance, trust, and tolerance. Every student has a right to be treated with respect and courtesy, learn without disruption, and feel safe at their school. We endorse the right of teachers to feel safe in their classrooms and be able to teach without disruptions. Unfortunately, the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs. Well behaved students should not be penalized by their behavior. With this in mind, it is expected that students will avoid conduct which is detrimental to themselves, the student body, the faculty, or the overall good of the school. Students are not to bring skateboards, frisbees, or chains to school. Students should refrain from the use

of inappropriate language and are not to be impolite, argumentative, or impudent, either to their teachers or to one another.

CELL PHONES

STUDENTS ARE NOT PERMITTED TO USE CELL PHONES IN THEIR CLASSROOMS FOR ANY REASON

Students may, however, use cell phones in cafeteria during lunch.

If a student is told in a classroom to put their phone away, the teachers must submit their names to their grade level Dean by the end of the day. If the violation takes place during the last period of the day, the grade level Dean must be called.

This will be done before the end of the day and before the students leave the school building because all violators will meet with their Dean before the end of the day.

If any student violates this directive, the following will take place:

First Offense

Meet with Dean, cell phone confiscated and returned to student at the end of the day. Level one Central Detention.

Second Offense

Meet with Dean, cell phone confiscated and returned only to a parent. Phone turned into Dean each morning for one week. Level 2 Central Detention.

Third Offense

Meet with Dean, cell phone confiscates and returned to a parent. Phone turned into Dean each morning for two weeks. Level 3 Central Detentions.

Subsequent Offenses

Meet with Dean, cell phone confiscated. Student is told that their phone will be turned into Principal. Phone will be returned to a parent. Phone turned into Dean each morning for one month. Continued Level 3 Central Detention with added Saturday detention.

If any student is a participant in an extra curricular activity during the violation, **NO EXCEPTIONS** will be made to accommodate their practice, game, or event. All coaches/advisors will be notified to ensure that their participants comply with these consequences.

Central Detentions will take place immediately (giving 24 hours notice).

Saturday detentions will be held on the Saturday following violation.

Students who ignore their consequence and do not show up for their Central Detention and/or Saturday detention will be placed on a list of chronic violators. Chronic violators will not be permitted to participate in extra-curricular activities outside the academic day (including but not limited to sports, field trips, GSA, Chorus/Band concerts, dances, Prom). This decision will be made by grade level Dean and Principal.

FOUL LANGUAGE

STUDENTS ARE NOT PERMITTED TO USE FOUL LANGUAGE FOR ANY REASON IN THE SCHOOL BUILDING OR DURING SCHOOL SPONSORED EVENTS.

Any students who use foul language during the school day or at school sponsored events will comply with the following consequences.

First Offense

Meet with Dean and Guidance Counselor. Level 1 Central Detention.

Second Offense

Meet with Dean and Guidance Counselor. Level 2 Central Detention.

Third Offense

Meet with Dean and Guidance Counselor. Level 3 Central Detention.

Subsequent Offenses

Meet with Dean, Student is told that they will be referred to the principal.
Parent meeting with the Principal, Dean and parent will be required.
Two Level 3 Central Detentions. 1 Saturday Detention.

All Dean/student meetings will be done before the end of the day and before the students leave the school building.

If any student is a participant in an extra curricular activity during the violation, **NO EXCEPTIONS** will be made to accommodate their practice, game, or event. All coaches/advisors will be notified to ensure that their participants comply with these consequences.

Central Detentions will take place immediately (giving 24 hours notice).
Saturday detentions will be held on the Saturday following violation.

Students who ignore their consequence and do not show up for their Central Detention and/or Saturday detention will be placed on a list of chronic violators. Chronic violators will not be permitted to participate in extra-curricular activities outside the academic day, including but not limited to (sports, field trips, GSA, Chorus/Band concerts, dances, Prom). This decision will be made by grade level Dean and Principal.

HATS

STUDENTS ARE NOT PERMITTED TO WEAR HATS FOR ANY REASON IN THE SCHOOL BUILDING AFTER FIRST PERIOD BELL AND BEFORE LAST PERIOD BELL.

Any student who is wearing a hat will be asked to hand it over to the faculty member asking for it. Student must relinquish their hat.

If student relinquishes the hat to the faculty member, the following will occur:

First Offense

Meet with Dean and Guidance Counselor. Hat returned at the end of the day. Level 1 Central Detention.

Second Offense

Meet with Dean and Guidance Counselor. Hat returned to a parent.
Level 2 Central Detention.

Third Offense

Meet with Dean and Guidance Counselor. Hat will be returned to parent. Level 3 Central Detention.

Subsequent Offenses

Meet with Dean, Student is told that their hat will be turned into Principal. Hat will be returned to a parent. Continued Level 3 Central Detention with added Saturday detention.

If student refuses to relinquish the hat to the faculty member, the faculty member must give the grade level Dean the students name immediately and the following will occur;

First Offense

Meet with Dean and Guidance Counselor. Hat returned to a parent. Level 1 Central Detention, 1 Saturday detention.

Second Offense

Meet with Dean and Guidance Counselor. Hat returned to a parent. Level 2 Central Detention. 1 Saturday Detention.

Third Offense

Meet with Dean and Guidance Counselor. Hat returned to parent. Level 3 Central Detention. 1 Saturday Detention

Subsequent Offenses

Meet with Dean, Student is told that their hat will be turned into Principal. Hat will be returned to a parent. Two Level 3 Central Detentions. 1 Saturday Detention.

All Dean/student meetings will be done before the end of the day and before the students leave

the school building.

If any student is a participant in an extra curricular activity during the violation, **NO EXCEPTIONS** will be made to accommodate their practice, game, or event. All coaches/advisors will be notified to ensure that their participants comply with these consequences.

Central Detentions will take place immediately (giving 24 hours notice).
Saturday detentions will be held on the Saturday following violation.

Students who ignore their consequence and do not show up for their Central Detention and/or Saturday detention will be placed on a list of chronic violators. Chronic violators will not be permitted to participate in extra-curricular activities outside the academic day, including but not limited to (sports, field trips, GSA, Chorus/Band concerts, dances, Prom). This decision will be made by grade level Dean and Principal.

DRUG AND ALCOHOL POLICY

Any educational staff member or other professional to whom it appears that a pupil may be under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

- An immediate medical examination (within 1 hour of referral) shall be conducted and a written report of the medical evaluation shall be furnished to the parent(s) or legal guardian(s) of the pupil, the Building Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 - 4.3(a)8.
- If the written report of the medical examination is not provided within twenty-four hours of the referral of the pupil, the pupil shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the physician.
- If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the pupil's physical or mental ability to perform in school, the pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible and attendance at school shall not resume until a written report verifies the pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
- While a pupil is at home because of the medical evaluation or after the pupil returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14

COUNSELING SERVICES

Each student is assigned to a counselor who will assist him/her with educational and career plans. In addition, the counselor may help the student with personal/social issues. The same counselor will be with a student to guide him/her through four years at BHS. Parents and teachers may also ask for the assistance of the counselor to help make a student's educational experience as meaningful as possible.

DISCIPLINE

The following information is extracted from the "Code of Regulations of the Board of Education on Student Discipline K-12". The purpose of presenting this information is to make parents and students aware of what constitutes negative behavior and is, therefore, subject to disciplinary actions. If we all work together, we can create an enjoyable school atmosphere most conducive to learning and adolescent development.

Listed below are examples of misconduct for which school staff are directed to take preventative and/or corrective action. Age-appropriate consequences will be applied at each school. It is important to realize that each case will be judged by its own merits. The circumstances surrounding each case will be considered when being handled by the specific grade level administrator.

A. Offenses Against Students, Teachers and/or Other School Personnel

- Fighting with other students;
- Theft or attempted theft of property of other students or school staff;
- Inciting others to fight, threaten, or harm;
- Driving dangerously on school grounds;
- Creating disorder in classes, hallways, assemblies
- Sexual offenses such as inappropriate touching, whether consensual or not, verbal abuse, inappropriate sexual expressions - *see Affirmative Action;
- Violating codes of conduct of organized school groups (i.e. athletic code; honor society code, etc);
- Bringing to or using in school dangerous weapons such as knives, guns, chains, explosives;
- Running, pushing, tripping, throwing objects, or otherwise acting so as to endanger the safety of other students;
- Bullying, intimidating, threatening with harm, or otherwise creating fear on the part of other students or school staff;
- Use of foul, abusive, derogatory, or demeaning language to other students or school staff;
- Procuring another student's money or possessions by use of threats or fear Insubordination; disregarding or defying the authority of school staff or their instructions and directions;
- Disregarding instructions of school bus drivers, distracting drivers, or interfering with the safe operation of school buses, whether from inside/outside the bus;
- Assault by a student upon a teacher, administrator, board member, or employee of the Board of Education, in accordance with N.J.S. 18A:37-2.1; The Board of Education will also consider the beginning of expulsion proceedings.

B. Offenses against Property and/or the School

- Unauthorized entry into school buildings or vehicles;
- Vandalizing, destroying, damaging, defacing school building, used for school purposes;
- Stealing the property of the district;
- Misusing the property or equipment of the district;
- Vandalizing, destroying, damaging, defacing the personal property of students or staff including automobiles, books, locker contents, clothing, etc;
- Unauthorized occupancy, takeover, or misuse of any school facility or equipment intended for shared student use, such as lavatories, hallways, classrooms, offices, sidewalks;
- Violation of any school rule, regulation, or procedure established by principals;
- Being in unauthorized place in the school or on the school grounds;
- Falsifying the names of parents or school staff on passes, excuses, other official school documents;
- Arson; setting fire to school buildings or equipment and material in the school;
- Sounding or causing to be sounded or sent false fire alarms, bomb scares, other false or misleading messages to the school or community safety agencies;
- Bringing to school or exploding in the school or on school grounds firecrackers or other explosive devices;
- Lockers.

Offenses of the Student against Himself/Herself (Self-Deprivation of

Education Benefits)

- Truancy from school;
- Tardiness to school or classes;
- Cutting class;
- Leaving school grounds without authorization during the school day;
- Unauthorized or inappropriate dress such as to endanger one's own safety or health or create disruption, distraction, disorder in the school;
- Lying about any matter, jeopardizing one's reputation for honesty and integrity;
- Gambling;
- Smoking, NOTE: Any violation of the no smoking policy must also be reported to the local Board of Health at which time legal action may be taken towards the offender and his/her family.

SUSPENSIONS

In an effort to improve the behavior of the students at BHS and to assist students in developing acceptable levels of behavior, we are developing and implementing the following disciplinary procedures:

- For minor offenses teachers and/or administrator will counsel the student and detention may be assigned;
- When a student commits a suspendable offense, the student will be suspended for a specific number of days. The principal or designated administrator will notify the parent/guardian of the suspension by telephone and arrange a conference with the student and parent/guardian. A letter confirming the suspension, signed by the principal or designated administrator will be sent home. Copies of the letter will be forwarded to the student's counselor, the Child Study Team (as appropriate) and the superintendent;
- When a student commits a second suspendable offense, the previously stated procedures will be followed except that the parent/guardian meeting will be with the principal. At this time the seriousness of the repeated offense will be emphasized;
- On the third suspendable offense, the appropriate administrator will follow the previously stated procedures, except that the parent/guardian meeting will be with the superintendent, principal, dean and counselor. At this time the parent/guardian and the student will be informed that the student's continued disregard for the rules of BHS will not be tolerated and on the next suspendable offense, the student will appear before the Board of Education for expulsion consideration;
- On the fourth suspendable offense, the principal will suspend the student until an appearance before the Board of Education can be arranged within the guidelines of 18A: 37 New Jersey Statutes Codes. At this time the Board of Education with input from the superintendent, principal, coordinator of Child Study Team (if appropriate) and the director of guidance shall determine if expulsion is appropriate. (Note: For specific details on student discipline, refer to the district "code of regulations or student behavior" booklet which is provided to all students at the beginning of each school year.)

SUSPENSIONS/REGULATIONS

When a student has been suspended out of school, his/her return to school will include a parent conference. The sequential order of these conferences will be as follows:

- First Suspension: The conference will include the respective Dean and parent;
- Second Suspension: The conference will include the principal, respective Dean and parent;
- Third Suspension: The conference will include the superintendent, principal, respective Dean, parent, and counselor;
- Fourth Suspension: The conference will take place before the Board of

Education and will include the superintendent, principal, assistant principal, parent, counselor, and student.

DRUG AND ALCOHOL POLICY

The possession and use of illicit substances is wrong and harmful. The Boonton Board of Education prohibits the unlawful possession, use, or distribution of illicit substances on school premises or as part of any school activities. Compliance with drug and alcohol laws is mandatory and all students should be aware of the procedures to implement the Boonton Board of Education Policy on this issue. A document describing specific sanctions imposed on students who violate the policy and the law is mailed to students annually. It also describes steps taken to help a student who requests help or to assist a student who shows signs of possible use. Clothing, buttons or hats that advocate the use or advertise alcohol, tobacco or other drugs are prohibited on school grounds. Information on drug and alcohol counseling is available to all students upon request. The student should seek assistance initially from a guidance counselor or from the Student Assistance Counselor.

EARLY DISMISSAL

Students must report to the respective Dean's Office before school with the request for an early dismissal. The request must be written in ink, have your telephone number on it, and be signed by your parent/guardian. Planning ahead for medical and dental appointments is encouraged. Driving tests and permits are valid reasons for an early dismissal; however, accompanying someone would be an invalid reason. Parents are urged to accompany their children on these occasions.

Students may not leave the building or grounds without the permission of the administration at any time. Students must sign out in the respective Dean's Office immediately prior to leaving school with an early dismissal.

The parents or guardians of the student to be signed out prior to the end of the school day must present a letter naming the adult (non-student) person who is being authorized to sign the student out of school. The letter shall be verified by a high school support person. The person authorized to sign the student out shall provide proof of identity, i.e., a driver's license.

EMERGENCY CARDS

Emergency cards must be completed and returned no later than the first week of school. Students who wish to attend field trips and participate in extra-curricular activities MUST have an updated emergency card on file.

EMPLOYMENT

The Guidance Office maintains a file with available jobs. Employment opportunities as well as volunteer positions are frequently posted. Check the board periodically. Job opportunities are also communicated via the public announcement system.

EXAMINATIONS

Two examination periods are scheduled yearly. The midterm exam period occurs at the end of the second marking period. The final exam period occurs during the last week of the school year. The exam tests each semester's work. The midterm examination in a year course represents 10% of the final grade. The final examination in a year course represents 10% of the final grade. The exam given in a semester course represents 20% of the final grade.

All students are expected to take the examinations at the scheduled time. Students who are absent from an examination due to illness or death in the family may make up the exam during a scheduled make up period. Students must receive approval to make up exams from the principal. An unexcused absence from a final exam will result in a failing grade. Students, who must leave school

before the end of the year to attend an activity such as New Jersey Boys State, must receive permission from the Administration to take their exams in advance.

EXTRA-CURRICULAR ACTIVITIES

An important part of life at Boonton High School is the activities program, with over 60% of the students being involved. This not only allows students to work with their peers outside the classroom, but also provides outstanding opportunities in leadership, travel, and community involvement. Participation and eligibility are the same for extra-curricular participants as for athletes (see Athletics).

Opportunities available include:

Boonton Broadcasting Club (BBC)	Jazz Band
Literary Magazine (Expressions)	Marching Band
National Honor Society (NHS)	Tech Club
Newspaper (Wampus)	Cheerleading
Peer Leadership (PLC)	GSA
Student Regalian Association (SRA)	Captain's Club
Yearbook	Drama Club
Key Club	Stock Market Club
Robotics Club	Debate Club
Multicultural/ESL	MSG Varsity Challenge
Foreign Language	Concert Band
Woodworking	

FIELD TRIPS

Field trips provide opportunity for enrichment of the school program; thus, the absence is excused. Before going on any school related field trips, students must have permission slips signed by their parents/guardians. Students must also have a completed emergency card filed in the Nurses office All school rules are in effect while students are on field trips. The school provides supervision for any group that goes on a field trip or excursion.

FINES

Students who owe money for books or other school materials will not receive their report card or other information pertaining to their academic status until all monies have been paid in full. Also, students will not be allowed to participate in any extra curricular activities or sports.

HEALTH SERVICES

All freshmen and students new to Boonton High School are required to have a physical examination. It is recommended that this examination be performed by a family physician. The school physician will examine students who are not examined by their family doctor. Summer camp physicals and athletic physicals are acceptable. Each new student who enrolls from out of state is required to have a tuberculin test. Students must see their own physicians or have parental permission for the school to administer it. Any student participating in athletics must have a physical. Health services are available in the Clinic daily, but a student is required to have a pass from his/her teacher. Emergencies are the exception.

If a student is on medication, the medication must be brought to the Clinic in the prescription bottle. Students must have a physician's order to take over-the-counter medicines in school as well. The school nurse must be informed of any recent immunizations such as D.T., tetanus, MMR or Hepatitis vaccine. Also the nurse must be notified of any health records that will help in the care of the student. For any questions regarding a child's health, please call the nurse at (973) 335-9700, extension 227.

Beginning with the 2004-2005 school year, high school principals cannot admit or retain a student into grades 9 through 12 unless the student has been

immunized for hepatitis B. Principal, directors or individuals in charge of a public or private school must ensure that all high school students have received this vaccination. Parents or guardians must submit evidence of the vaccination prior to, or during, the enrollment of their child in ninth grade. Since hepatitis B vaccine is given in a two or three dose series over a period of 4 to 6 months, it is sufficient that the student receive the first dose prior to enrollment.

HOMEWORK

High school pupils should be assigned homework in each major academic subject on a regular basis. Periodic assignments should be given in art and music courses. Both long and short term assignments may be given in all courses. A high school pupil should plan to devote an appropriate amount of time to home study every school night. The amount of time allocated should be based on the needs and abilities of the individual student. Pupils may need to spend time during weekends and vacation periods on long term assignments.

HOMEWORK GUIDELINES

Homework guidelines will be mailed to parents/guardians over the summer. Included within the homework guidelines are the consequences for not completing homework assigned.

HONOR ROLL

Honor Roll is calculated at the end of each marking period:

4.00 and above Principal's Honor Roll

3.50 - 3.99 High Honor Roll

3.00 - 3.49 Honor Roll

A student cannot be listed on the honor roll with a grade of C, D, F, or I in any subject. The final report card reflects 4th marking period G.P.A. only and is used to determine honor roll. Class rank is based on final grades in all subjects, and a cumulative grade point average is computed at the end of the junior year. Final class rank is computed at the end of the third marking period, seniors.

INSURANCE

- Parents are urged to be certain that their child has adequate insurance coverage. Arrangements have been made with an insurance company for parents to purchase upgraded accident, life, and dental insurance. The plans are optional;
- The school system carries special athletic insurance on all athletes who participate in interscholastic sport activities. However, the coverage is on an excess basis only. This means that it will cover only those medical expenses, which are NOT covered by a personal or group insurance plan. Interscholastic activities require that a student apply to be enrolled as a candidate for the school team and have written approval of at least one parent.

If any athlete is injured and goes for further medical evaluation or treatment (to a doctor, hospital, emergency room, etc.) THE FOLLOWING PROCEDURE IS REQUIRED:

- Report the incident to the coach and trainer immediately. This injury report then can be filed in accordance with insurance procedures;
- Medical bills pertaining to the incident must be sent to parent's/guardian primary insurance carrier by parent/guardian.

IF THERE IS NO INSURANCE AT ALL, THEN THE SCHOOL BECOMES THE CARRIER AND THE FOLLOWING PROCEDURE IS MANDATORY:

- Contact the Boonton High School nurse at (973) 335-9700, ext. 2227. The address is 306 Lathrop Avenue, Boonton, NJ 07005. She will forward the proper insurance forms;
- Obtain a letter from the parent or guardian's employer stating that any other type of insurance does not cover the student;
- Complete the insurance form and submit it along with a letter from the parent's employer and attach all copies of the bills for that injury or treatment. Submit all papers to the address provided on the insurance form. Copies for family's files

must be kept.

INTERNET USAGE

- The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred, changes will alter the nature of teaching and learning:
- Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world:
- The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board directs the superintendent to provide training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes:
- The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards:
- The Board, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action:
- The Board provides access to computer network/computers for educational purposes only.:
- The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason:
- The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and insure its proper use;
- Participates in cyber-bullying.

Standards for Use of Computer Networks:

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

- Intentionally disrupts network traffic or crashes the network:
- Degrades or disrupts equipment or system performance:
- Uses the computing resources of the school district for commercial purposes, financial gain or fraud:
- Steals data or other intellectual property:
- Gains or seeks unauthorized access to the files of others or vandalizes the data of another user:
- Gains or seeks unauthorized access to resources or entities:
- Forges electronic mail messages or uses an account owned by others:
- Invades privacy of others:
- Posts anonymous messages:
- Possesses any data which is a violation of this policy; and/or

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless he/she shall have filed with the principal a consent form signed by the pupil and his/her parent(s) or guardian(s).

Violations

Individuals violating this policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline which includes but are not limited to:

- Supervised computer/network privileges;
- Suspension/revocation of computer/network privileges;
- Suspension from school;
- Expulsion from school and/or legal action and prosecution by the authorities.

LIBRARY MEDIA CENTER

Teachers and a library media specialist work with classes to use the library's many resources. Aside from school-related materials, the library has a wealth of recreational materials such as paperbacks, recordings, magazines, newspapers, etc. Students can go beyond the walls of the school and borrow materials from other libraries by using the library's inter-library-loan services. The N.J. State Library provides a delivery service three times a week to facilitate borrowing among all libraries of the region.

All materials must be charged out at the circulation desk before leaving the media center, or a security system will sound an alarm. Most books are issued to students for a three week period and may be renewed. Magazines, reference materials, video and audio recordings are issued overnight. Students will receive overdue notices before fines will be charged.

LOCKERS (hall and gym)

Lockers are the property of the school. All students must purchase school locks for both gym and hall lockers. Lockers without locks will be sealed by the Administration. They are provided throughout the school and the location of an individual's locker is listed on a student's schedule card. During the year, new students to the school must see the respective Dean for assignment of a locker. Once a student has a locker, he/she must give it proper care, keeping it clean and locked. Locks for hall lockers must be purchased through the school in the Main Office. Any other lock used is subject to removal by the administration. Students should not share lockers with others. It is also strongly advised that they not allow others to know their locker combination.

The Board recognizes that the Fourth Amendment right to privacy applies to students and that students are therefore entitled to be free from unreasonable search and seizure by school officials. The Board also recognizes that the Legislature has specifically charged school officials with the duty of maintaining order, safety, and discipline. Pursuant to State in the Interest of T.L.O. (A-122) and State of New Jersey v. Jeffrey Engerud (A-158) (N.J. Supreme Court, Aug. 8, 1983), the Board acknowledges that an individual student's rights must be weighed against the school's obligation to maintain order. The standard that shall guide the conduct of a school official in effecting a student search shall be that the school official must have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order before a reasonable search can be conducted.

In addition, all students shall be informed annually, in writing that all lockers are school property and that the superintendent and his/her designee will subject the lockers to regular inspection. The superintendent shall prepare rules for administering this policy.

LOST AND FOUND ARTICLES

Check in the Main Office for lost books and other articles.

LUNCH – CAFETERIA

Lunch for all BHS students is scheduled for 41minutes.

Lunch Regulations:

- **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS DURING LUNCH PERIOD (or any time of the day without proper approval):**
- Students are not allowed to leave school grounds during lunch:
- All refuse and paper must be placed (not thrown) in the proper container:
- Students are reminded to act responsibly during lunch:
- Any violation of the above mentioned regulations will result in administrative disciplinary action.

NATIONAL HONOR SOCIETY

The purpose of the National Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

Membership

To be eligible for membership the candidate must be a member of the junior or senior class and must have a cumulative average of at least 3.50. Candidates shall then be evaluated on the basis of service, leadership, and character. Should a student not be selected for induction into the National Honor Society, he/she may appeal the decision by contacting the principal. If the principal chooses not to reverse the decision, the student may then appeal to the superintendent.

PARKING PERMITS

Each senior who drives a car(s) to school is required to register the car in the respective Dean's Office and obtain a parking permit. Parking permits must be displayed from the front rearview mirror of the car. Each summer, prior to the school year, students must register their cars regardless of whether or not it was registered the previous year. If a student uses the family car, it must be registered before it may be parked on school grounds during school hours. Vehicles must remain in the parking area during lunch hours, and may not be moved during school hours unless by special permission of the Administration. Vehicles parked in a space other than the one for which they have registered are subject to disciplinary action.

PLAGERISM/CHEATING:

Violations are subject to teacher discretion. Teachers expect that all students' work is original.

PHYSICAL EDUCATION

The New Jersey Law states that "every pupil, except kindergarten pupils, attending the public schools, in so far as he/she is physically fit and capable of doing so, shall take a course in physical education." In order for a student to be excused from the course for a certain time, a request from a doctor must be submitted in writing. The written excuse of a physician will excuse a student from the physical portion of physical education, but he/she will be held responsible for any written assignments.

Any student "medically excused" from physical education class must complete the following:

- Daily medical excuse - a required written assignment will be issued by the physical education instructor. He/she will be given an assigned topic, will remain in the classroom to complete the assignment (one written page), and then return it to the instructor before the end of the period:
- Weekly medical excuse - a required written assignment will be issued by the physical education instructor. The student will remain in class, sit quietly, and complete the assigned topic while he/she is there. The student will be required to turn in a five page written report by the end of that week to their instructor:

- Long-term medical excuse - a required written assignment issued by the physical education instructor. Student will be required to turn in a twelve page written assignment to their instructor by the end of the unit. He/she will report to the gym and remain there:
- Students on medical may not participate or practice in any extra-curricular activities, such as athletics, GSA, or school-related activities that require physical education.

All students must completely change their attire or P.E. class to appropriate gym attire.

- sneakers, socks:
- sweatpants or shorts:
- sweatshirt, T-shirt (without suggestive/inappropriate sayings, words or pictures):
- Jeans are not acceptable gym attire.

Due to potential “liability or safety hazard,” the following are NOT permitted during gym classes:

- jewelry:
- I-pods, listening devices:
- gum chewing, candy, throat lozenges or cough drops.

Each student will be issued a box locker for the year and must purchase a lock from the Front Office. The combination must be registered with the student’s gym teacher. New or replacement locks cost \$5.00. Students should not leave large amounts of cash (over \$10.00) in gym lockers. Money should be stored in the main office safe and picked up at the end of each day.

REPORTCARD MAILING DATES

First marking period – 11/18/11
 Second marking period – 1/31/12
 Third marking period – 4/12/12
 Fourth marking period – 6/22/12

SCHEDULE CHANGE PROCEDURES

After the initial scheduling conference, a parent, student, counselor, or teacher may initiate schedule changes. However, changes can only be made throughout the remainder of the current school year through July. If there is disagreement over a proposed schedule change, an appeal may be made to the Principal followed by the Principal and Superintendent of Schools.

If the school initiates a schedule change, such as removing a student from an Honors or Advanced Placement course because the grade earned first marking period is less than a “C”, canceling a course due to insufficient enrollment, placing a student in a remedial class due to the late arrival of state test results or because a student does not attend summer school, the student and parent will be notified by the counselor. A student cannot register for more than one class in English/Math in the same school year without the permission of the Principal

For a change to be implemented, the following conditions apply:

- There must be available space in the course requested:
- If a student is moved from one level course to another within the same discipline, he/she must meet the expectations of the new class, for example, any required summer assignments.

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

Boonton High School will ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying (HIB), consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts HIB. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of HIB by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages

of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from *positive* behavioral interventions up to and including suspension or expulsion of students, as set forth in the board of education's approved code of student conduct, pursuant to *N.J.A.C. 6A:16-7.1*. *Consequences* for a student who commits an act of HIB shall be *varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance*, and must be consistent with the district board of education's approved code of student conduct and *N.J.A.C. 6A:16-7*, Student Conduct. Remedial measures shall be designed to *correct the problem behavior; prevent another occurrence* of the problem; *protect and provide support for the victim* of the act; and *take corrective action for documented systemic problems* related to harassment, intimidation or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Consequences can be but are not limited to:

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom detention;
- Referral to Dean/Principal;
- Central detention/ Saturday detention;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from providing services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Remedial Measures can be but are not limited to:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to *N.J.A.C. 6A:16-8*;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of Dean/Principal
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment;

- Student therapy

SEXUAL HARASSMENT

Boonton recognizes that students have the right to attend school in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious relationship necessary for a good learning atmosphere.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. The sexual harassment of any student is strictly forbidden. Students who feel they are targets, victims, or objects of sexual harassment by another student, teacher, employee, or agent of the Boonton Board of Education are encouraged to report the incident to an administrator or counselor.

SMOKING

State Law requires public school property to be “smoke free”. The Board of Education recognizes that the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong deleterious consequences. For purposes of this policy, “smoking” means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff. The Board prohibits smoking by pupils at any time on school premises, at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board. The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. Staff members shall, by example and persuasion, make every reasonable effort to discourage pupils from developing the habit of smoking. Any violation of the no smoking policy will result in a referral to the local Board of Health for legal action which includes a monetary fine. Students will also face school disciplinary action.

SUBSTANCE ABUSE OFFENSES

The Boonton Board of Education prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as part of any school activities.

Any student found to be under the influence or in possession of illegal drugs or alcohol on school grounds or at a school event shall be suspended and must undergo a full drug and alcohol assessment.

SUMMER – Out of District Remedial/Enrichment Opportunities

Students who plan to attend an out of district summer remedial or enrichment program must have prior approval of his/her counselor concerning the subjects he/she plans to take.

VISITORS

Classroom/school visits by students from other districts are not permitted.

- All visitors must sign in at the reception desk at each entrance. Visitors will be asked to produce identification and wear a temporary BHS ID badge.

WITHDRAWAL OR TRANSFER

- When a student desires to withdraw or transfer from school, he/she must observe the following:
- Present a note from parent/guardian at least two days in advance explaining reason for request:
- Obtain a form from his/her counselor to be presented to teachers, and school librarian for grades and signatures:
- Return all books and equipment to individual teachers/advisors:
- A transfer card will be forwarded only after all obligations are met.

WORKING PAPERS

There are three parts to complete on the working paper form issued by the office:

- **PROMISE OF EMPLOYMENT** (to be filled out by employer and signed by a parent):
- **PHYSICIAN'S FORM** (to be filled out by the school or family physician. There is no fee if completed by the school doctor):
- **SCHOOL RECORD FORM** (to be filled out by the high school office)
After these parts are completed, students must return the form with their Social Security number and birth certificate to the high school office if they are Boonton residents. Lincoln Park and Academy students have the option of obtaining working papers through their home district or here at Boonton High School. Students will then sign the form, and it will be sent to Trenton for approval. During the summer, working papers will be issued from 8:30 a.m. to 2:30 p.m. During the academic year, working papers will be issued during lunch and after school.

VACATIONS

Vacation days are considered absences that accumulate toward excessive absences. Students should not expect to receive their homework assignments prior to going on vacation. They will be responsible for making up all missed assignments upon their return to school.