

# HIGH SCHOOL STUDENT HANDBOOK

2016-2017



## **Bergen Arts & Science Charter School**

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Dear Students,

Welcome to the 2016-2017 school year at Bergen Arts and Science Charter School! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Bergen Arts and Science Charter School is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of the Bergen Arts and Science Charter School is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

Bergen Arts and Science Charter School is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Bergen Arts and Science Charter School staff and community, best wishes for a great 2016-2017 school year!

Sincerely,

Bergen Arts and Science Charter School



## SCHOOL MISSION

The Bergen Arts and Science Charter School's mission is to provide the ideal environment for the intellectual and social development of its students by utilizing a combined effort of students, educators, families, and the community as a whole.

Bergen Arts and Science Charter School does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, marital or parental status, sexual orientation; physical, mental, emotional, or learning disabilities in educational programs or activities.

### **BERGEN ARTS AND SCIENCE CHARTER SCHOOL STUDENTS RIGHTS AND RESPONSIBILITIES**

<b>STUDENTS' RIGHTS</b>	<b>STUDENTS' RESPONSIBILITIES</b>
✓ To feel safe in the school environment	✓ To be caring and honest
✓ To take full advantage of learning opportunities	✓ To do his or her best to learn and master all he or she can
✓ To work in an environment free from disruptions	✓ To follow school rules, regulations, and policies
✓ To express their opinions, ideas, thoughts, and concerns	✓ To be sure that personal expression does not interfere with the rights of others
✓ To have a healthy environment that is smoke, alcohol, and drug free	✓ To follow school policies and state law concerning substance abuse
✓ To use school resources and facilities for self-betterment under appropriate supervision	✓ To respect and protect the personal and property rights of others and of the school
✓ To expect courtesy, fairness, and respect from all members of the community	✓ To treat all members of the community with full respect, fairness, and courtesy
✓ To be informed of all expectations and responsibilities	✓ To abide by all the expectations of the school and its community
✓ To take part in a variety of school activities	✓ To follow the prescribed guidelines for participation in school activities
✓ To have the right to due process	✓ To adhere to due process procedures

## School Culture

### Bergen ASCS Core Values

#### **Purpose**

To protect the social-emotional and moral health of students, Bergen ASCS has proactively established Core Values, outlined below, to promote actions that are representative of productive, honest citizens from each of its students.

Positive behaviors and demonstrations of good character will be anchored and evaluated by the iLearn Schools' core values: **Honesty, Integrity, Respect, Community, Compassion, and Excellence.**

### **Description Core Values**

**Honesty** - We tell the truth and admit wrongdoing. We are trustworthy and act with integrity.

**Integrity** - We exhibit integrity by doing what is right. We are role models for other students by carrying ourselves with dignity.

**Respect** - We show high regard for our teachers, our classmates and ourselves. We treat others as I would want to be treated. We understand that all people have value as human beings and we respect differences and embrace others' perspectives.

**Community** - We demonstrate pride in our school. We offer assistance to our fellow classmates and teachers. We are a family.

**Compassion** - We are compassionate through both word and deed. We care deeply about others and respect differences of opinions. We are kind and show empathy towards our classmates and teachers.

**Excellence** - We strive for excellence by exemplifying positive leadership, responsibility and organization, and a consistent positive attitude

### **Discipline Point System (DPS)**

Bergen ASCS are expected to live by the Core Values of **Honesty, Integrity, respect, Community, Compassion, and Excellence.** Students will learn to uphold these values.

Along with the established disciplinary procedure, BERGEN-ASCS will enforce a Discipline Point System (DPS) in which students will be given points for acceptable and/or unacceptable behavior. Each teacher and staff must use this system and the Administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences associated with the behavior.

### **Rules of Discipline Point System**

1. Every unwanted behavior has a numerical point.
2. Every teacher is required to mention our DPS system in his/her syllabus and use it.
3. Teachers will be allowed to only to report one merit or demerit incident per class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Administrator.
4. An accrument of 30 points or more within a year period may result in attending detention.
5. Students required to attend any detention must or obey rules of conduct. Students may receive more DPS points, however for an unwilling behavior.

6. Failing to attend any detention without any confirmed excuse may result in further consequences.
7. An accrument of 50 points or more within a school year may result in a parent conference and further actions in attempt to reduce points. Ex: detentions, suspension, and other remedial actions.
8. An accrument of 75 points or more within a school year may result in a suspension and a corrective action plan.
9. An accrument of 100 points or more within a year period may result in expulsion.

### **YellowJackets Core Value Record**

Each student will have a Core Value record where parents can access this record on our school's database and iLemis application. The following table describes the discipline points that can be added to the CORE VALUE record.

<b>Honesty</b>	Positive <ul style="list-style-type: none"> <li>· Admit to your actions</li> <li>· Explain how a situation really happened</li> <li>· Encouraging others to be honest</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Lying</li> <li>· Spreading rumors</li> <li>· Stealing</li> </ul>
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<b>Integrity</b>	Positive <ul style="list-style-type: none"> <li>· Doing the right thing when no one is watching</li> <li>· Student alerts teachers/administrators about unsafe situations</li> <li>· Student fails an assignment and actively seeks out support</li> <li>· Student seeks additional instructional support</li> <li>· Being team player</li> <li>· Sharing recognition</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Cheating/plagiarism</li> <li>· Allows others to copy work</li> <li>· Cutting class</li> <li>· Being where they are not supposed to</li> <li>· Inappropriate use of technology</li> </ul>
<b>Respect</b>	Positive <ul style="list-style-type: none"> <li>· Shows kindness and courtesy</li> <li>· Respects differences</li> <li>· Embraces other's perspectives</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Disrespect to staff member</li> <li>· Disrespect to fellow classmate</li> <li>· Inappropriate language/cursing</li> </ul>
<b>Community</b>	Positive <ul style="list-style-type: none"> <li>· Helps maintain cleanliness and aesthetics of the school</li> <li>· Demonstrating pride in your school</li> <li>· Student offers assistance to classmate</li> <li>· Student volunteers to assist staff and/or school events</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Destruction of school property</li> <li>· Destruction of individual property</li> <li>· Failure to follow instructions during emergency drill</li> <li>· Dress code violation</li> </ul>
<b>Compassion</b>	Positive <ul style="list-style-type: none"> <li>· Displays random acts of kindness</li> <li>· Shows empathy towards others</li> <li>· Expresses gratitude</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Refuses to apologize</li> <li>· Hurts someone's feelings</li> <li>· Student makes decision without taken other's input in consideration</li> </ul>
<b>Excellence</b>	Positive <ul style="list-style-type: none"> <li>· Exemplifying positive leadership</li> <li>· Exemplifying responsibility and organization</li> <li>· Consistent positive attitude</li> </ul>	Negative <ul style="list-style-type: none"> <li>· Failure to work effectively in a group setting</li> <li>· Unexcused tardy to class</li> <li>· Unprepared to class</li> </ul>

## GRADING POLICIES

### ACADEMIC POLICIES

#### GRADUATION REQUIREMENTS

##### 1. Credit requirements

DISCIPLINE	YEARS	TOTAL CREDITS
English Language Arts	4	20

Physical Education & Health	4	20
Math (Includes Algebra I & Geometry)	3	15
Science	3	15
Social Studies	3	15
World Languages	2	10
Visual & Performing Arts	1	5
21 <sup>st</sup> Century Life & Careers	1	5
Financial, Business, Economic, or Entrepreneurial Literacy	1/2	2.5
		(MINIMUM) TOTAL CREDITS: 120
<ul style="list-style-type: none"> <li>Students must carry at least 30 credits during their 12<sup>th</sup> grade year</li> </ul>		

### GRADING SCALE

All classes at BASCS will follow this standard scale for assigning letter grades for each nine-week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

A+	A	A-	B+	B	B-	C+	C	C-	F
97-100	93-96	90-92	87-89	83-86	80-82	77-79	73-76	70-72	64-0

### GRADE POINT AVERAGE

A student's Grade Point Average (GPA) is calculated by multiplying the number of credits per course by the grade achieved in the course. The totals for each course are added and then divided by the number of credits taken to compute a student's grade point average. A weighted GPA is computed to provide information for scholarships and to determine valedictorian and salutatorian.

There are two levels of courses utilized for the purpose of calculating weighted GPA. Weighted courses are Advanced Placement (AP) and Honors (H) courses. Unweighted courses are courses not designated AP or H. Advanced Placement courses are weighted 1.33. Honors courses are weighed 1.25.

### GRADING CHART

Grade	Standard	AP	H
A+	4.00	5.33	5.00
A	4.00	5.33	5.00
A-	3.67	4.89	4.58
B+	3.33	4.43	4.16
B	3.00	3.99	3.75
B-	2.67	3.55	3.33
C+	2.33	3.10	2.91
C	2.00	2.66	2.50
C-	1.67	2.22	2.08
F	0.00	0.00	0.00

### SCHOLASTIC ACHIEVEMENTS

In recognition of distinguished academic achievement and high standards of academic integrity, BASCS awards Graduation Honors to high school students based on the cumulative GPA at the time of graduation:

<b>Summa Cum Laude (With the Greatest Honors)</b>	4.00 or higher
<b>Magna Cum Laude (With Great Honors)</b>	3.80 or higher, but less than 4.00
<b>Cum Laude (With Honors)</b>	3.60 or higher, but less than 3.80

### Honors and Advanced Placement Enrollment Criteria

Students need to first earn a final grade of A- or better in required prerequisite course(s). In addition to the final grade, initial course level placement will be based on standardized test results, teacher recommendation and demonstrated competency within the discipline. Recommendations will be based on established classroom participation, proven record of academic achievement, and a demonstrated willingness.

*The AP Exam is a required component of an AP course. Students who do not register for and take the test will not receive AP credits. Please be aware that once a student enrolls in an AP class, he/she cannot drop that course.*

### HOMEWORK POLICY

Homework shall be assigned to reinforce and strengthen students' interests and abilities. It shall be designed as a focused learning experience to meet a learning goal. Therefore, it is crucial homework be completed in a timely manner in order to be of instructional benefit. Homework is a valuable part of the instructional program, with extension and expansion of student



learning facilitated by the assignment of meaningful and manageable student work. Generally, homework is to be done independently, or with minimal supervision. Parents are encouraged, however, to show interest in their child's homework and to provide an appropriate setting, free of distraction, to promote quality work. Teachers regard homework as an important indicator of student performance and will provide feedback and reinforcement to the student in a timely manner.

**Please refer to individual teacher guidelines for their specific homework policy**

**Make-up Homework Policy:** When a student is absent from school, it is his/her responsibility to contact teachers upon returning to school regarding make-up work. The time allotted for making up missed work will vary depending on the circumstances surrounding the absence, the actual time out of school, and the teacher's classroom policy. Each student will make arrangements with his/her teachers for turning in this work.

**Assignments posted on Student Database and Schoology:** Homework assignments are posted to the school database daily. It is the student's responsibility to check the database for assignments on a daily basis. Parents are encouraged to review the database regularly to monitor assignments posted.

## SCHOOL POLICIES

### **SUMMER SCHOOL**

Course credits may be earned in summer school programs offered by New Jersey public school districts and/or programs approved by the State Department of Education. The State of New Jersey mandates a minimum of 60 summer school class hours for the remediation of a full-year course already taken with unsatisfactory grade results. The minimum hours for less than full-year courses are prorated accordingly. Summer school grades are recorded on the student's transcript with the appropriate coding; they do not replace any grade already earned. Prior approval from the School Director is required before registering for summer school. Final approval for any summer school experience where credit or course advancement will be sought requires the written permission of the School Director. To earn credit, a student must pass summer school with a grade of C or better.

Credit may be earned in the summer for a maximum of two courses.

## **RESOURCES AND EXTRA-CURRICULAR ACTIVITIES**

### **COUNSELING SERVICES**

**Student Counseling:** Bergen ASCS - High School has a school psychologist who is available to see students regarding problems that they may be experiencing at school or home. The school administrators are also available to meet with students to discuss any challenges and/or concerns a student may be experiencing. Students may be referred for counseling or may visit the school psychologist and/or school administrators during lunchtime or with a valid pass.

**College Counseling:** The College Office is a resource area used by High School students for college related purposes. The resources of this area are available to support and enhance students' learning and understanding and to encourage students to become college oriented and independent, life-long learners. Students may use this area with the explicit permission of the college guidance counselor and/or school administration.

### **FIELD TRIPS**

Field Trips offer exciting ways to learn as an extension of the curriculum. BASCS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date.
- No phone calls or e-mails will be accepted as permission!
- You must wear your school uniform unless otherwise specified.
- You must abide by BASCS codes of student conduct while on the field trip.
- You may not qualify for field trips due to standards or requirements set by either the field trip leader or by an Administrator.
- Students will be responsible to make up the work for any classes they miss.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Field trip leader or BASCS is not responsible for the students who are left at the school after the designated pick up time.
- Students must be in good standing as referenced in the Bergen - ASCS High School Disciplinary Point System.

## **AFTER SCHOOL ACTIVITIES**

An invaluable way for students to enrich their education is by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride should arrive promptly at the end of the activity.
- You must abide by the BASCS code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

## **SCIENCE FAIRS**

Bergen Arts and Science Charter School organizes a school-wide science fair every year. Due to our high expectations from our students in science, math, and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so may result in failing the science class. If a student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, the school will own the trophy or medal and have it displayed for all to see in the main floor showcase.

The science fair handbook is going to be provided to the students by the Bergen - ASCS school science fair committee. Every student is required to follow the guidelines cited in the Science Fair Handbook.

## **LOCKERS**

Each student will be assigned a locker for his/her individual use at BASCS. This locker is for storing books, coats, and personal items necessary for school. BASCS will not be liable for personal items left in the lockers. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade lockers with another student. Do not let another student share your locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or functionality issues with your locker to the front office or Assistant Directors. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the Administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be perceived as potentially dangerous. State law permits inspection of student lockers, at the discretion of local school officials. Students attending BASCS should not expect privacy of the contents of their lockers, desks, or other school property.

You will not need to purchase a combination lock for your locker. Student may not put their personal lock on their lockers.

A locker is an essential part of a student's life at BASCS. **Use of lockers is strongly encouraged since no backpacks will be allowed in any of the classrooms.**

## **LOST AND FOUND**

If you find books, clothing or personal items on the school grounds, please bring these items to the main office or Assistant Disciplinarian. If you lose something, check the Lost and Found.

These items will be kept in the Lost and Found Box for up to seven (7) days after they are found. The corridors are inspected each evening and unsecured student property is placed in the Lost Property box. Students should ensure that all their books, uniform and other property are clearly labeled with their names to ensure a prompt return of such items if they become misplaced.

### **UNIFORM POLICY**

The Bergen Arts & Science Charter High School (BASCHS) will be changing the school uniform beginning with the 2016-2017 school year. This year all students will wear the school uniform as described below. All students will be complete uniform prior to boarding any of the school buses transporting students to BASCHS or entering the school building. Uniforms can be purchased at:

*WISCO Uniform Company  
160 US Hwy 46 East  
Saddle Brook, N.J.  
Phone#: 888-654-3335*

The school uniform policy will be strictly enforced Monday through Friday for the entire school year. Occasional Fridays will be School Spirit Days, and students will have the option as described below. Fundraising "Dress Down Days" will only be scheduled on Fridays unless there is an unforeseen circumstance. If this should occur, every family will receive an email advising them of the situation and it will be posted on the school website.

### **Uniform (Also see Belts and Footwear below)**

School ID must be worn on a lanyard around the neck

Gold polo type shirt with BASCHS insignia on left chest

Black Pants with belt loops, flat or pleated – (no cargo pants, no pockets on outside of pants, no jeans, no leggings/jeggings, no skinny pants, no yoga pants)

Black Cardigan or Fleece with BASCHS insignia on left chest – (no spirit wear, hooded/non-hooded sweatshirts, no jackets, or non-uniform sweaters will be allowed to be worn in school.)

All uniforms must be neat, clean, and serviceable.

### **Belts and Footwear**

Black belts with gold, black or silver colored buckles – (no decorations or colors on the belt)

Black Shoes /Sneakers and laces – (completely solid black, no other color can be shown on logo, soles, laces or other parts)

\*For Safety reasons: No heels, wedges, open toe sandals, no back-less shoes, or flip flops are to be worn with uniforms.

### **Jewelry**

Visible body piercings are not allowed, except for ears . Only one earring can be worn in each ear. Studs or small hoop earrings (not be larger than a dime -1/2 inch diameter) may be worn.

Hats, bandanas, scarfs or head coverings, which are not worn for religious purposes, are prohibited.

Pants will be worn at the waist and may not sag or drag on the floor. Sunglasses are prohibited unless prescribed.

### **Gym Uniform**

Yellow T-Shirt with BASCHS insignia

Black Shorts with BASCHS insignia on left leg

Black Sweatpants with BASCHS on left leg (no leggings/jeggings, no yoga pants will be allowed in P.E. Class)

BASCSH spirit wear items may be substituted during physical education class

### **Senior Privilege:**

The BASCHS Senior class will be allowed to wear a specially purchased Gold polo shirt with a black BASCHS insignia and "Senior Class" inscribed underneath on the left chest. These shirts will be sold in September through the school. More information on this "Senior Class" shirt will follow.

### **Dress Down Days**

- On "Dress Down Days", students will have the option of wearing non-uniform clothing. This privilege is part of a fundraising event that requires a small donation by the student. This donation must be paid on the "Dress Down Day." Students participating must abide by the following rules:
- School ID must be worn on a lanyard around the neck.
- Students will be allowed to wear clean, personal clothing.
- No obscene, profane language or provocative pictures on clothing will be permitted.
- Satanic, cult, or gang related symbolism in any form is strictly prohibited.
- Drug-related symbols in any form, including advertising or promotion of tobacco or alcoholic products, is prohibited.
- No clothing that appears torn or ripped either intentionally or accidentally may be worn.
- Spaghetti straps or sleeveless tops are prohibited.
- Shirts/blouses revealing the mid-section of a person's body are prohibited.
- Pants cannot sag or drag on the floor.
- Skirts cannot be shorter than 2 inches above the top of the knee cap.
- No heels, wedges, open toe sandals, back-less shoes, or flip flops may be worn.
- No body forming clothing, pajamas, or shorts.

### **Field Trip Dress Code**

All students must wear school uniforms during field trips unless instructed otherwise. Any student who does not adhere to the dress code will be disallowed from attending the trip.

### **Personal Grooming Attire**

- Nails must be an acceptable length to ensure the safety of the student and others.
- Hair, face, and body paint are inappropriate for school.
- “Extreme dyes or sprays are not permitted (Red, blue, pink, yellow, green, purple, orange, etc.)
- Tattoos should not be exposed.
- Any facial hair should be groomed and well-kept.

### **STUDENT ID CARDS**

All students will be issued a student ID card which must be worn on a lanyard and around the student’s neck at all times. If you lose your ID card, go to the main office to request to purchase a new one. Students shall return their Student ID cards in the event that they withdraw from the school.

### **STUDENT TEXTBOOK AND SUPPLIES**

**BASCS will hold each student’s parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to BASCS immediately.**

When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay the current price value of the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

**FINAL REPORT CARDS, TRANSCRIPTS, DIPLOMAS AND/OR WITHDRAWAL FORMS WILL NOT BE ISSUED UNTIL ALL SCHOOL ISSUED SUPPLIES ARE RETURNED IN GOOD CONDITION OR THE FINANCIAL OBLIGATION HAS BEEN MET.**

### **iPAD POLICY**

All High School students will be issued an iPad. Parents and students are required to sign and return the terms and agreement of the iPad contract and iPad Policy. iPads and iPad accessories are school property and must be maintained with appropriate care. The main purpose of the iPad is for educational use. Misuse of the iPad will lead to disciplinary action as outlined on the iPad Policy. Teachers or school administrators can confiscate iPads at any time for misuse or any

other legitimate reasons. All iPads are under constant surveillance by IT personnel through a monitoring and management system.

## **SOCIAL MEDIA POLICY**

While all BASCS students are permitted to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. These guidelines cover all social media platforms including, but not limited to:

- Social Networking Sites (Facebook, Myspace, Google+, Tumblr, Foursquare, LinkedIn)
- Micro-blogging sites (Twitter)
- Blogs (including company and personal blogs as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube, Instagram, Pinterest)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki)

BASCS recognizes the importance of the Internet in shaping public thinking about our school and our current and potential students, employees, and partners. BASCS also recognizes the importance of our students joining in and helping shape conversation and direction through blogging and interaction in social media. BASCS is committed to supporting your right to interact knowledgeably and socially in the blogosphere and on the Internet through blogging and interaction in social media.

Consequently, these guidelines in this blogging and social media policy will help you make appropriate decisions about your school related blogging and the contents of your blogs, personal websites, postings on wikis and other interactive sites, postings on video or picture sharing sites, or in the comments that you make online on blogs, elsewhere on the public internet, and in responding to comments from posters either publicly or via email.

Students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the BASCS community and beyond. Students are advised to exercise caution when posting personally identifying information such as phone numbers, addresses, or email addresses. Students who participate in online interactions must remember that their posts reflect on the entire BASCS community and, as such, are subject to the same behavioral standards set forth in the Student Handbook:

To protect the privacy of BASCS students and faculty, students may not, under any circumstances, create digital video recordings of BASCS community members, either on campus or at off campus BASCS events for online publication or distribution without prior administrative permission.

Students may not use social media sites/online forums to publish disparaging or harassing remarks about BASCS community members. BASCS encourages you to write knowledgeably, accurately, and using appropriate language. Despite disclaimers, your web interactions can result in members of the public forming opinions about BASCS and its students and employees.

### **Communication with Staff Members**

BASCS students are not permitted to communicate with staff members through the above listed social networking sites, including, but not limited to, adding staff members as “friends” via

Twitter, Instagram, or Facebook. All digital communication between students and staff members shall be conducted via school email, Database and Schoology.

### **Your Legal Liability**

Recognize that you are legally liable for anything you write or present online. Students can be disciplined by the school for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile educational environment. You can also be sued by organization employees, students, and any individual or group that finds your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile educational environment.

By following these simple guidelines, we ensure that the integrity of BASCS, its students, and staff is maintained through all digital media/communications.

### **CELL PHONE AND PERSONAL ELECTRONIC DEVICE POLICY**

- Cell phones and any personal electronic devices (tablets, iWatches, iPods, etc) must be turned off upon entering the school building (even before the classes start) and be kept off while in the building until the dismissal time. These devices should be secured in their school locker.
- Cell phones and personal electronic devices used during school hours for any reason will be confiscated by any school administrator, teacher, and staff member or security officer.
- Any student refusing to immediately relinquish his/her cell phone or personal electronic device upon request will be subject disciplinary action due to their defiance.
- Students may not turn on or use their cell phone or personal electronic device prior to school dismissal.
- Students scheduled to leave school prior to the end of the school day may not power up or use their cell phone or electronic device until they have exited the school building.
- The school will not accept any responsibility for the loss of or damage to cell phones or electronics brought into the school building.
- Students found in violation may lose their privilege for the remainder of the school year.

### **ILLNESS, INJURY, & MEDICATION POLICY**

BASCS will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.



## Illness or Injury During the School Day

Please follow these three rules if you become ill or are injured during the school day.

- Request a pass from your classroom teacher or cafeteria supervisor.
- Report directly to the nurse's office. If the nurse is not available, you should report to the Main Office.
- You must retrieve a pass from the nurse or main office prior to returning to class.
- The nurse and/or an administrator must provide permission for early dismissal due to illness or injury. Do not leave the building without permission.

## Medication Administration

Only the following individuals are authorized to administer medication to pupils in schools:

- School staff holding a current medical or nursing license (e.g., the school physician or school nurse);
- Substitute school nurse employed by the district;
- Pupil's parent or guardian;
- Pupil approved to self-administer per *N.J.S.A. 18A:40-12.3*; and
- School staff designated and trained to administer epinephrine using an auto-injector per *N.J.S.A. 18A:40-12.5* and 12.6.

Pupils requiring prescription medication at school must present a written statement from the family physician that identifies the drug, dosage, time schedule, purpose of the medication and possible side effects.

The pupil's parent or guardian must provide a written statement granting permission for the school nurse to a) administer the medication prescribed by the physician and b) relieving the Board and its employees of liability for administration of the medication.

Any medication to be administered during school hours must be kept in the Nurse Office. The only medication which may be administered without the prior written request of the parent/guardian and prior written order of the prescribing physician is adrenalin, which may be administered by the school nurse at the direction of the pupil's prescribing physician or school physician as an emergency measure in a situation when an anaphylactic state presents a clear and present danger to a pupil's life.

ALL FORMS FOR MEDICATION ADMINISTRATION WILL BE PROVIDED TO YOU BY THE SCHOOL NURSE UPON REQUEST.

FORMS MUST BE COMPLETED BEFORE ANY MEDICATION IS ADMINISTERED.

All medication must be brought in the original pharmacy container indicating the name of the child, medication, dosage, time to be given, and route of administration.

School Physician has written standing orders that allow acetaminophen (Tylenol), ibuprofen (Advil) and Tums (antacid) to be given to students by the school nurse, when needed, with written permission from a parent or guardian.

**IMMUNIZATION REQUIREMENTS:**

Please visit the following link for immunization requirement: <http://www.nj.gov/health/forms/imm.pdf>

**ASTHMA, FOOD ALLERGIES, SEIZURES:**

If your child has asthma, food allergies, or seizure a disorder please ask the school nurse to provide you with the paperwork which needs to be completed annually. Return to the nurse as soon as possible.

**HEALTH OFFICE GUIDELINES:**

A good education requires students to attend school regularly. However, there are some times when the student needs to stay home, for their health and the health of the other students and staff. Your child should be kept at home if he/she has a fever of 100 degrees or more, vomiting, or diarrhea.

You, the parent or legal guardian, will be called to pick up your child from the school in case should your child develop:

Temperature that is 100 or above 100 degrees Fahrenheit or should he/she vomit or have diarrhea in the school. Student needs to be 24 hour fever free and vomit/diarrhea free before returning to the school.

Please notify the nurse if you think your child has lice. Student must be nit-free before they can be readmitted to the school.

Please notify the school nurse if your child develops a contagious illness or condition such as chicken pox, impetigo, pink eye, strep throat, etc... Children may return to school 24 hours after an antibiotic has been started for a strep infection or pink eye.

Illnesses occurring during the school day will be evaluated by the school nurse and the student will either be sent home or allowed to rest in the Health Office and then return to class at the discretion of the school nurse. If your child needs to be sent home, you, the parent or guardian, will be notified and will be expected to pick up your child from school.

**A student who is sick and needs to go home will need to be picked up by parent(s)/legal guardian(s) even if the student is over the age of 18. No sick student will be allowed to drive him/herself home or take public transportation.**

**IN CASE YOU CAN'T PICK UP YOUR CHILD FROM SCHOOL, PLEASE MAKE SURE TO COMPLETE THE EMERGENCY CONTACT LIST THAT WILL LIST ADDITIONAL PERSONS WHO WILL BE ALLOWED TO PICK UP YOUR CHILD.**

**TRANSFER STUDENTS:**

Transfer students, from another school in the state of New Jersey, are required to have up to date immunizations and documentation of a physical upon entry to a New Jersey school. Students transferring from out-of-State or out-of-country must provide documentation of up to date immunizations and a current physical examination. Students transferring from a country with a high TB incidence are required to have a Mantoux Test (a skin test for tuberculosis) before entry to school.

## **VISITORS**

All student visitors must be approved by School Administration at least one day in advance of visit.

- A student requesting a visitor must not be on student probation
- A student visitor may only visit once during the school year.
- There will be no student visitors on “testing days”
- A student visitor must comply with the BASCS Student Code of Conduct and with the Uniform Policy 2016-2017, sections Dress Down Days and General Guidelines
- A student requesting a student visitor must be physically present with the visitor at all times. When the requesting student leaves the building, so must the student visitor.
- Student visitors must display a Visitors Pass on their upper chest area while in the building.
- Student visitors may not be above 18 years of age.
- In case of violations, school administration may deny student visitors at any time.

All adult visitors must receive permission to visit the school from School Administration at least 24 hours in advance.

## **ATTENDANCE**

**According to the New Jersey Statutes, Title 18A: 38-25:** *"Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instructional elsewhere than at school."*

The compulsory education law requires all children between the ages of 6-16 to attend school every day that school is in session (minimum 180 days). The responsibility for compliance belongs to the student and parent/guardian. Regular attendance and participation in classes is a vital part of the learning process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully.

### **DEFINITIONS:**

**Regular attendance:** "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. Regular attendance is required on all of the days and hours that the school is in session unless an acceptable cause exists to justify the student's absence.

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. New Jersey State Law requires a minimum of 4 (four) hours of actual instruction time, excluding lunch and recess, to be considered present. For a half-day schedule, the student must be in attendance for the entire time to be considered present for the day.

1. **Tardiness** – is defined as not being in an assigned seat or at an assigned station in accordance with the building's daily schedule. Oversleeping, car/traffic problems, etc.

are all unexcused.

**Tardiness to School:** A student who arrives at school after 8:05 am is considered "tardy" and must report directly to the Main Office. Any student who does not report to the Main Office will be subject to disciplinary action. All students are allowed one, non-cumulative tardy per month during the course of the school year. The second, third, and fourth tardy will result in an after school detention. The fifth tardy and beyond may result in a detention or other disciplinary action, including an out-of-school suspension. Three (3) tardies will result in an unexcused absence. All tardy students must enter through the front door.

The consequences for repeated tardiness to school within a year are as follows:

Each tardy	1 demerit points.
5th tardy	A letter sent to parents. 1 day detention
10th tardy	A letter sent to parents. 2 days detention
15th tardy	A letter sent to parents. 4 days detention
More	will be determined on a case-by-case basis

The school administration may substitute an alternative disciplinary intervention for repeated tardiness to school.

**Tardiness to Class:** Tardiness to class is defined as the arrival to class after the bell to begin class has rung. Each tardy to class will count as one-third of an absence from that class. Therefore, three (3) tardies to class will result in an unexcused absence for that class. Tardiness to class, when coupled with absenteeism, may lead to denial of credit should a student exceed the absent threshold (18 for a full year course; 9 for a semester course). If a student is late without a pass, the student will be considered as having an unexcused tardy. Should that unexcused tardy be three (3) minutes or more, it shall be considered a "Cut" and treated as such.

The consequences for repeated tardiness to class within a year are as follows:

Each tardy	1 demerit point
5th tardy	A letter sent to parents. 1 day detention
10th tardy	A letter sent to parents. 2 days detention
15th tardy	A letter sent to parents. 4 days detention
20th tardy	A letter sent to parents. 6 days detention
More	will be determined on a case-by-case basis

The school administration may substitute an alternative disciplinary intervention for repeated tardiness to class.

**Cutting** - is defined as unexcused or unexplained absence from class(es) or assigned location(s). It generally takes the form of selectively missing one or more assigned class(es) or assigned location(s) while being present for the school day.

Students who report to other areas of the building, offices or are involved with other activities without prior permission will be considered cutting.

1st Offense: Teacher discretion including DPS points for cutting the class.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to one (1) detention

3rd Offense: Parent/guardian contacted. Administrative discretion. Up to two (2) detentions.

2. **Absence from school** - is defined as nonattendance in regular classes and assigned locations for the entire school day or being present in instruction less than 4 hours. Absence from school is either excused or unexcused.
3. **Excused absence** - is a student's absence from school, with appropriate documentation where applicable, for a full day or a portion of a day for one or more of the following reasons:
  - a. Student's illness
  - b. A death or critical illness of an immediate family member in the student's household
  - c. Quarantine as noted by a medical doctor
  - d. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school hours.
  - e. Student's required attendance in court
  - f. Interviews with prospective employer or with an admissions office of an institution of higher education with documentation provided.
  - g. Requirements of a student's Individual Health Care Plan;
  - h. Requirements of the student's Individualized Education Program (IEP)
  - i. Alternate short or long term accommodations for students with disabilities
  - j. Examination for a driver's license
  - k. Student's suspension from school
  - l. Excused religious observance, pursuant to N.J.S.A. 18A:36-14 through 16. A student whose absence is excused for religious holidays shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
  - m. Participating in any school-sponsored activity.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by school administration. The school shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Cumulative absences are those that count toward the 18-day limit (9-day for half-year courses). All absences, whether excused or unexcused with the exception of those absences specified in Excused absence items k, l, and m will count toward the 18 (or 9 for half year courses) day cumulative absence limit.

4. **Unexcused absence** - is a student's absence for all or part of a school day for any reason other than those listed under "Excused Absences" above, including, but not limited to, the following:
- Family travel
  - Performance of household or babysitting duties
  - Vacations
  - Other daytime activities unrelated to the school program.

Parents/guardians are responsible for notifying the school no later than 8:30 am on the day when a child will be absent and for informing the school of the reason for the absence. If this is not possible, in case of an absence, the student – upon returning to school – must bring a note, signed by the parent that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted.

Notes must include;

- the student's name;
- the date(s) of absence;
- the specific reason for the absence, lateness, or early dismissal;
- the signature of the parent;
- and a daytime phone number where a parent can be reached to verify the note.

5. **Persistent Absences**

- If a pattern of unexcused absences arises consisting of up to three absences in one semester the school shall schedule a meeting with the parents/guardians. The purpose of this meeting shall be to develop an action plan to assist the student to return to school and maintain regular attendance.
- The action plan shall be developed in coordination with the parent/guardian and may include the classroom teacher, school nurse, guidance counselor, director or other relevant staff.
- If the pattern of unexcused absences continues, the school shall:
  - Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
  - Attempt to contact the parents/guardians by telephone, email and/or phone to determine the cause of the unexcused absence. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
  - The school director or his or her designee shall schedule a meeting with the parent/guardian and the student. The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, school director or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. The consideration of an alternate educational placement;
4. Referral to a community-based social and health provider agency or other community resource;
5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

A student must be in attendance at least 90% of the school year (180 days) in order to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. Students who have missed more than 18 days, excused or unexcused, will be considered as "chronically absent". Therefore, in order to receive credit for any course, a student's total number of absences may not exceed 18 days for a full year course and may not exceed 9 days for a half-year course. This is not a permissive regulation establishing or licensing a limit of days that may be missed. Rather, it assumes absences will only occur due to unforeseen circumstances associated with illnesses or unexpected emergencies. A student who attends the school fewer than 90% of the days cannot receive credit for the class, unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. The following types of absences are not counted towards these totals: Home instruction, in or out-of-school suspensions, observance of religious holidays, and school-sponsored activities.

**6. Discipline -Consequences for absences may include:**

- a. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
  - b. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
  - c. Loss of partial or total course credit;
  - d. Detention or suspension.
  - e. No student who is absent from school for observance of a religious holiday shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence. No student who is absent from school for other excused absences shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence (Attendance related awards are excluded). Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination.
- 7. Truancy** - is defined as any unexcused or unexplained absence from school or class(es)/ assigned location(s) or pre-maturely leaving school without the prior consent of a parent or guardian. Therefore, a student whose absence has not been verified by his or her parent/guardian is truant on that day and will earn a "0" for his or her class work in addition to being subject to disciplinary action. A student who is absent without consent of a parent or guardian more than four times will be referred to the I&RS team. For

cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. Upon the tenth absence without parental consent, the School is required to make a mandatory referral to the court program designated by the New Jersey Administrative Office of the Courts. The school shall:

- a. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
  - b. Make a reasonable attempt to notify the student's parents of the mandatory referral;
  - c. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - d. Cooperate with law enforcement and other authorities and agencies, as appropriate;
  - e. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.
8. **Unexcused Absences for Students in Special Education** - The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:
- a. Individualized Education Program (IEP);
  - b. Procedural protections set forth in N.J.A.C. 6A:14;
  - c. Alternate short or long term accommodations for students with disabilities as required by law;
  - d. Requirements of a student's individual health care plan.
9. **Late Arrival and Early Dismissal** - The school recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. Whenever possible, these appointments should be arranged after school hours. If they must occur during school hours, the student is excused only for the time it takes to travel to and from and the appointment itself. As agent responsible for the education of the children, the school must be notified in advance of such absences by written request of the pupil's parent/ guardian, which shall state the reason for the tardiness or early dismissal. The school reserves the right to verify such statements and to investigate the cause of each absence to determine whether the absence is excused or unexcused. Justifiable reasons may include:
- a. Requirements of a student's individual health care plan;
  - b. Requirements of the student's Individual Education Program (IEP);
  - c. Alternate short or long term accommodations for students with disabilities;
  - d. Medical disability;
  - e. Interview for college entrance or employment;
  - f. Family emergency;
  - g. Court appearance;
  - h. Such good cause as may be acceptable to the school administration.



A. **Make-up Work for Excused Absences:** A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or administrator. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, you must show each teacher the “excused absence slip.” On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student’s responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

B. **Make-up Work for Unexcused Absences**

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

## **ATTENDANCE APPEALS**

### **Attendance Appeals**

A student who has exceeded the maximum number of cumulative absences (18 days for full-year courses or 9 days for half-year courses) may appeal for a waiver of the loss of credit. Appeal forms may be obtained from the main office. Appeals will be considered when based upon 1) serious illness which are documented by a physician note; 2) legal obligations beyond the student’s control. No appeal will be granted if any of the absences are unexcused cuts. Parents are responsible for reporting their students’ excused absences to the main office in a timely manner that is before the deadline at the end of each marking period. Appeals must be filed at the end of each marking period to the School Attendance Committee.

A waiver of attendance requirements may be granted for good cause by the School Director upon recommendation of the Attendance Review Committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the nine (18) days (9 days for all half-year courses). Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

### **School Attendance Committee**

A school attendance committee will be established to evaluate the attendance folders of students who have violated the policy and to hear appeals. The committee will meet with the student, the parent(s)/guardian(s) to reexamine the contents of the attendance folder, solicit and/or listen to additional information, deliberate over the significance of the new information, and make a recommendation to the School Director. The committee has wide latitude, in suggesting remedies other than denial of credit. In accordance with the due rights process, its decision is appealable to Attendance Review Committee and the Board of Trustees.

## **DISMISSAL POLICY**

1. For Regular and Early dismissal time refer to the school website. Parents/guardians please do not arrive at school before dismissal times unless you are picking up your student early and have made arrangements beforehand with the office. Parents are expected to pick up their student within 30 minutes after the dismissal.
2. All students who participate in any after school activities must be picked up within 15 minutes of its completion.
3. BASCS has the right to call NJ Child Protection and Permanency, Bergen Police Department, or related authorities for the students who are still on the campus after the school is closed.
4. Students walking home will be assigned a walker pass, if requested by parents / legal guardians. BASCS is not responsible for a student who walks home once he/she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from an Administrator or teachers on duty.
5. Students wishing to leave school after dismissal and return for any after school activity must submit a signed parent/guardian permission form allowing this activity. The BASCS High School does not accept responsibility for any student that leaves the school property.

**Dismissal Information Form:** Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. BASCS is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

### **Early Dismissal of Students from School**

Because BASCS is very concerned about your safety and well-being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety.

- School administrators may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of School Director and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the School Director.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 5:00 PM.

### **Unexpected Closing of School**

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency situations, the closing will be posted on the school website or local radio or TV stations will be notified.

### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from BASCS during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of their teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials;
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fees are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

### **COMMUNICATION**

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of

communication unless parent contact information is updated regularly. Communication is the key word for success in education.

## **ACTIVITES**

### Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the School Director.

### Sales

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the School Director.

### Demonstrations or Meetings on School Premises (Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the School Director at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the School Director will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

### Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given to a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

### Arts and Activity Groups Procedure

The BASCS philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined: Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a

scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family provided prior approval obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and School Director.

The School Director will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building School Director will be informed of the need to review the request.

The School Director will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the School Director concerning resolution of disagreement will be provided all interested parties.

### **PROTECTIVE ORDERS/RESTRAINING ORDERS**

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

### **EMERGENCY PROCEDURES**

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter.

## **CODE OF CONDUCT**

### **STUDENT CONDUCT AND DISCIPLINE**

BASCS's goal is to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the BASCS administrators, teachers, staff members and security officers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

#### **Expectations**

### Core Values

Core values are the heart of Bergen ASCS community and represent the school's Code of Conduct. It is expected all students abide by the core values outlined in the School Culture section of this handbook.

Classroom rules in every classroom:

1. Be in your assigned seat, ready to work before the bell rings.
2. Bring pencils, pens, paper, books, iPad and all assigned materials to class.
3. Keep your hands, feet, and other objects to yourself.
4. Do not engage in behavior that creates classroom distractions.
5. Follow directions the first time they are given.
6. No gum, food, or drinks are allowed in the building except in designated food service areas.
7. Raise your hand before speaking.
8. Every student must have a hall pass with him/her at all times. No exceptions!
9. No student may leave class without a school provided hall pass.

Substitute teachers, part-time teachers, mentors, tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. One or a combination of the following consequences for violating daily classroom rules may be implemented:

- Discipline points as part of the DPS
- Written warning
- Teacher option
- Parent contacted
- Sent to the office for disciplinary action

### Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Note to parents
4. Phone call to parents
5. Parties
6. Trips, picnics
7. Personal notes to student
8. Notes accompanying report cards
9. Notes on papers, tests, etc.
10. Field trips

### Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials.

- Do not bring radios, tape players, tapes, MP3 players, beepers, CD players, virtual pets, games, or any type of electronic equipment. Cellular phones, personal

electronic devices or games must not be brought to any classroom, gymnasium, and cafeteria during school hours.

- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classes unless excused by an Administrator, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- No touching other students.
- Being insolent, disrespectful and/or argumentative is prohibited.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is prohibited.

#### Discipline: Severe Cases-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult
- Possesses or uses tobacco and/or drugs on or near the school campus
- Possesses a weapon or any object deemed as a weapon
- Removes, damages or destroys property belonging to a student, the school or to a teacher
- Swears, makes rude gestures, cruel teasing or put-downs

If at any time a student's disciplinary record includes five (5) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation from a student and/or parent(s) in the process does not preclude action taken by the BASCS administration.

### **ACADEMIC INTEGRITY POLICY**

Bergen Arts and Science Charter High School prides itself on preparing students to become successful individuals in any area they wish to pursue. To continue BASCS tradition of excellence it is expected that all students will act honorably and approach their academic career with integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violating the policy below, to any extent is wrong and a disservice to one's own educational progress, as well as that of others. Violations include, but are not limited to, plagiarism, cheating and unapproved collaboration. The classroom teacher and Curriculum Supervisor is the arbiter as to whether or not a violation has occurred. All members of the BASCS community should be familiar with the following violations and consequences.

#### **Academic Integrity Policy Violations**

- **A. Plagiarism:** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such use is accidental or deliberate. It is no defense to claim that one has “forgotten” to document ideas or material taken from another source. Examples of plagiarism include, but are not limited to:
  - Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer- mediated communication;
  - Knowingly failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g. The Chicago Manual of Style, MLA, APA);
  - Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence;
  - Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style;
  - Presenting an assignment as one’s own that has been partially or wholly prepared by another person or business.
  
- **B. Cheating:** Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone, iPad) when such is unauthorized or prohibited. Examples of cheating include, but are not limited to:
  - Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
  - Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz;
  - Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
  - Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
  - Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
  - Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project.
  
- **C. Unapproved Collaboration:** Certain coursework and assignments such as team



projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.

- **D. Other Violations of Academic Integrity:** Additional violations of academic integrity include, but are not limited to:
  - Incidents of falsification. Falsification occurs when individuals make false statements that mislead others. Examples of falsification include, but are not limited to: the creation of a false or misleading citation, or the manipulation of data for an academic assignment;
  - Submission of a paper or project to more than one course during the time in which a student is attending BASCS, without the explicit permission from all the instructors involved;
  - Submission of work previously done in another school, whether modified or not, without permission of the instructor.

### **Academic Integrity Policy Consequences**

#### **1<sup>st</sup> Offense:**

- Teacher will conference with the student.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.

#### **2<sup>nd</sup> Offense:**

- Teacher and Disciplinarian will conference with the student.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.
- Student will receive afterschool detention.

#### **3<sup>rd</sup> Offense:**

- Teacher and Disciplinarian will conference with the student and parent/guardian.
- Student will receive a zero on assignment.
- Student will be given negative discipline points via the school database.

- Student will receive full day in-school suspension.
- Student will be removed or barred from all afterschool activities including clubs and athletics.

All violations will be cumulative over the school year and are kept in the student's discipline record. Subsequent infractions will be subject to further consequences.

## **UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES**

As a student at BASCS, you shall not...

### **A. Fight and Arrange Fights:**

Fighting or arranging fights (whether those fights take place on or off school grounds) is unacceptable. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

- 1st Offense: Parents/guardian contacted. Up to Four (4) days out-of-school suspension. Possible expulsion.
- 2nd or more offenses: Parents/guardian contacted. Administrative Discretion. Possible expulsion

### **B. Cellular Telephones and/or Personal Electronic Devices:**

Cellular Telephones, Radios, Tape or CD Players, Electronic Games, and/or similar personal devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Administrator. Any Student observed in possession of a cell phone or personal electronic device (whether they are using the item or not) will be requested to immediately surrender the item. Cell phones and electronic personal devices can only be used after the regular school dismissal time. Students are not allowed to chat or play games with their cell phones or any other personal electronic devices at the school premises during the regular school day. (Regular dismissal time is the time that all students are dismissed from school.)

Consequences:

- 1st Offense: Confiscation of the device with retrieval by student after regular school dismissal. Up to two (2) days after school detention.
- 2nd Offense: Parents/guardian contacted. Confiscation of the device with retrieval only by a parent/guardian, along with a \$10 fee. Up to five (5) days after school detention. BASCS is not responsible for the confiscated items which are not received one week after confiscation.
- 3rd Offense: Parents/guardian contacted. Up to Two (2) day out-of-school suspension. Device will be confiscated and device will be given to parent after parent conference, along with a \$10 fee. BASCS is not responsible for the confiscated items which are not received one week after the last day of school.

- 4th Offense: Parents/guardian contacted. Up to Three (3) day out-of-school suspension. Possible expulsion.

**\*\*Students failing to surrender their cell phone or personal electronic device immediately upon request of Teachers, Staff or Security Officers will be subject to an additional consequence of an out-of-school suspension up to Two (2) days.\*\***

**C. Disrespect to Teachers, Staff or Security Officers or using inappropriate language and behavior. Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back) or failing to follow reasonable instructions/directions:**

Consequences:

- 1st Offense: Parent/guardian contacted. Up to two (2) day in-school suspension.
- 2nd Offense: Parent/guardian contacted. Up to two (2) day out-of-school suspension.
- 3rd Offense: Parent/guardian contacted. Up to four (4) day out-of-school suspension. Possible expulsion.

**D. Cheat and/or Plagiarism:**

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

- See Academic Integrity Policy

**E. Abuse and/or Misuse of Computers and Laboratory Equipment:**

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and/or misuse of computers including loading private software, accessing inappropriate web sites or web pages using school equipment is strictly prohibited. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

- 1st Offense: Parents/guardians contacted; Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer, equipment and/or lab technicians to undo tampering. Up to two (2) day out-of-school suspension
- 2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day out-of-school suspension
- 3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at BASCS. Under supervision, you

will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

#### **F. Disrupting Learning:**

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

- 1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day out-of-school suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day out-of-school suspension, and/or expulsion.

#### **G. Uniform Violations:**

Students shall arrive to school in uniform and in line with specific uniform and appearance guidelines described in this handbook. Students will not be allowed onto the school bus and will not be allowed to enter the school building until they are in proper attire. All missed work must be made up.

Consequences:

- 1st Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.
- 2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day in-school suspension.
- 3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day in-school suspension.
- 4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day out-of-school suspension with possible expulsion.

#### **H. Use of Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:**

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences:

- Parent/guardian contacted. Direct expulsion proceedings.

### **I. Give A False Fire Alarm:**

Issuing a false fire alarm is a violation of the State law. Any student who makes a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 fine to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars fine for each false call.

Consequences:

- Parent/guardian contacted. Three (3) day out-of-school suspension. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

### **J. Forgery**

Any attempt by a student to sign as a teacher, administrator, parent/guardian, or another student name to any school document is considered forgery.

Consequences:

- 1st Offense: Parent/guardian contacted. Two (2) day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Three (3) out-of-school day suspension.
- 3rd Offense: Parent/guardian contacted. Recommendation for expulsion

### **K. Gambling and Playing Cards:**

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokémon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards is also prohibited.

Consequences:

- 1st Offense: Parent/guardian contacted. Up to two (2) day in-school suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians along with a \$10 fee. BASCS is not responsible for the confiscated items which are not retrieved within one week after confiscation..
- 2nd Offense: Parent/guardian contacted. Up to three (3) day out-of-school suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school along with a \$10 fee. BASCS is not responsible for the confiscated items which are not retrieved within one week after last day of school.
- 3rd Offense: Parent/guardian contacted. Three (3) day out-of-school suspension. Recommendation for expulsion

**L. Bring Inappropriate Materials:**

Pornographic, criminal, hate related, etc.

Consequences:

- 1st Offense: Parent/guardian contacted. Three (3) day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Recommendation for expulsion.

**M. Harassment of another Student and/or a Teacher, Administrator, or Staff Member:**

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

Consequences:

- Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**N. Hazing Students:**

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

- Parent/guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

**O. Smoking or Use of Other Tobacco Products and/or Bringing Such Products to School:**

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

- 1st Offense: Parent/Guardian contacted. Three (3) day out-of-school suspension. Possible expulsion.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion

**P. Stealing and/or Vandalism of Property:**

This means without permission/authority; to attempt to conceal, hide or deprive another of its use; to cause or attempt to cause damage to property of another, either on school grounds or during a school activity, function, or event. Students and their parent/guardian will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day out-of-school suspension. Possible expulsion.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension. Restitution if required. Possible expulsion.

### **Q. Tardy:**

Tardy to School: Arriving to school after the start time of the school day.

Tardy to Class: Not being seated and prepared to start class when the bell rings.

Consequences:

- See BASCS Tardy Policy.

### **R. Displaying Threatening Behavior:**

Threatening behavior can include verbal threats, both face to face, over electronic device (phone and/or computers), social media communications, hand-written notes, and/or non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

- 1st Offense: Parent/guardian contacted. Administrative discretion. 1 day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Three (3) day out-of-school suspension recommended.
- 3rd Offense: Parent/guardian contacted. Possible expulsion.

### **S. Truancy:**

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

- Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

### **T. Possession of a weapon on school ground:**

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

- Parent/guardian contacted. Three (3) day out-of-school suspension with a recommendation for expulsion. Possible prosecution.

**U. Possession or Use of Fireworks:**

Using or possessing any amusement device, smoke bomb, etc.

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to one (1) day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension. Possible expulsion.

**V. Gang and Secret Society Symbols:**

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to two (2) day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Up to four (4) day out-of-school suspension. Possible expulsion.

**W. Possession of Stolen Property:**

Possessing property of another without permission or knowledge of the owner

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion

**X. Arson:**

Intentionally starting any fire or combustion on school property,

1st Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

**Y. Public Display of Affection**

Displays of affection, these actions include kissing, hugging, physical contact, etc.

- 1st Offense: Parent/Guardian contacted. Conference with student. Up to 2 day in-school suspension.
- 2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension. Possible expulsion

**Z. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:**

- 1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day out-of-school suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

**1. Bullying**

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another



students property, place another student in reasonable fear of harm to the students person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act.

- 1st Offense: Parents/Guardian contacted. Up to Three (3) day out-of-school suspension.
- 2nd Offense: Parents/Guardian contacted. Possible expulsion.

## **2. Conspiracy to any two (2) or more persons mutually agreeing to do any unlawful act.**

- 1st Offense: Parents/Guardian contacted. Up to two (2) day out-of-school suspension.
- 2nd Offense: Parents/Guardian contacted. Up to Three (3) day out-of-school suspension. Possible expulsion.

## **3. Failure to identify (lying to teacher, staff or security officer by giving incorrect Information) Refusal to stop, provide name and/or other information when asked to do so.**

- 1<sup>st</sup> Offence: Parent/Guardian contacted. Up to Two (2) day out-of-school suspension.
- 2<sup>nd</sup> Offence: Parent/Guardian contacted. Up to Three (3) day out-of-school suspension. Possible expulsion.

## **4. Leaving Campus without Permission**

Leaving campus without prior consent and authorization from school administration.

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day out-of-school suspension.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion.

## **6. Bus Misconduct**

Failure to comply with rules of bus safety or disturbing others.

- 1<sup>st</sup> Offense: Parent/Guardian contacted. Up to Two (2) day out-of-school suspension.
- 2<sup>nd</sup> Offense: Parent/Guardian contacted. Up to Three (3) day out-of-school suspension. Possible expulsion.

## **7. Trespassing**

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

- 1st Offense: Parent/Guardian contacted. Up to Two (2) day out-of-school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Three (3) day out-of-school suspension. Possible expulsion.

## **STUDENT PROBATION**

Students on Student Probation:

- May not participate in any Dress Down Days
- May not participate in any After School Activities (Sports, Clubs, Dances, etc) except approved tutoring
- May not participate in any Field Trips except approved by an Administrator

- May not remain in the school building after Dismissal unless approved by an Administrator
- May not park their car on school property. Their parking hang tag must be surrendered.
- May not participate in Senior Early
- Any disciplinary incident that the student is involved in may also result in a one (1) day in-school suspension.

## **TYPES OF CONSEQUENCES**

### **A. DETENTIONS**

Detention may be held after school on any full day of school for up to one and one half (1 ½) hours or on Saturdays. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: after school and Saturday detentions.

#### **AFTER SCHOOL DETENTION**

##### **RULES AND REGULATIONS**

- Students will bring materials to work on. (Homework, books to read, and any other school acceptable materials permitted.) Classroom materials may be sent by teacher.
- Sleeping is not permitted.
- No communication with the other students will be allowed.
- Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
- Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- Detention time will be assigned within 24 hours of the Administrator meeting with the student. This allows the parent time to make transportation arrangements.
- Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
- If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out-of-school suspension, and redo the detention.
- There are no cell phones or personal electronic devices allowed into the detention room.

Failure to follow After School Detention Rules may result in one day in-School Suspension.

#### **SATURDAY DETENTION**

Saturday Detention serves as an alternative to out-of-school suspension for violation of school rules. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address the discipline.

The purpose of Saturday Detention is to provide positive, worthwhile, educational experience and a meaningful misbehavior deterrent for those students who have violated school rules problem area. Saturday Detention will prevent students from losing instruction time, keeping

them in school. A serious violation or repeated violations of the behavior code is cause for a student to serve a Saturday detention.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up, or remedial work, under the supervision of a teacher. Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

#### **RULES AND REGULATIONS**

- Parents are expected to provide transportation to and from Saturday detention, and students are required to wear their school uniforms.
- Students left at the school after Saturday detention will be unsupervised. BergenArts and Science Charter School is not responsible for the students who are left after Saturday detention. In case of unexpected situations, please call school to notify us of your lateness.
- Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
- Students may be asked to bring appropriate materials with which to work.
- There are no cell phones, personal electronic devices, radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
- Students will be expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
- No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
- Lavatory privileges will be at discretion of the Saturday Detention administrator.
- If an emergency arises and the student cannot attend, the parent must contact the School Administration. If the reasons are acceptable, the detention will be rescheduled.
- If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out-of-school suspension plus attendance at the next scheduled Saturday detention.

Failure to follow Saturday Detention rules may result in 1 day out-of-school suspension plus attendance at the next scheduled Saturday Detention.

#### **B. SUSPENSIONS**

Bergen Arts and Science Charter School will use two kinds of suspension: In-school suspension and out-of-school suspension.

##### **IN-SCHOOL SUSPENSION**

1. All class rules and regulations apply the same during in-school suspensions.

2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments. It is the student's responsibility to go and ask the teachers for assignment.
3. No talking or conversations. Students must be seated at all times.
4. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
5. Students will not be permitted to go to lunch. They will have their lunch in detention room.
6. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
7. No disruptive behavior will be allowed.
8. Unexcused absences will be referred to the Administration.
9. No food, drinks, gum or illegal substances allowed.
10. No visits by parents, relatives or other students.
11. Sleeping is prohibited.
12. Students are responsible for lost, stolen or damaged items.
13. Transportation to the in-school suspension site is the responsibly of the students and their parents/guardians. Transportation arrangements must be made prior to arrival at the site. Telephones are not available for student use.
14. Student Handbook rules apply.
15. No physical contact of any kind between participants
16. If a student does not attend scheduled In-School Suspension without a confirmed excuse, then the student will have 1 day out-of-school suspension and attend rescheduled In-School Suspension. If it occurs again, it may require expulsion from the school.
17. If a student does not turn in Parent Notification form on the due date with a confirmed excuse, he/she will have 1 day out of school suspension.
18. Failure to comply with the rules will be reported to the Administration for further action. This further action may include up to 3 day out-of-school school suspension.
19. Students on in-school suspension cannot participate in any after school activity

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

Notice of Suspension and the reasons for the suspension will be given to the student by the Administration after the discipline committee meeting.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the School Director. Consequences will not be deferred pending the outcome of an appeal.

School Director will make the decision within 2 school days after the appeal made. School Director's decision is final.

### **Suspension Policy**

Grounds for suspension will include, but not be limited to:

1. Damage or destruction of school property or private property
2. Smoking
3. Profanity or obscene language or materials  
(These shall include obscene gestures or signs.)
4. Insubordination in refusing to comply with directions of school personnel
5. Truancy from, or repeated tardiness to, class or school
6. Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
7. Fighting among two or more students on school property (including buses) or at any school sponsored activity
8. The act of extortion from any person on school property (including buses) or at any school sponsored activity
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
10. Using a fire exit door in inappropriate time.
11. Selling food or items without an approval form from an administrator.
12. Not being in assigned location. Skipping a class (including clubs and electives)

## **RULES AND REGULATIONS**

1. A student who is suspended on out-of-school suspension from the school is not allowed on school property for the entire day.
  2. A student who is suspended is responsible for all make-up work missed.
  3. Parents or guardians of the student will be notified in advance of dates of suspension.
  4. If the incidence is severe, then School Director or Administrator may keep the student in the detention room, until parents are notified and pick up the student.
  5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
  6. If a student does not turn in Parent Notification form on the due date without a confirmed excuse, he/she will have 1 day out of school suspension.
- Failure to follow School Suspension Rules may result in extra disciplinary action.

Any student suspended during the school year may be denied registration to BASCS the following year.

## **EXPULSION**

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Administration after hearing about the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending.

You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the School Director in writing.

Consequences will not be deferred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of the School Director is final.

## **Expulsion Policy**

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct  
(This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.
8. Receiving a total of 100 DPS points within a year.

### **DAMAGE TO SCHOOL PROPERTY**

Students who accidentally damage school property must report this promptly to the School Director or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

### **DUE PROCESS**

All students at BASCS are entitled to the rights guaranteed by the United States Constitution, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the “Unacceptable Types of Student Behaviors” listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at BASCS have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;

### **IMPORTANT NOTE**

**It is the school’s responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is important that each student attending BASCS and their parents have read, understood, and agreed with the content of the student handbook**

**BASCS reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school web page.**



## STUDENT CONDUCT CONTRACT

Student Name: \_\_\_\_\_

Grade/Section: \_\_\_\_\_

We anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

### Student Contract

(MUST BE RETURNED TO HOMEROOM TEACHER)

As a student of BASCS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the School Director.
- I will do my best in my schoolwork, and I will let others do their best.

- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls quietly.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I agree to follow all requirements of the BASCS Student Handbook.
- I agree to follow the Student Code of Conduct.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_