



# Boonton High School

**LEADERSHIP \* SERVICE \* COMMITMENT**

A tradition since 1872

## Parent/Student Handbook 2021-2022

Boonton High School provides a safe and supportive environment that cultivates knowledge and character, fostering students' academic, social, and emotional needs in an ever-changing world.

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**Town of Boonton Public Schools**

Mr. Robert Presuto                      Superintendent  
Mr. Steven Gardberg                  Business Administrator/Board Secretary

**BOARD OF EDUCATION**

|                                      |  |
|--------------------------------------|--|
| Ms. Irene LeFebvre, President        | Mr. Joseph Geslao  |
| Ms. Jennifer Darling, Vice President | Ms. Natavia Hayes  |
| Mr. Christopher Cartelli             | Ms. Loren Katsakos   |
| Dr. Crystal Davis                    | Mrs. Sandra Vucenovic, Lincoln Park Representative           |
| Ms. Elaine Doherty                   | Mr. Robert Presuto, Superintendent                           |
| Mr. Robert Ezzi                      | Mr. Steven Gardberg, Business Administrator/ Board Secretary |

**HIGH SCHOOL ADMINISTRATION**

Mr. Jason R. Klebez                      Principal  
Ms. Debra Ballway                      Vice Principal - Grades 9 & 11  
Mr. Edward Forman                      Vice Principal - Grades 10 & 12

Mrs. Rebecca Kipp-Newbold              Supervisor of Humanities  
Mr. Louis Castano                      Supervisor of STEM and Business

Mr. David Huguen                      Athletic Director/Supervisor of PE/Health

**GUIDANCE STAFF**

Ms. Kelly Mabin                      Counselor  
Mr. James Nash                      Counselor  
Mrs. Samantha Soni                      Counselor  
Mrs. Dianna Callahan                      Counselor & AVID Counselor

**CHILD STUDY TEAM**

Ms. Christine Muench                      Director  
Ms. Linda Mauriello                      Transition Coordinator  
Ms. Cassidy Buchanan                      Social Worker  
Ms. Julie Rienzi                      LDTC  
Ms. Melissa Bialick                      School Psychologist

**THE GATEWAY ACADEMY**

Ms. Nupur Bahl                      Director of the Gateway Academy

**WRAP AROUND TEAM**

Ms. Amanda Bright  
Ms. Jessica Saramago

**BOONTON HIGH SCHOOL**

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

## **BOONTON DISTRICT MISSION**

The Boonton School District will deliver an educational experience that inspires all students to reach their full academic and personal potential; through a program, delivered in a safe and secure environment, which empowers, and equips them to succeed. To achieve this, our curriculum and programs will be rigorous, relevant, comprehensive, and will embrace diversity.

## **BOONTON DISTRICT VISION**

The Boonton School District will graduate all students equipped with the 21st century skills, knowledge, and adaptability to succeed in an ever-changing global environment. Our students will be the pride of the community and leaders for our future.

## **BOONTON DISTRICT CORE VALUES AND BELIEFS**

- We believe that all students deserve to grow in a rigorous, relevant, and inclusive academic, co- and extra-curricular environments that assist each and every student to not only meet but also exceed his or her potential.
- We believe that all students will benefit not only from safe and secure facilities, but also from an environment focused on social, emotional and academic development targeted to increase motivation, self-esteem, tolerance, and respect.
- We believe that all students deserve to be educated in a community that understands, supports, and contributes to the District's initiatives, actions, and priorities.
- We believe that all students and staff will benefit from a rich technology-based teaching and learning environment, state-of-the-art equipment and systems, and the vast expertise of both Boonton personnel and community members.
- We believe that all students will have more opportunities and an enriched learning environment as a result of effective, creative, and proactive fiscal management and alternative funding sources.

## **BOONTON DISTRICT COMMITMENTS**

- We are committed to the continuous achievements of all students.
- We are committed to providing a safe and supportive learning environment for all students.
- We are committed to meaningful involvement and communication between and among all stakeholders in the school community.
- We are committed to creating a technologically advanced system of education and district-wide operations.
- We are committed to finding and securing alternative funding opportunities and sources.

## **BOONTON HIGH SCHOOL MISSION STATEMENT**

Boonton High School provides a safe and supportive environment that cultivates knowledge and character, fostering students' academic, social, and emotional needs in an ever-changing world.

## **BOONTON HIGH SCHOOL GOALS**

- To challenge all individuals to achieve optimum development of their abilities and interests in a positive learning climate.
- To provide students with knowledge for the application of the latest technologies and innovations in vocational and academic areas.
- To stress the development of problem solving techniques and critical thinking skills.
- To maintain consistently high expectations that students will strive for a sense of excellence in their overall performance.
- To provide instruction in academics, athletics, and extracurricular activities, which develop leaders.
- To emphasize the intrinsic worth of every individual with an awareness of the multi-cultural make-up of our student body.
- To develop student's individual goals, interests, and abilities to make the greatest possible contribution to the community.
- To adapt educational procedures and materials to serve individual learning styles, needs, and interests.
- To encourage students to develop self-esteem and respect for the rights and feelings of others.
- To 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.

## **CURRICULUM**

The curriculum meets the diversity of needs, abilities, and interests of the student body. Students are provided with an opportunity to take Advanced Placement, Dual Credit, and Honors classes as well as vocational and technical courses.

## **CLOSING OF SCHOOL – INCLEMENT WEATHER**

On days when school must be closed because of an emergency, families will be informed by our Realtime instant alert system. Also, please check the district's website for closing information. Announcements will be made on local radio and TV stations from the time the stations start broadcasting school closings.

## **COUNSELING SERVICES**

Each student is assigned to a counselor who will assist him/her with educational, college, 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. Boonton High School also provides services through a SAC (Student Assistance Counselor), school psychologist, CST (Child Study Team), and the Wrap-Around Program.

## ACADEMIC POLICIES

### GRADUATION REQUIREMENTS

BHS students will need 130 credits to graduate.

- Sophomore – 32.5 credits for sophomore status
- Juniors – 65 credits for junior status
- Seniors – 97.5 for senior status.

### Minimum Course Requirements

- **Language Arts Literacy** 20 credits
- **Social Studies** 15 credits including 2 years of US History and 1 year of World History
- **Physical Education** 3.75 credits per year in attendance
- **Health/ Drivers Education** 1.25 credits in the appropriate area based on grade level
- **Mathematics** 15 credits including Algebra I and Geometry and a third year that builds upon Algebra 1 and Geometry
- **Science** 15 credits including Biology and 2 additional lab sciences
- **Visual/ Performing Arts** 5 credits
- **World Languages** 5 credits
- **21<sup>st</sup> Century Life** 5 credits
- **Financial, Economic, Business and Entrepreneurial Literacy** 2.5 credits
- **Successful completion of First Aid / CPR Training**
- **Successful completion of NJSLA or equivalent state assessment**

### BOONTON HIGH SCHOOL GATEWAY ACADEMY GRADUATION REQUIREMENTS

Raising the level of expectations, we offer gifted and academically talented students the opportunity to be part of the Gateway Academy. Students are required to apply to and be accepted into the Gateway Academy program. Gateway Academy scholars must meet a minimum graduation requirement of 145 credits and complete all components of the Gateway Academy program. Qualified scholars participate in mentoring discussion groups, lunchbox lectures, and research projects. They are also required to take a combination of 8 advanced placement & dual credit classes, allowing them to earn college credits and graduate with 145 credits, as opposed to New Jersey's 120 credit requirement. Successful participation in the Gateway Academy will culminate in an independent senior honors thesis project which is a capstone project to graduate with Gateway Academy Scholar Honors. Gateway scholars must complete required summer assignments and maintain an unweighted GPA of 3.5.

## **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 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.

## **VIOLATION OF ACADEMIC HONOR CODE**

In accordance with the values and beliefs of the district, it is understood that all submitted student work is original. Cheating, plagiarism, and fraud violate ethical codes of conduct and will not be accepted at Boonton High School. The Honor Code expressly forbids the following academic violations:

**Cheating** – Examples of cheating include but are not limited to:

- Copying another person's work.
- Allowing another person to copy your work.
- Seeking an unfair advantage by asking fellow students, "What is on the test?"
- Using unauthorized notes, aids, or written material in any form during a test, quiz, or assignment.
- Unauthorized use of technological devices (cell phones, cameras, games, etc.) when taking an assessment.
- Talking, copying from another person's paper; giving or receiving information by signs, gestures, or deception during any type of assessment.

**Plagiarism** - Examples of plagiarism include but are not limited to:

- Presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word, without using quotation marks or giving credit to the source of the material.
- Failing to use proper documentation and bibliography.
- Having somebody else do assignments which are then submitted as one's own work.
- Submitting the same paper or assignment as another student rather than one's own work.

**Falsification/Lying** - Examples of falsification/lying include but are not limited to:

- Making an untrue statement verbally or in writing with the intent to deceive.
- Forgery of official signatures.

**Violating the academic honor code could result in ineligibility for National Honor Society, Valedictorian, Salutatorian, and other academic honors.**



## ADVANCED PLACEMENT/ DUAL CREDIT, HONORS GUIDELINES

A student must meet all applicable criteria in order to automatically enroll in the honors/AP/ DC course selected for the next school year;

### Advanced Placement/ Criteria:

For entrance into an Advanced Placement class:

#### Students moving from Honors to Advanced Placement:

- Earned an average as of Marking Period 2 grade of “A-” or better in an honors course serving as a prerequisite to an advanced placement course.
- Pass Mid-year assessment or benchmark with a grade of ‘A-’ or higher.
- Obtained a AP/DC/Honors Recommendation score of 25 or above from the prerequisite teacher.
- Completion of Advanced Placement summer assignment.

#### Current Advanced Placement students:

- Earned an average as of Marking Period 2 grade of “B-” or better in an honors course serving as a prerequisite to an advanced placement course.
- Pass Mid-year assessment or benchmark with a grade of ‘B-’ or higher.
- Obtained a AP/DC/Honors Recommendation score of 25 or above from the prerequisite teacher.
- Completion of summer assignment.

### AP Examination

The **AP** curriculum, administered by The College Board, consists of standardized high school **courses** that are roughly equivalent to undergraduate college **courses**. The **AP course prepares** students to take the **AP** exam in that subject, which can earn them credits and accelerated placement in college.

- All AP students should understand that there will be additional face to face study hours with an AP teacher for all AP courses.
- All AP students are expected to take the AP exam. If a student chooses not to take the AP exam, they will be required to take a cumulative final assessment. **Should a student score a 3 or greater on the diagnostic exam, he/she will be exempt from the final assessment.**

### Dual Credit/ Honors Criteria:

For entrance into an DC/ Honors class:

#### Students moving from College Prep to DC/Honors:

- Earned an average as of Marking Period 2 grade of “A-” or better in an honors course serving as a prerequisite to a DC/Honors course.
- Pass Mid-year assessment or benchmark with a grade of ‘A-’ or higher.
- Obtained a AP/DC/Honors Recommendation score of 25 or above from the prerequisite teacher.
- Completion of summer assignment.

#### Current DC/Honors students :

- Earned an average as of Marking Period 2 grade of “B-” or better in an honors course serving as a prerequisite to an advanced placement course.
- Pass Mid-year assessment or benchmark with a grade of ‘B-’ or higher.
- Obtained a AP/DC/Honors Recommendation score of 25 or above from the prerequisite teacher.
- Completion of summer assignment.

## **AP/DC/Honors Waiver Procedure**

### **Language about PSAT scores (AP potential)**

A student not meeting all applicable criteria but still wishing to enroll in an AP/DC/Honors course will be required to meet with the recommendation teacher of the prerequisite course in which the student wishes to enroll; if there is no prerequisite course, the student should meet with their guidance counselor.

If a student is still denied by the recommendation teacher he/she may request a 'Parent/Guardian Course Waiver Form'.

The following conditions apply:

- No waiver forms will be accepted after August 27, 2021.
- Students will be permitted a maximum of two course waivers per year.
- Parent/Guardian meeting with student, Grade Level Vice Principal, Department Supervisor, and Guidance Counselor.
- If a student is waived into a AP/DC/Honors course against BHS recommendation, that student will not be allowed to drop the course. However, an Academic Plan will be put in place by the student's Guidance Counselor along with Grade Level Vice Principal and input from his/her teacher.
- **Waiver is not a guaranteed placement in course and is contingent upon NJ state assessment scores, current grades, course availability and class size.**
- **PSAT scores (AP Potential) will be used as a metric in determining course placement.**

## **INTERNET MISUSE**

The Internet and World Wide Web are fantastic resources for information, discussion, and collaborative work. One of the roles of Boonton High School is to teach students responsible use of these resources. Students should not use the computer equipment and networks of Boonton High School in any of the following ways:

- Illegal, inappropriate or obscene purposes, or in support of such activities. Inappropriate activities are defined as those that violate the intended use of the network.
- Violating copyrights, institutional or third party copyrights, license agreements or other contracts.
- Disrupting network traffic, crashing the network, degrading or disrupting equipment or system performance.
- Using computing resources of the school district for commercial purposes, financial gain, or fraud.
- Stealing data or other intellectual property.
- Gaining or seeking unauthorized access to the files, resources, or entities of others.
- Vandalizing the data of another user.
- Forging electronic mail messages or posing as the account owner of another person's account.
- Invading privacy of others.
- Possessing any data which is a violation of this policy.

## **HOMEWORK GUIDELINES**

**HOMEWORK IS AN IMPORTANT PART OF THE EDUCATION PROGRAM. COOPERATION AND COMMUNICATION BETWEEN PARENTS AND SCHOOL IS NECESSARY FOR EFFECTIVE HOME STUDY.**

### Purpose Of Homework

1. To serve as an important link between home and school.
2. To prepare for, reinforce, and extend concepts introduced in class.
3. To activate prior knowledge and assess student understanding.
4. To establish study habits and self-reliance.

### **Homework Guidelines for Students**

- Be aware of the importance of homework.
- Ensure that homework is completed to the best of your ability.
- Complete the homework in the given time frame.
- Manage time on long term projects (which is considered homework).
- Ask for assistance from their teachers when needed.
- Understand the final responsibility for homework rest with them.
- Record directions for homework in an assignment notebook.
- Understand assignments clearly before leaving class by asking clarifying questions.
- Bring home the proper materials to complete the assignments.
- Complete any work missed due to absence from class.
- Talk to your parents if you are having difficulty with homework.

### **Homework Guidelines for Parents**

- Take an active interest in homework.
- Understand that there may be occasions when homework takes additional time.
- Support an environment for uninterrupted study/homework time each day in a dedicated place.
- Communicate regularly with teachers to monitor and encourage student progress.
- Update phone numbers and e-mail addresses as needed.
- Understand what is expected of their children and their role in monitoring their children's homework.
- Visit online grading system regularly.
- Be familiar with the philosophy and guidelines of the homework policy.
- Work to understand what your child is doing in each of their classes, assisting them, but not doing the work.
- Oversee completion of long-term assignments to assist in understanding time management.

### **Late/Missing Homework**

**Students are expected to turn in homework on time. Students who do not turn in their homework will receive the following consequences:**

- 50% credit will be assigned to students if work is turned in within one day of due date.
- A zero will be assigned if work is not submitted after 1 day of due date.

### **Student Absence**

- Students who miss homework because of an absence will receive the opportunity to make up all missed work.
- Upon returning to school following an absence, it is the student's responsibility to contact the teachers to request to make up the work.
- The contact must be made on the day the student returns to school. Students are given one calendar day for each day absent plus one day to turn in the work.

### **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 unweighted GPA. 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. Academic dishonesty will be considered when selecting members for the NHS and could result in removal.

**All NHS students are required to provide a minimum of fifteen (15) hours of BHS peer tutoring.**

**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 (date to be determined). If there is disagreement over a proposed schedule change, an appeal may be made to the Vice 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 course level to another within the same discipline, he/she must meet the expectations of the new class: for example, any required summer assignments.

**GRADING SYSTEM**

**GRADE POINT AVERAGE SCALE**

**WEIGHTED GRADE POINT AVERAGE**

| <b>Numeric Grade</b> | <b>Letter Grade</b> | <b>CP</b> | <b>Honors/Dual Credit</b> | <b>AP</b> |
|----------------------|---------------------|-----------|---------------------------|-----------|
| 97 - 100             | A+                  | 4.33      | 4.83                      | 5.33      |
| 93 - 96              | A                   | 4.00      | 4.50                      | 5.00      |
| 90 - 92              | A-                  | 3.67      | 4.17                      | 4.67      |
| 87 - 89              | B+                  | 3.33      | 3.83                      | 4.33      |
| 83 - 86              | B                   | 3.00      | 3.50                      | 4.00      |
| 80 - 82              | B-                  | 2.67      | 3.17                      | 3.67      |
| 77 - 79              | C+                  | 2.33      | 2.83                      | 3.33      |
| 73 - 76              | C                   | 2.00      | 2.50                      | 3.00      |
| 70 - 72              | C-                  | 1.67      | 2.17                      | 2.67      |
| 67 - 69              | D+                  | 1.33      | 1.33                      | 1.33      |
| 63 - 66              | D                   | 1.00      | 1.00                      | 1.00      |
| 60 - 62              | D-                  | .67       | .67                       | .67       |
| 0 - 59               | F                   | 0         | 0                         | 0         |

**MARKING PERIOD VALUES**

- Full-year Course – The average of the four marking period grades and final exam/benchmark will determine a final grade using these weights: 22.5%, 22.5%, 22.5%, 22.5%, 10% respectively.
- Semester Course – The average of the two marking period grades and the semester final exam grade will be determined by doubling each marking period grade and adding the exam grade using these weights: 45%, 45%, 10% respectively.
- Physical Education – The average of Physical Education marking periods and the average of the marking period written exams.

- Health/Driver Ed. – Marking period grade.

## GRADING CODES

- **Independent Study, pass/fail courses, and college level courses not taken at BHS are not included in the calculation of a student’s grade point average (GPA).**
- **Summer school advance credit courses will only be included in GPA and Class Rank with prior approval.**

In addition, the following grades do not figure in the GPA calculation:

|  |                       |                       |
|--|-----------------------|-----------------------|
| I – Incomplete                         | P – Passing           | WP – Withdraw Passing |
| X – Exempt                             | WF – Withdraw Failing | AU - Audited          |
| NC – No Credit<br>(attendance failure) | NG – No Grade         |                       |

## BENCHMARK ASSESSMENTS

Four benchmark periods are scheduled yearly. The final benchmark assessment occurs during the last week of the school year. The final benchmark in a year course represents 10% of the final grade. The final benchmark given in a semester course represents 10% of the final grade.

All students are expected to take the benchmarks at the scheduled time. Students who are absent from the final benchmark due to a school approved excuse may make up the assessment during a scheduled make up period. Students must receive approval from the principal to make up any assessment. An unexcused absence from the final benchmark will result in a failing grade on the assessment. 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 administration to take their assessments in advance.

- All students must take all benchmark assessments. Failure to do so will result in a grade of “F” for the course..
- Any senior who has earned an A in four consecutive marking periods in a full-year course will be exempt from the final benchmark. **The student must also have 8 or less unexcused absences (including tardies).**
- Any senior who has earned an A in both marking periods for a semester course will be exempt from the final benchmark.

**All students (unless exempt) must take final assessments. A student will receive a course grade of “F” if a final assessment is not completed.**

## INCOMPLETE GRADE GUIDELINES

Any student who fails to complete course 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 missing grade with a “0”. The final course grade will be calculated including the “0”

- An “Incomplete” (I) assigned for the final marking period, or in a one marking period course, must be removed within 15 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.

### **CREDIT RECOVERY:**

Any student who loses credit in a course will have the opportunity to make up that credit in virtual school (paid for by the student). Upon completion of the credit recovery course, credit will be restored at the grade earned.

### **HONOR ROLL:**

Honor Roll is calculated at the end of each marking period (using the student’s unweighted GPA):

- Principal’s Honor Roll – 4.0 and above, student must receive all A’s
- High Honor Roll - 3.5 & above student must receive all A’s & B’s

A student cannot be listed on the honor roll with a grade of C, D, F, I, WF, WP, NC, or AU in any subject.

I – Incomplete                                        WP – Withdraw Passing

WF – Withdraw Failing                              AU - Audited

NC – No Credit(attendance failure)

## **ATTENDANCE**

### **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.

### **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, NC (No Credit) will appear on the report card and transcript.

### **CREDIT RECOVERY:**

Any student who loses credit in a course will have the opportunity to make up that credit in virtual school (paid for by the student). In order to successfully complete credit recovery, a student must remain in the scheduled course and receive a passing grade. Final grade for the course will be the average of the course grade and the virtual school course. If passing, the student will then have credit restored; however, the grade will not calculate towards GPA or class rank.

Any senior who loses credit due to unexcused absences will lose privileges including but not limited to their parking lot permit, senior trip, prom, graduation, and senior lunch privilege.

### **Letter of Notification**

- Letters of notification will be posted in RealTime for 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 posted for parents/guardians before the loss of credit occurs.
- Only Loss of Credit Letters will be mailed to the student’s home address.

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.

## **Absenteeism**

If your child is going to be absent on any given day, the parent/guardian must call the attendance line to notify the school of the reason your child will be absent. Please leave a detailed message. If you do not call your child out for the day, you will receive an automated call from the school alerting you that your child is absent.

**A parent/guardian phone call to the school does not count as an excused absence. Please refer to the following bulleted items as examples of excused absences.**

Pupils who are absent from school must submit a note to the attendance office upon their return explaining the reasons for their absence. **Notes must be received within seven (7) school days after the absence or notes will not be accepted.** Some of these reasons may cause the absence to be excused and some may not be excused. Examples of excused absences are:

- NJ State Driver's Test (verified by documentation).
- Illnesses verified by a 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).
- Take your child to work day.
- Approved field trips and school sanctioned programs.
- School nurse's excuse from class or school.
- Junior and Senior college visitations/job interviews – not to exceed three in a given year (verified by documentation from the college).

## **ATTENDANCE / LOSS OF CREDIT APPEAL PROCESS**

- 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 (January and June). This is possible providing a passing grade was obtained when the course was taken and the student remained in the class for the entire school year.
- A formal written appeal must be initiated within ten (10) school days of the date on the "loss of credit" notification letter, and submitted to the student's vice principal.
- 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 pupil's attendance. This committee will provide a measure of procedural due process for those desiring to appeal.
- The high school administration, guidance counselor, and school nurse will constitute the appeals committee and the committee will take into consideration a pupil's progress in the class, teacher input and overall behavior.
- Within five days of the decision of the high school appeals committee, an appeal may be made in writing to the Superintendent of Schools.
- Appeals to the Board of Education may be submitted in writing within seven days following the Superintendent's decision.
- Decisions of the Board of Education may be appealed to the Commissioner of Education.

## **PERFECT ATTENDANCE**

Maintaining on-time student attendance is a major priority of Boonton High School. The Perfect Attendance Incentive Program is intended to recognize and reward students who are present every day of school and who do not miss any instructional time. The criteria of "**Perfect Attendance**" constitute no unexcused or excused absences, or tardies. The only concession would be for final exam exemptions.

Students who receive monthly perfect attendance will be entered into a random drawing for various prizes. Students who receive perfect attendance for the entire school year will be entered into a random drawing for a grand prize.

## EXTRA-CURRICULAR PARTICIPATION

- Students who leave school without having attended 4 instructional hours will be charged with 1 day's absence **and will not be permitted to participate in extra-curricular activities on this day.**
- Students who arrive late to school and do not attend 4 instructional hours **will not be permitted to participate in extra-curricular activities on this day.**

## PARTIAL DAILY ATTENDANCE

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)

### Tardies

- Pupils entering school late (after the 7:35 a.m. bell rings) must report directly to the main office to obtain a late pass. Tardy pupils will not be admitted to class if they have not reported to the main office first.
- Every five unexcused tardies to class reflecting less than fifteen minutes will also constitute a full unexcused absence in the class.
- **When a student accumulates his/her 5th tardy, they will be assigned a lunch detention.**
- Every 5th late **after 5** (10th, 15th, 20th, and so on) to school or to class will result in a 3 hour central detention. No exceptions for athletes or after school activities.
- **Anything beyond 15 lates to school or class, students will be assigned a 3 hour central detention for each lateness and may no longer be eligible for any extra-curricular activities, including athletics, and student privileges.**

### Early dismissal

- Once students are on school grounds, they are not permitted to leave.
- Any student, who needs to leave school prior to dismissal, **MUST** have written permission from their parent/ guardian. Without this written permission, the student **CANNOT** leave school grounds. This written document will be followed up with a confirmation phone call.

## EARLY DISMISSAL REQUEST

Students must report to the Attendance Office (Ms. Karen Bonanni) 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. A follow-up parent phone call will follow.

Students **WILL NOT** be permitted to leave school grounds without the signed parent note.

Boonton High School **does not** offer an "Open Lunch." Students are not permitted to leave school with a signed parent note for lunch. In this instance, the parent/guardian must come in, sign the student out and return to sign them back in.

Planning ahead for medical and dental appointments is encouraged. Driving tests and permits are valid reasons for a late arrival and early dismissal; however, accompanying someone would be an invalid reason. Parents are urged to accompany their children on these occasions. Documentation must be provided.

Students may not leave the building or grounds at any time without Administrative permission. Students must sign out in the Attendance 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 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.



### **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.
- If a pupil misses over 15 minutes of any class without authorization, this will be considered a cut.
- 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 during the day without permission or proper approvals by high school administration, 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.

### **LOSS OF CREDIT RECOVERY OPTIONS**

There are four 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 take a credit recovery course through Virtual School (at parent/guardian expense and school authorization).
- A pupil may repeat the course during the next school year (if their schedule allows).

### **TRUANCY**

According to state law, students must be enrolled in and attending school on a daily basis. Students who are found to be truant could face court charges.

### **VACATION**

Vacation days are considered unexcused 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. **Loss of credit that results from vacation days will not be eligible for the appeal process.**

# 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 and is 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 Boonton High School's 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 10<sup>th</sup> grade or higher, or the second year of attendance in secondary school or beyond, a student-athlete must have passed a minimum of 30 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 30 credits during the immediately preceding academic 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 15 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 NJSIAA official 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/](http://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 15 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**

- To be eligible for athletic competition during the first semester(September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in 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 9<sup>th</sup> 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, including concussions, may not return to active participation without a written release from the attending/prescribing 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 & J.V.            |
| Tennis (Girls)                    | Varsity                   |
| Basketball (Boys)                 | Varsity, J.V. & Freshmen  |
| Basketball (Girls)                | Varsity & J.V. & Freshman |
| Wrestling                         | Varsity & J.V.            |
| Ice Hockey (Co-op with Mt. Lakes) | Varsity & J.V.            |
| Baseball                          | Varsity, J.V.             |
| Softball                          | Varsity & J.V.            |
| Lacrosse (Boys)                   | Varsity & J.V.            |
| Lacrosse (Girls)                  | Varsity & J.V.            |
| Tennis (Boys)                     | Varsity                   |
| Track and Field (Boys)            | Varsity & J.V.            |
| Track and Field (Girls)           | Varsity & J.V.            |

**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 and 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 disruptive.
- Learn the rules of the game so that one may understand and appreciate why certain situations take place.
- Show respect for the opposing players and 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 CODE OF CONDUCT**

The following chart lists the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offense. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process.

Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequence listed below.

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.

Athletic Consequences: The following guidelines will be put in place in the event a student-athlete is given a 3 Hour Central Detention:

1st - 3 Hour Central Detention = 1 Game/Date Suspension (1/2 game for Football)

2nd – 3 Hour Central Detention = 2 Game/Date Suspension (1 game for Football)

3rd – 3 Hour Central Detention = 2 Week Suspension

4th – 3 Hours Central Detention = Athletic Season Suspension

Athletic Consequences: The following guidelines will be put in place in the event a student-athlete is given an Out of School Suspension:

1st – Out of School Suspension = 2 Game/Date Suspension (1 game for Football)

2nd – Out of School Suspension= 2 Week Suspension

3rd –Out of School Suspension= Athletic Season Suspension

\*Due to the number of games in a football season, athletes in that sport will receive ½ the suspension.

\*Games/Dates missed by the student-athlete could increase due to the length of a suspension which would supersede the Athletic Code of Conduct.

\*The code of conduct will begin for each athlete at the beginning of the first day of official practices for each athletic season.

\*Rules & regulations specifically for athletics can be found on the District Website under Code of Conduct.

## **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)       | Technology Club                           |
| Newspaper (Wampus)                 | Cheerleading                              |
| Peer Leadership (PLC)              | Group Sports Association (GSA)            |
| Student Regalian Association (SRA) | Debate Club                               |
| Yearbook                           | Drama Club                                |
| Key Club                           | Stock Market Club                         |
| Robotics Club                      | Future Business Leaders of America (FBLA) |
| ESL                                | S.T.E.M. Club                             |
| Foreign Language                   | Concert Band                              |

## **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/student 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.

## CODE OF CONDUCT

In accordance with our role as educators, we also have a role to teach students how to become good citizens. Towards that end, it is important for all students to follow the rules and regulations of Boonton High School. 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. 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 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.

The following is a table of most infractions and the consequences associated with those behaviors. Central Detention (CD). Out of School Suspension (OSS). Assignment of consequence is at administrator discretion and will increase with repeated infractions. Please be reminded that these codes are not all inclusive, but do address major infractions with specific consequences. Some infractions will be decided on a case-by-case basis according to the seriousness of the behavior.

For each behavior that warrants administrative action, that administrator will meet with the student to discuss the behavior, assign consequence, and call the parent to inform them of the behavior and consequence.

| <b>Infraction</b>                   | <b>Range of Consequences</b>   |
|-------------------------------------|--|
| Class Cut                           | Lunch/1-/2-/3-hour CD, parent meeting, loss of credit in class   |
| Detention Cut                       | Additional lunch/1-/2-/3-hour CD, parent meeting, suspension from extracurricular activities   |
| Disrespect                          | Lunch/1-/2-/3-hour CD, parent meeting, OSS   |
| Dress Code                          | Parents called to school, lunch/1-/2-/3-hour CD, confiscation of hat to be returned to student or parent, suspension from extracurricular activities       |
| Distribution/Sale of Drugs/Alcohol  | OSS, parent meeting, law enforcement notification, expulsion   |
| Driving Dangerously                 | 3-hour CD, loss of parking privileges, parent meeting, law enforcement notification  |
| Electronic Device (harassment)      | Parent meeting, OSS, confiscation of device to be returned to student or parent, suspension of electronic privileges, law enforcement notification         |
| Electronic Device (misuse in class) | Teacher detention, lunch/1-/2-/3-hour CD, parent meeting, confiscation of device to be returned to student or parent, suspension of electronic privileges, |
| Fighting                            | OSS, parent meeting, law enforcement notification  |

|  |   |
|--|---|
| Food and Beverages   | Confiscation of food, lunch/1-/2-/3-hour CD, parent meeting   |
| Foul Language  | Lunch/1-/2-/3-hour CD, parent meeting   |
| Foul Language (towards staff or student)   | OSS, parent meeting   |
| Harassment, Intimidation, Bullying<br>** Additional consequences may be given after completion of the investigation. | 3-hour CD, parent meeting, OSS, behavioral assessment/evaluation, referral to the Child Study Team, behavioral management plan, alternative placements, student treatment/therapy   |
| Identification Cards<br>** Must be worn and visible at all times   | Lunch/1-/2-/3-hour CD, parent meeting   |
| Inappropriate Behavior   | Warning, lunch/1-/2-/3-hour CD, parent meeting, OSS   |
| Inappropriate Displays of Affection  | Warning, lunch/1-/2-/3-hour CD, parent meeting  |
| Insubordination  | Lunch/1-/2-/3-hour CD, parent meeting, OSS  |
| Internet Misuse  | Lunch/1-/2-/3-hour CD, parent meeting, supervised computer use, suspension/revocation of computer use, OSS, expulsion, legal action   |
| Leaving School Grounds   | 3-hour CD, OSS, Parent notification, loss of parking privileges, parent meeting, law enforcement notification, drug screening   |
| Loitering  | Warning, lunch detention  |
| Possession of Dangerous Items  | Parent meeting, OSS, behavioral assessment/evaluation, alternative placements, law enforcement notification   |
| Possession/Use of Tobacco products, Drugs/Alcohol; e-cigarettes; vaping device(s)                                    | Parent meeting, OSS, drug screening, behavioral assessment/evaluation, referral to SAC, behavioral management plan, alternative placements, student treatment/therapy, law enforcement notification; confiscation of device; possible fine and report to Health Department. |
| Sexual Harassment  | 3-hour CD, parent meeting, OSS, behavioral assessment/evaluation, behavioral management plan, alternative placements, student treatment/therapy   |
| Tardiness  | Lunch detention(s), 3-hour CD, parent meeting, loss of field trip privileges, extracurriculars and sports   |



|   |   |
|---|---|
| Theft   | 3-hour CD, parent meeting, OSS, restitution, law enforcement notification   |
| Threats (including but not limited to verbal, electronic, false alarms, physical) | 3-hour CD, parent meeting, OSS, behavioral assessment/evaluation, behavioral management plan, alternative placements, student treatment/therapy, law enforcement notification |
| Truancy   | Loss of credit, law enforcement notification  |
| Vandalism   | 3-hour CD, parent meeting, OSS, restitution, law enforcement notification   |
| Violation of Academic Code  | Redo of assignment, parent meeting, probation/removal from extracurricular activities including: Gateway Academy, National Honor Society, and other leadership roles          |

**\*\* All consequences carry a range of one (1) day to possible expulsion depending on the infraction, the number of offenses (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc...), and severity.**

All detentions will be assigned for the day after the administrative meeting. Students can opt to complete detentions on the day of the meeting pending parent/guardian approval and availability of detention.

These consequences do not include any further consequences for athletes due to violation of the Athletic Code of Conduct.

If any student is a participant in an extracurricular 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. In addition, no exceptions will be made to accommodate a student's work schedule.

Students who ignore their consequence and do not show up for their Central Detention will be placed on a list of chronic violators. Chronic violators will not be permitted to participate in extracurricular 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 Vice Principal and Principal.

#### **SUSPENSIONS:**

**Students returning from an Out-of-School Suspension are responsible for approaching each of their assigned teachers to retrieve missing assignments. Students will have one week to makeup missing work. Students, where possible, may also email teachers during the suspension to retrieve missing assignments. Under no circumstances should students come into school to retrieve assignments from teachers, other students, or from their lockers; it is, however, acceptable for parents/caregivers. Remember to take all books that will be needed with you when leaving school grounds for your suspension.**

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

- First Suspension: The conference will include the respective Vice Principal and parent.
- Second Suspension: The conference will include the Principal, respective Vice Principal and parent.
- Third Suspension: The conference will include the Superintendent, Principal, and parent and must take place prior to the student's return to school.
- Fourth Suspension: The conference will take place before the Board of Education and will include the Superintendent, Principal, parent and student and will act as a discussion for possible expulsion.

Please note that this list is not exhaustive of all of the possible infractions. The following list of misconduct for which school staff are directed to take preventative and/or corrective action comes from the “Code of Regulations of the Board of Education on Student Discipline K-12”. This list is for illustrative purposes and may not include all relevant examples of student misbehavior.

#### 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 (inclusive of smoke and stink bombs).
- 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 property, 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 an 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.

#### C. Offenses of the Student against himself/herself (Self-Deprivation of Education Benefits)

- Truancy from school (must report to court).
- 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. This includes e-cigarettes and any vapor producing device (does not have to include nicotine).

## Specific Information about Behaviors

### **DETENTION CUT**

If a student misses an assigned Central Detention, the consequence is another detention of the same length. For instance, if a student misses a 2-hour Central Detention, he or she must complete the original 2-hour detention, plus an additional 2-hour detention as a consequence.

### **DRESS CODE**

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 are 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 brassiere 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 alongside the body. A recommended guide is a minimum 5 (five) inch inseam on shorts;
- No hats, hoods, or other headgear.
- Footwear shall be worn at all times.
- Closed toe shoes must be worn in all lab and shop classes.

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.” A parent/guardian will be notified immediately to come to school to meet with the Administration and to provide appropriate clothing for their child. The offense and subsequent consequence does not change because a student is able to alter his or her clothing after they have been referred.

Students are not permitted to wear hats or hoods for any reason in the school building during the school day. Once a student enters the building, his/her hat must be placed in a locker for the duration of the school day. Any student who is wearing or in possession of a hat will have their name submitted to the appropriate grade level Vice Principal. The student must relinquish their hat to the Vice Principal.

## **DISTRIBUTION/SALE OF DRUGS/ALCOHOL**

Any student found in possession of controlled substances with the intent to sell or distribute will cause administration to contact local law enforcement. The student will be immediately suspended from school pending the outcome of the investigation .

## **DRIVING DANGEROUSLY**

Students are expected to follow all driving laws and regulations. This is especially true in the parking lot and adjacent streets near Boonton High School.

## **FIGHTING/PHYSICAL ALTERCATION**

Students of Boonton High School are expected to behave as respectful citizens. Any argument, dispute, or altercation that involves force and/or physical contact will result in disciplinary actions and law enforcement notification.

## **FOOD AND BEVERAGES**

No food of any kind will be permitted in any class. No coffee, tea, hot chocolate, juice, ice tea, Snapple, or other cans or bottles will be permitted in hallways or classrooms during instructional hours. Only labeled clear water bottles are allowed in school; drinking of water in class is allowed with the permission of the teacher. No student is permitted to order food or have deliveries from outside vendors.

## **FOUL LANGUAGE**

Students are not permitted to use foul or offensive language for any reason in the school building or during school-sponsored events. Student who use foul and abusive language towards an adult in BHS will face more severe consequences at administrative discretion.

## **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, considering 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.
- 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.

Consequences may include 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.
- 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.

## **INAPPROPRIATE BEHAVIOR**

Boonton High School staff are required to report and act on any behavior that they deem is detrimental to the physical or emotional safety of another student as well as any behavior that negatively affects the educational environment of another student.

## **INAPPROPRIATE DISPLAYS OF AFFECTION**

While the administration of Boonton High School understands that students will form relationships, in order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property or at school sponsored events.

## **INSUBORDINATION**

Students are expected to be respectful of Boonton High School staff and follow their instructions at all times. Any reasonable request or instruction by faculty, staff, or administration should be followed immediately and without complaint or comment.

### **LEAVING SCHOOL GROUNDS**

Once students arrive at Boonton High School, their safety is the responsibility of Boonton High School staff. As such, no student can leave school grounds without administrative permission.

### **LOITERING**

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.

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

### **POSSESSION OF DANGEROUS ITEMS**

Students must be able to come to school feeling that they are coming into a safe environment. As such, no dangerous items of any kind are permitted on school grounds at any time, even if the items are secured in a locker. The following is a non-inclusive list of examples of dangerous and forbidden items:

- Firearms of any kind, also including BB and paintball guns.
- Knives.
- Fireworks of any kind.
- Pepper spray, mace, and other personal defense products.
- Tasers or stun guns.
- Smoke, stink bombs.

### **POSSESSION/USE OF DRUGS/ALCOHOL**

**The possession and use of illicit substances is illegal 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. 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.**

**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.

## **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/E-CIGARETTES/VAPOR DEVICES**

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, smokeless device or any other matter or substance that contains tobacco or smokable vapors (including electronic cigarettes) 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 includes instruction on 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.

**The law extends the provisions of the “New Jersey Smoke Free Air Act,” N.J.S.A.26:3D-55 et seq., which prohibits the smoking of a cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked in indoor public places and workplaces, to prohibit the use of electronic smoking devices in the same places. The same civil penalties that currently apply to a person who smokes tobacco in an indoor public place or workplace apply to a person who uses an electronic smoking device in violation of the law. Violators are subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense. Under the law, a municipal court has jurisdiction over proceedings to enforce and collect any penalty imposed where the violation occurred within the territorial jurisdiction of the court. The law provides that the proceedings shall be summary and in accordance with the "Penalty Enforcement Law of 1999."**

## **THEFT**

Students must be able to come to school feeling that they are coming into a safe environment. Part of that is the security of knowing that each student’s belongings are safe from theft throughout the school day. No student should use or take anything belonging to another student without explicit permission to do so. Explanations of “pranks between friends” will not be accepted.

## **THREATS**

A statement of intention to inflict pain, injury, damage, or other hostile action on someone. Threatening statements or behavior will not be tolerated and will result in disciplinary action and law enforcement notification.

## **VANDALISM**

As a community, we need to work together to keep Boonton High School beautiful and functional. Boonton High School is equipped, decorated, and landscaped in the best possible way. It is 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. Any student who vandalizes school grounds will be held responsible for their actions, and restitution will be required.

## **DISCIPLINE APPEAL PROCESS**

- Students who receive consequences for violating BHS’ code of conduct will serve the consequences immediately following the violation. Should a parent/guardian feel the need to appeal a discipline decision, a formal written appeal



must be initiated within five (5) school days of the date in which the discipline was served. The written appeal must be submitted to the student's vice principal.

- In order to provide pupils and their parent(s) or legal guardian(s) the opportunity to appeal decisions under the provisions of the code of conduct policy, an appeals committee will be established to review the pupil's discipline. This committee will provide a measure of procedural due process for those desiring to appeal.
- Within five days of the decision of the high school appeals committee, an appeal may be made in writing to the Superintendent of Schools.
- Appeals to the Board of Education may be submitted in writing within seven days following the Superintendent's decision.
- Decisions of the Board of Education may be appealed to the Commissioner of Education.

## SCHOOL OPERATIONS

### BOOKS AND SCHOOL ISSUED EQUIPMENT

**Books and school issued equipment 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. **Students will not be able to participate in any extracurricular, athletic activity or field trip until these fines are paid/ resolved. Senior students with outstanding fines will not be permitted to walk at graduation; diplomas will be withheld.**

Seniors who have outstanding fines will not be permitted to participate in any senior activities, including but not limited to graduation, senior class trip and prom, until all fines are paid.

### 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.

### ELECTRONIC DEVICES

Students are not permitted to use electronic devices in classrooms unless directed by their teacher for academic purposes.

**It is important to understand that if any cell phone is used to Harass, Bully or Intimidate (H.I.B) any student; the student will be banned from carrying the cell phone for the remainder of the school year. The phone must be turned into the Vice Principal in the morning and will be returned at the end of the day.**

### EMERGENCY CARDS

Emergency cards must be completed and returned no later than the first week of school or consequence will be assigned as per administrative discretion. Students who wish to attend field trips and participate in extra-curricular activities **MUST** have an updated emergency card on file (**including emergency contact names and phone numbers**). No student may participate in extra-curricular activities until we have handed in a completed emergency card.

## **FIELD TRIPS**

Field trips provide an 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 Nurse's 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. Field trips are a privilege; good grades and attendance are required.

## **FINES**

Students who owe fines for books, school issued equipment, cafeteria and other school related property will not be allowed to participate in any extra-curricular activities, seasonal sports or attend field trips until all fines are paid in full. Senior students who owe fines will not participate in any graduation activities. Sophomore students, or any student enrolled in Driver's Ed., will not receive a card that confirms passing of NJ State Written Driver's Exam.

## **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 receives the first dose prior to enrollment.

## **IDENTIFICATION CARDS**

To aid staff in building security and safety, students should have their school-issued ID cards with them and visible at all times. If a student has lost their school-issued ID, replacement IDs can be purchased from the main office.

## **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 parents/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.

## **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 (hallway and gym)**

**The school is not responsible for articles that are lost/stolen if they were NOT LOCKED in a locker.**

Lockers are the property of the school. All students can purchase school locks for gym lockers. 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 Vice Principal for assignment of a locker.

Once a student has a locker, he/she must give it proper care, keeping it clean and locked. Any other lock used is subject to removal by the administration.

Each student should use their assigned locker ONLY. 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 those 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 Regulations:

- **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS DURING LUNCH PERIOD (or any time of the day without proper approval).**
- 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.
- No student is permitted to order food or have deliveries from outside vendors. Food will be confiscated.

### Open Campus Lunch Program (For Senior Students ONLY)

A senior must have at least 97.5 credits to be eligible for this program. Seniors wishing to take part in the Open Campus Lunch Program are to obtain and return a consent form. Violation of the Open Campus Lunch Policy may result in loss of privilege. Privileges may also be revoked when a senior fails to maintain a C average in each class, is in danger of failing a course required for graduation, has poor attendance, chronic tardiness, disciplinary issues, and/or fines.

On specific days, participating senior students must sign out of the building at the designated area. Students must show a valid student ID in order to sign-out and sign-back-into the building. Should a student sign-back-in late (under 15 minutes), he/she will be given a warning; a second late will result in loss of privilege for the entire school year. Any late over 15 minutes will result in immediate loss of privilege for the school year. When BHS operates on a Delayed Opening Schedule, the Open Campus Lunch Program will be cancelled. The Open Campus Lunch Program can also be cancelled at administrator's discretion.

### PARKING PERMITS

Senior Students - Each senior who drives a car(s) to school is required to take a driver safety course offered by Boonton HS and register their car with the front office secretary 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.

Junior Students - Junior students will be given the opportunity to drive to school and park in the Kiwanis parking lot. Junior students who park in the Kiwanis lot must follow the same guidelines and procedures as senior students (See above).

Students who drive unsafely on school grounds will lose parking privileges and be subject to disciplinary consequences (for example, loss of parking permit).

**NO STUDENT WILL RECEIVE A PARKING PERMIT UNLESS ALL SCHOOL RELATED FINES ARE PAID IN FULL.**

## 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 student is to participate in any manner that is assigned to him/her by their instructor such as keeping score, officiate, etc.)
- Short term medical excuse (4 consecutive day max) - a required ½ page written assignment for every 1 day missed 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 is to have the assignment completed within one week of their medical excuse date and handed in to their instructor.
- Long-term medical excuse - a required typed 2 page assignment on each unit of study issued by the physical education instructor. Student will be required to turn in a nine page typed 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 for 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 (unless covered properly and approved)
- 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.

**BOONTON HIGH SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LEFT OUT IN THE LOCKER ROOM THAT HAS NOT BEEN LOCKED UP BY A STUDENT.**

### **SUMMER – Out of District Remedial Programs**

Students who plan to attend an out of district summer remedial program must have prior approval of his/her counselor concerning the courses 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:

- Complete withdrawal form which must be signed by a parent/guardian at least two days in advance explaining the reason for request.
- Obtain a form from his/her counselor to be presented to teachers, and school librarian for grades, fines owed, and signatures.
- Return all books and equipment to individual teachers/advisors.
- A transfer card will be forwarded only after all obligations are met.
- All fines must be paid in full.

## **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 forms 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.
- Working papers will take at least 24 hours to process.

## **Hybrid and Virtual Learning Environments**

Students are responsible for following academic expectations outlined in the Remote Learning Portal during any portion of Hybrid or virtual learning.

All items outlined in the BHS Student Handbook remain in effect regardless of whether in-person or virtual learning is taking place.

When present in school, students must follow any and all CDC, State of NJ, NJ Department of Education, and Boonton School District safety guidelines currently in effect.

## **Student Expectations For Google Meet Sessions**

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all students are asked to observe the following privacy guidelines:

- Keep in mind, you are IN SCHOOL! Hours and attendance will run simultaneously with your scheduled classes. Students are expected to log in and remain for the entirety of the class period.
- Be on time. If a student is late, they must comment in the chat that they are present.
- Come prepared.
- Follow the school dress code.
- Find a quiet place free of distractions. Family members, including parents, guardians, siblings, should not be a part of the Meetings. Do not attend meetings from your bed.

- Attempt to select an area in your home with enough space for necessary items- books, notebooks, computers, etc. Do not include family members in Google Meetings.
- Use your computer. Put your phone away. Don't be distracted by phones or games.
- Turn cameras ON; show your face in the camera. Do not turn off your camera.
- Sit up straight and be still.
- Ask questions in the chat and/or raise your hand. If for some reason a student needs to leave the Meeting, they should comment in the chat.
- Use polite and appropriate language.
- Give your best effort online as you would in the classroom.
- Students should check their email daily.
- Do not record meetings to protect the privacy of all participants. You must have legal consent from all of the participants to record a meeting.
- Inappropriate use/behavior on Google Meets will be handled according to the district's Code of Conduct.

#### **Parent/Guardian Expectations During Virtual Learning**

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during distance learning, all parents/guardians are asked to observe the following privacy guidelines:

- Google Meetings are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in sessions, although parents/guardians may assist their child with technology. Especially with synchronous learning, any support needed should be coming from the teacher in the moment.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Google Meeting, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating in a Google Meeting should not be collected, discussed or shared.
- Parents/guardians should not engage with students during Google Meetings.
- If a parent/guardian has a question, please email your child's teacher.