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*Dr. John Grieco Campus  
Bergen County  
Academies*

# Bergen County Academies



## 2022-2023 Family Handbook

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Bergen County Academies  
Dr. John Grieco Campus

**Dr. John Grieco**  
**Superintendent, Bergen County Technical Schools,**  
**1984 — 2004**

Dr. John Grieco served as the talented leader of Bergen County Technical Schools for two decades. He passed away on October 2, 2004 at the age of 63. Among Dr. Grieco's many accomplishments was the initiation and development of the Bergen County Academies, which attract scientifically and technologically talented secondary students. The success of Bergen County Academies served as a catalyst for the initiation of other innovative and challenging programs in the district. Recognized as a visionary educator at county, state and national levels, Dr. Grieco served on prestigious national and state advisory groups associated with educational reform. His energy and commitment to the school districts under his tutelage—especially to the students in those districts—is without equal.

Dr. John Grieco's devotion to education and his leadership in education continue to make a mark on those who now carry the responsibilities for education and leadership.

# 2022-2023

# Bergen County Academies

## FAMILY HANDBOOK & STUDENT CODE OF CONDUCT

### Welcome to BCA

On behalf of the administration, faculty and staff of the Bergen County Academies, I warmly welcome you to the 2022-2023 school filled with tremendous opportunities for you to learn, grow and excel. Since 1992, our Academy teachers and staff have worked tirelessly to provide with students with an outstanding education designed to prepare them for the future.

One of the tenets of the Academy Mission is our concern not only for what you learn but who you become. We are committed to helping you become a life-long learner as well as a productive citizen. At the Academies, words such as; community, trustworthiness, respect, responsibility, fairness and compassion are vital to who we are.

The purpose of this Family Handbook / Student Code of Conduct is to provide information and guidelines to new and returning students and their families. This handbook also provides an overview of applicable policies, regulations and procedures of the Bergen County Technical School District.

It is every family's responsibility to become familiar with the information contained in this handbook. Please be advised that all district policies and regulations are available at [www.bergen.org](http://www.bergen.org). This handbook is also available at [www.bergen.org/BCA](http://www.bergen.org/BCA)

We remain committed to working with all of our students in a positive way. Along with Dr. Raymond Bath, Vice Principal, Mrs. Zaroni Mendeloshn, Mrs. Pinke and our entire staff, I wish you a wonderful school year. Please feel free to stop by my office should you have any questions or concerns. Here's to another great year at the Bergen County Academies!

Sincerely,

Russell Davis  
Principal

## Administration



### Bergen County Technical Schools Board of Education

William Connelly . . . . . *President*  
Jason Kim. . . . . *Vice President*  
Dr. Lawrence Meyerson . . . . . *Board Member*  
Ivonne Enrique . . . . . *Board Member*  
*Louis DeLisio* . . . . . *Interim Executive County Superintendent*

### Central Office Administration

Dr. Howard Lerner . . . . . *Superintendent*  
Andrea Sheridan . . . . . *Assistant Superintendent*  
Richard Panicucci . . . . . *Assistant Superintendent for Curriculum and Instruction*  
John Susino . . . . . *Business Administrator/Board Secretary*  
*Gary Hall* . . . . . *Director of Human Resources*

### BCA Campus Administration

Russell Davis . . . . . *Principal*  
Raymond Bath, Esq. . . . . *Vice Principal*  
Giulia Zanon-Mendelsohn. . . . . *Supervisor*  
Michelle Pinke. . . . . *Supervisor*

### Bergen County Executive

James J. Tedesco III

### Bergen County Board of Commissioners

Tracy Silna Zur . . . . . *Chairwoman Commissioner*  
Thomas J. Sullivan. . . . . *Vice Chairman Commissioner*  
Dr. Joan M. Voss . . . . . *Commissioner*  
Mary J. Amoroso. . . . . *Commissioner*  
*Ramon M. Hache, Sr.* . . . . . *Commissioner*  
*Germaine M. Ortiz* . . . . . *Commissioner*  
*Steven A. Tanelli* . . . . . *Commissioner*

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## **District Vision Statement**

“The Bergen County Technical School District is an educational model that prepares students to live, work, and lead in a global community”

## **Academy Mission Statement**

A model for innovation and reform in the 21<sup>st</sup> century, BCA is a learning community comprised of individual, career-focused academies operating as a cohesive whole to provide a dynamic, specialized, student-centered environment that embraces the whole person. We are a professional teaching community that celebrates life-long learning and encourages students to pursue their interests and nurture their aspirations. Independent learning and creative problem solving are encouraged on every academic level by teachers who function as mentors in the learning process. We exist as a unique opportunity for motivated learners to experience intellectual, social, ethical and emotional growth. Beyond developing students’ intellect and skills, BCA’s mission is to mold character so that students may best fulfill their potential and meet future challenges as leaders in diverse fields in a constantly evolving world.

## **Academy Vision Statement**

*Our mission statement is grounded on the following beliefs:*

- We believe that our primary goal is to help students “learn to use their minds well,” guided by the premise that “less is more.”
- We believe that students come to school to learn more about themselves and their place in our ever changing, increasingly technological world. Students, teachers and parents are collaborators in the learning process.
- We believe that students need to make connections among disciplines and gain a profound understanding from the interconnectedness of specialized areas of knowledge.
- We believe students learn best in a community that fosters collaboration and teamwork, grounded in an academically rigorous curriculum where both academic and extra-curricular excellence are viewed as tools for success in college and the world beyond.
- We believe offering demanding coursework – such as advanced honors level work often taught using college texts, and pre-professional training – challenges students to challenge themselves and promotes academic excellence.
- We believe that successful students are those who apply lessons learned to the establishment of positive personal relationships because it is not only *how* students learn, but *who* they become that is important.
- We believe that personal integrity, compassion, and responsibility are valued as much as academic excellence; a well-rounded student is one who benefits from an environment that cultivates development of the whole person.
- We believe the development of *character* should be reinforced daily in the creation of life-long learners and productive citizens by a staff who is part of the fabric of students’ lives and who shares a common vision which holds these values: COMMUNITY, TRUSTWORTHINESS, RESPECT, RESPONSIBILITY, FAIRNESS and COMPASSION.
- We believe that the highest quality teaching and learning environment is born from and nourished by a lively exchange of ideas among administrators, parents, teachers, students and community partners – all of whom support one another in pursuit of excellence.

## **Affirmative Action Policy**

It is the policy of the Bergen County Technical Schools District not to discriminate in its educational programs, activities, employment practices, or admission policies and practices on the basis of race, color, age, creed, religion, ancestry, national origin, socioeconomic status, affectational or sexual orientation, gender, disability or marital status.

**Bergen County Academies  
Contact Information**

**Main Phone Number  
201-343-6000**

**Administration**

Russell Davis, Principal ..... ext. 3349  
Raymond Bath, Esq., Vice Principal..... ext. 2276  
Giulia Zanoni-Mendelsohn, Supervisor ..... ext. 2223  
Michelle Pinke, Supervisor..... ext. 2284

**Main Office**

Grace Lohsen, Secretary ..... ext. 2286  
Kristin Moffitt, Secretary ..... ext. 2243  
Janine Villani, Secretary ..... ext. 2359

**Principal's Office**

Cherri Rodriguez, Secretary ..... ext. 2245

**Guidance Department**

Joanne Scordo, Secretary ..... ext. 3330  
Donna Chiappa, Secretary ..... ext. 3385

**Medical Services**

Laura Hynes, School Nurse ..... ext. 2254  
Carol Maye, School Nurse ..... ext. 2250

**Athletic Department**

William Muller, Athletic Director..... ext. 2277  
Yvonne Kruse, Secretary..... ext. 2287

**Dining Services**

Scott Kallensee, Director of Dining Services ..... ext. 8016



**Guidance Department 2022 – 2023**  
Main Number (201) 343-6000

Fax (201) 996-6954  
Guidance Office Ext. 3330

Joanne Scordo, Secretary

**Guidance Counselors**

**Nancy Sousa, Lead Counselor**

Ext. 3314/email – nansou@bergen.org

**Kym Acuña, Counselor**

Ext. 2325/email – kymacu@bergen.org

**Alison Belkin, Counselor**

Ext. 3312/email – alibel@bergen.org

**Katie Fierro-Ripolli**

Ext. 3314/email – katfie@bergen.org

**Anthony Natelli, Counselor**

Ext. 3315/email – antnat@bergen.org

**Jennifer Redlitz, Counselor**

Ext. 3313/email – jenred@bergen.org

**Michael Smith, Counselor**

Ext. 2256/email – micsmi@bergen.org

**Senior Experience**

**Paul Kaser, Lead Counselor of College  
and Career Relations**

Ext. 3328/email – paukas@bergen.org

**Support Services**

**Patrick Keane, School Psychologist**

Ext. 8416/email – patkea@bergen.org

**Debra Monesmith, Academic Support,**

email – debmon@bergen.org

**Nancy Sytsma, Student Assistance Counselor**

Ext. 3316/email – nansyt@bergen.org

**Navigating Success through Wellness**

**Jill Pantaleo, LCSW**

email - jilpan-ntsw@bergen.org

**College & Career Center**

**Donna Chiappa, Secretary**

Ext. 2359/email - donchi@bergen.org

## 2022-2023 Academy Faculty email Directory

### Biology

Downey, Lindsay ..... lindow@bergen.org  
Kennedy, Clare ..... claken@bergen.org  
Pinto, Judith ..... judpin@bergen.org  
Sabio, German ..... gersab@bergen.org  
Smith, Ericka ..... erismi@bergen.org  
Stott, Rachel ..... racsto@bergen.org  
Waldron, Alyssa ..... alywal@bergen.org  
Zepatos, Carol ..... carzep@bergen.org  
Zhang, Eric ..... erizha@bergen.org

### Business

Gutierrez, Joseph ..... josgut@bergen.org  
Sawhney, Puneet ..... punsaw@bergen.org  
Fogg, Fred ..... frefog@bergen.org

### CCA

Crochet-Hyslop, Laurie ..... laucro@bergen.org  
Guthrie, Peter ..... petgut@bergen.org  
Kaplan, Stephen ..... stekap@bergen.org  
Lang, Scott ..... slang@bergen.org  
Lemma, Michael ..... miclem@bergen.org  
Maks, Natalia ..... natmak@bergen.org  
Min, Miyoung ..... miymin@bergen.org  
Pero, Victoria ..... vicper@bergen.org  
Spinelli, Louis ..... louspi@bergen.org

### Chemistry

Crane, Laura ..... laucra@bergen.org  
Crane, Todd ..... todcra@bergen.org  
Dobrich, Oliver ..... olidob@bergen.org  
Feuss, Danielle ..... danfeu@bergen.org  
Kim, Deok-Yang ..... deokim@bergen.org  
Sorrentino, Elizabeth ..... elisor@bergen.org

### Computer Science

Isecke, Benjamin ..... marbon@bergen.org  
Nodarse, Carlos ..... carnod@bergen.org  
Respass, Bryan ..... bryres@bergen.org  
Wang, Ivy ..... ivywan@bergen.org  
Wang, Matthew ..... matwan@bergen.org

### Culinary

Adriance, Tim ..... timadr@bergen.org  
Branda, John ..... johbra@bergen.org

### Engineering

Barbetta, Joseph ..... josbar@bergen.org  
Samarakone, Victor ..... vicsam@bergen.org

### English

Berwick, Carly ..... carber@bergen.org  
Crimmel, Michelle ..... miccrim@bergen.org  
DiAmico King, Pat ..... patdia@bergen.org  
Hathaway, William ..... wilhat@bergen.org  
Kaba, Valmira ..... valkab@bergen.org  
Kouefati, Danielle ..... dankou@bergen.org  
Mendelsohn, Bill ..... bilmen@bergen.org  
Price-Halligan, Suzanne ..... suzhal@bergen.org  
Torres, Raul ..... rautor@bergen.org

Villanova, Donna ..... donvil@bergen.org  
Weems, Richard ..... ricwee@bergen.org  
Wilson, David ..... dawwil@bergen.org

### Math

Abramson, Michael ..... micabra@bergen.org  
Bonanomi, Mark ..... marbon@bergen.org  
Casarico, Elizabeth ..... elicass@bergen.org  
Djedji, Jack ..... djadje@bergen.org  
Heitzman, Carla ..... carhei@bergen.org  
Nevard, John ..... johnev@bergen.org  
Penev, Krassimir ..... krapen@bergen.org  
Pinyan, Jonathan ..... gregre@bergen.org  
Robinson, Sharon ..... sharob@bergen.org  
Seventko, Justin ..... jussev@bergen.org  
Walsh, Gene ..... genwal@bergen.org  
Zangara, Amy ..... amybei@bergen.org

### Physical Education

Fuentes, Elizabeth ..... elifue@bergen.org  
James, Dina ..... dindes@bergen.org  
Kalata, Greg ..... grekal@bergen.org  
Marmora, Joe ..... josmam@bergen.org  
Rios, Ev ..... everio@bergen.org  
Symons, Robert ..... robsym@bergen.org

### Physics

Dogru, Ozgur ..... ozgdog@bergen.org  
Hidroski, William ..... wilhid@bergen.org  
Liva, Michael ..... micliv@bergen.org  
Paul, Eric ..... eripau@bergen.org  
Russo, Christopher ..... chruss@bergen.org  
Zubov, Igor ..... igozub@bergen.org

### Social Studies

Alschen, Sergei ..... serals@bergen.org  
Blake, Katherine ..... katbla@bergen.org  
Demeter, Scott ..... scodem@bergen.org  
Janssen, Katherine ..... katjan@bergen.org  
Kim, Rosalyn ..... roskim@bergen.org  
Kramer, Mark ..... markra@bergen.org  
Lancaster, Jon ..... jonlan@bergen.org  
Madden, William ..... wilmad@bergen.org  
Miller, Luke ..... lukmil@bergen.org  
Pagano, Emily ..... emipag@bergen.org  
Wallace, Christine ..... chrwal@bergen.org

### World Languages

Ballas, Theodora ..... thebal@bergen.org  
Calandra, Gabriela ..... gabcal@bergen.org  
Fillebrown, Catherine ..... catfil@bergen.org  
Lewitt, Julia ..... jullew@bergen.org  
Ponce, Lucia ..... lucpon@bergen.org  
Seltzer, Irma ..... irmisel@bergen.org  
Tolmo, Eva ..... evatol@bergen.org  
Villarosa, Hillary ..... hilvil@bergen.org  
Xu, Minghua ..... minxu@bergen.org

<b>BERGEN COUNTY ACADEMIES 2022 – 2023 School Calendar</b>			
Thurs/Fri	September 1-2nd	2022	Teachers Only
Tuesday	September 6th	2022	First Day-Students
Mon/Tues	September 26-27th	2022	Rosh Hashanah - Closed
Wednesday	October 5th	2022	Yom Kippur - Closed
Thursday	October 6th	2022	Back-to-School Night - Half Day
Friday	October 7th	2022	Curriculum Revision – No Students
Tuesday	October 25th	2022	Staff Development – Half Day
Thurs/Fri	November 10-11th	2022	NJEA Convention – Closed
Wednesday	November 23rd	2022	Before Thanksgiving Recess – Half Day
Thurs/Fri	November 24-25th	2022	Thanksgiving Recess-Closed
Tuesday	December 9th	2022	Staff Development – Half Day
Friday	December 23rd	2022	Before Winter Recess – Half Day
Thurs/Thurs	December 24-30th	2022	Winter Recess – Closed
Monday	January 2nd	2023	New Year’s Day Observed – Closed
Monday	January 16th	2023	M.L. King Jr.’s Birthday – Closed
Thursday	January 26th	2023	Admissions – Half Day
Thursday	February 16th	2023	Staff Development – Half Day
Fri/Tues	February 17-21st	2023	Presidents’ Recess – Closed
Tuesday	February 28th	2023	Admissions – Half Day
Thursday	March 2nd	2023	Admissions – Half Day
Friday	April 7th	2023	Good Friday – Closed
Mon/Fri	April 10-14th	2023	Spring Recess – Closed
Thursday	April 27th	2023	Staff Development – Half Day
Thursday	May 25th	2023	Staff Development/ <b>Induction</b> – Half Day
Monday	May 29th	2023	Memorial Day – Closed
Tuesday	June 15th	2023	Staff Development – Half Day
Friday	June 16th	2023	Juneteenth – Closed
Friday	June 19-23rd	2023	End of Year Procedures – Half Day
Tuesday	June 26th	2023	Graduation/Last Day for Students – Half Day

This calendar includes four (4) emergency days. In the event that makeup days are needed beyond those, they will first be scheduled during recesses, holidays, and/or other days within the school year. Spring recess and staff development dates are also tentative, contingent upon state test dates being finalized. In extreme circumstances, the final day of school may be changed depending upon the number of makeup days required. If that changes, graduation will be moved as well. The minimum number of days of attendance for students within the ten month calendar will be 180. The maximum number of days of attendance for teachers within the ten month calendar will be 183. If any of the four (4) emergency days are not needed, they will be given back by closing school a corresponding number of days in May and/or June.

## Academic Terms

### Trimesters

1st Trimester	Trimester Begins Trimester Ends	September 6, 2022 December 7, 2022
2nd Trimester	Trimester Begins Trimester Ends	December 8, 2022 March 15, 2023
3rd Trimester	Trimester Begins Trimester Ends	March 16, 2023 June 26, 2023

### Semesters

1st Semester	Semester Begins Semester Ends	September 6, 2022 January 27, 2023
2nd Semester	Semester Begins Semester Ends	January 28, 2023 June 26, 2023

# Bergen County Academies

## 2022-2023 Daily Schedule

	<b>1</b>	8:00 AM	8:50 AM
	<b>IGS</b>	8:54 AM	8:58 AM
	<b>2</b>	9:02 AM	9:52 AM
	<b>3</b>	9:56 AM	10:46 AM
<i>Lunch</i>	<b>4</b>	10:50 AM	11:40 AM
<i>Lunch</i>	<b>5</b>	11:44 AM	12:34 PM
<i>Lunch</i>	<b>6</b>	12:38 PM	1:28 PM
	<b>7</b>	1:32 PM	2:22 PM
	<b>8</b>	2:26 PM	3:16 PM
	<b>9</b>	3:20 PM	4:10 PM

## 2022 -2023 Half Day Schedule

	<b>1</b>	8:00 AM	8:25 AM
	<b>IGS</b>	8:29 AM	8:38 AM
	<b>2</b>	8:42 AM	9:07 AM
	<b>3</b>	9:11 AM	9:36 AM
<i>Lunch</i>	<b>4</b>	9:40 AM	10:05 AM
<i>Lunch</i>	<b>5</b>	10:09 AM	10:34 AM
<i>Lunch</i>	<b>6</b>	10:38 AM	11:03 AM
	<b>7</b>	11:07 AM	11:32 PM
	<b>8</b>	11:36 AM	12:01 PM
	<b>9</b>	12:05 PM	12:30 PM

**22-23 Delayed Opening Schedule**

<b>IGS</b>	9:30 AM	10:10 AM
<b>1</b>	10:15 AM	10:50 AM
<b>2</b>	10:55 AM	11:30 AM
<b>3</b>	11:35 AM	12:10 PM
<b>4</b>	12:15 PM	12:50 PM
<b>5</b>	12:55 PM	1:30 PM
<b>6</b>	1:35 PM	2:10 PM
<b>7</b>	2:15 PM	2:50 PM
<b>8</b>	2:55 PM	3:30 PM
<b>9</b>	3:35 PM	4:10 PM

## **Safety & Security**

### **Action Plan**

**A comprehensive school emergency action plan, put in place in the event of a school emergency, is reviewed and updated annually. School personnel receive training from experts from the County Office of Emergency Management on how to respond to emergency situations. Additionally, drills are conducted and practiced by staff and students. Should an emergency occur, parents are asked not to come to the school until an “all clear” is given.**

### **Academy Visitors**

All visitors must register in the Main Office and obtain a visitor’s pass. All bags are subject to inspection. Students are not permitted to bring guests or invite outsiders to school without advance written permission from a Building Administrator. Visitors must register their presence in the school and are required to observe the District’s rules governing school visitations. They may not confer with any student without the Building Principal’s approval. Other than parental conferences, all visitors are required to notify the school at least seven days before the desired date of the visit. For more information see **Board Policy No. 9150**.

### **Bergen County Sheriff’s Department Partnership**

**An officer from the Bergen County Sheriff’s Department is assigned to the Academy campus as a School Resource Officer. This officer assists faculty, students and staff in all aspects of school security. In addition to this partnership, faculty administration at the Academy work closely with adjunct officers/services of the Bergen County Police Department. Two security personnel, under the auspices of the Bergen County Sheriff’s Department, are assigned to the Hackensack campus. Coverage is enhanced with a state of the art video system.**

### **Bus Transportation**

All students are transported by their town Board of Education. Route creations are agreed upon between the sending district and independent bus companies. Students should arrive on campus between 7:30 a.m. - 8:00 a.m. and are dismissed daily at 4:10 p.m. Buses leave approximately 4:20 p.m. on full days and 12:40 on half days.

Only those students who are on the scheduled bus route are permitted on the bus. Any incidents on the bus (i.e. harassment, bullying etc.) should be immediately reported to the Vice Principal.

### **School Closings / Early Dismissal Days**

**The Superintendent will determine whether to close school or initiate an early dismissal.**

**The District will send an “email blast” to all parents**

**All bus companies will be notified regarding early dismissal.**

**Seniors who drive will be allowed to sign out early to allow them extra driving time.**

**All students will report to the auditorium to prepare for dismissal.**

**As buses arrive, students will depart the campus.**

- All students and staff will receive a phone message through School Messenger.
- Information will be posted on the district’s website at [www.bergen.org](http://www.bergen.org).
- Parents can call 201-343-6000 and press 4 for special announcements to find out if school has been closed

**Delayed Openings – (School opens at 9:30 am)**

- All students and staff will receive a phone message through School Messenger
- Information will be posted on the district’s website at [www.bergen.org](http://www.bergen.org).
- Buses will be notified and will pick-up students at a later time. If you have questions regarding bus pick-up times on the day of a delayed opening, you should contact your school district or bus company.

**Please Note:** Questions regarding your local school district policy regarding the transportation of students in the event of the local district schools closing or experiencing a delayed opening should be clarified through your local Board of Education prior to such an occurrence.

If the Academy is open on a day that your town is off for a snow day, your child is required to attend classes. If they fail to do so because of inclement weather, an absence is recorded. If your town does not have a bus pick-up because the district is closed, it is the parents' responsibility to arrange transportation to and from campus. Finally, parents are permitted to drop off students starting no earlier than 9 a.m.

**Mid-day closings (i.e. early dismissals)**

- All students and staff will receive a phone message through School Messenger
- All bus companies are notified of the early dismissal
- Students are encouraged to call home using cell phones. If a student has no access to a cell phone, students may use school phones in pre-determined areas.
- Seniors who drive are allowed to sign out early to allow them extra driving time. Students who wish to ride as passengers in student-driven cars must receive parental permission to do so via phone.
- All students report to the auditorium to prepare for dismissal. As buses arrive, students are dismissed.
- **Parents / Guardians who pick up their children must confirm pickup. No phone calls will be accepted.**



## **Expected Student Behavior**

The Bergen County Academies and the Board of Education expects students to conduct themselves in a manner consistent with their levels of development, maturity and demonstrated capabilities properly regarding the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities, equipment and property. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, legal guardians and staff to produce an environment that encourages students to grow in self-discipline. Building this type of environment must be supported by a foundation of respect for self and others, as well as respect for school district and community property. We believe that the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

### **What can students do to ensure their success at school and avoid disciplinary consequences?**

1. Be on time for school and every assigned class each day.
2. Stay on campus from the time you arrive to school till the time you depart.
3. Eat or drink only in the cafeterias.
4. Treat everyone with respect.
5. Use your free time wisely. (Meet with teachers, study, converse quietly with others etc.)

### **Academy students are expected to support this special environment by:**

1. Honoring each student's right to pursue an education without verbal or physical harassment or damage to or theft of personal or school property.
2. Maintaining a sense of honor and personal integrity by neither giving nor receiving assistance on individual projects or examinations.
3. Exhibiting proper behavior at all times both on and off campus.
4. Following individual guidelines of classroom instructors or staff.
5. Supporting each individual's right to a clean, graffiti-free physical environment.

In order to foster a supportive, educational environment; individuals should respect each other's cultural, religious, ethnic, racial, and gender differences. Individuals should help others to realize and achieve their full potential.

Mutual respect must exist between teachers and students. Teachers should nurture an environment where all students have equal opportunity for success.

Vandalism and theft will not be tolerated. Students should demonstrate pride by respecting the property of Bergen County Academies by keeping classrooms and hallways free of litter and maintaining the proper working order of all school resources.

While Bergen County Academies recognizes the need and right to privacy, the safety of the community as a whole must be held foremost. Therefore, students are obligated to come forward if they have knowledge of endangering emotional distress, criminal activities, weapon possessions or threats of violence.

Students' Internet use should conform to the Netiquette policy as stated in this Student Handbook. Furthermore, students shall refrain from "spamming." Spamming is defined as the mass distribution of e-mail that is not relevant to the Bergen County Academies community. Spamming also includes the mass-distribution of personal communications.

## **Student/Teacher Interactions**

The school appreciates the staff-student professional relationship that exists in the educational environment. To protect that professional relationship, communication between staff and students outside school hours is restricted to school e-mail. A student may not attempt to contact a staff member via personal e-mails, text messaging, social networking sites, telephone, or any other means of communication. For more information see **Board Policy No. 3281**

## **Attendance**

### **Closed Campus Policy**

The Bergen County Academies campus is a closed campus. From the moment students arrive on campus until dismissal times (4:10 p.m. for a regular school day; 12:30 for scheduled half-days). With the exception of off-campus lunch privileges for seniors only, **students are not permitted to leave school grounds at any time during the school day**. Parents of students who leave campus are notified immediately. No student is permitted to participate in unsupervised activities or loiter on school grounds during the day without direct supervision of a teacher. No student is permitted in the building before 7:20 a.m. or after 4:15 p.m. unless they are under the direct supervision of a teacher. Students found in an area other than that to which they are assigned are considered off limits. Being off limits will be subject to disciplinary action.

### **Reporting Absences**

Parents/guardians are requested to call the school (201) 343-6000 ext. 2226 to report an absence. A note stating the reason for the absence should be handed in to the main office when the student returns to school. In case of an anticipated absence, it is expected that parents/guardians will call in advance to discuss the reason for the absence. When a student is absent and a telephone call has not been received, an automated telephone call will be made to the parent/guardian at work or home notifying the parent that the child has been marked absence.

### **Attendance**

***Attendance is a student's presence in school and in the classroom to which they are assigned at the times scheduled for instruction or other school activities.*** Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with Board policies. New Jersey State Statute 18A:38 states, "Every parent, guardian or other person having custody and control of a child between the ages of 6 – 16 years shall cause child to regularly attend the public schools... such regular attendance shall be during the days and hours that the school is in session." Any student who is absent must provide documentation regarding the absence and may be asked to make up the time at a later date when school is not in session. Please note that days such as "Senior Cut Day" are not recognized by the District. Students who attend dances, proms etc. are expected to be in school the following school day. Students participating in any extracurricular or co-curricular activity must be present on the day of the activity. Students who are absent, or sign in after 10:00 a.m., forfeit their right to participate in the sport or activity for the day. For more information see **Board Policy No. 5200M**.

### **Absences**

New Jersey State Statute 6A:32-8.3 states "A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session." A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Between the hours of 8 am and 4:10 pm, students are encouraged to take full advantage of all opportunities and resources offered by the Bergen County Academies. These include meeting with teachers, peer tutoring, electives, research and completion of academic work. **Students without a scheduled class are not permitted to sign out before 4:10 p.m. (senior privileges excluded).**

### **Unexcused Absences That Count Toward Truancy/Excused Absences**

"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence." Excused absences include:

1. Student's illness
2. The student's required attendance in court
3. Family illness or death
4. Visits to post-secondary educational institutions
5. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day

All other absences not listed above are considered unexcused.

\*Students who anticipate absences lasting more than 10 days due to medical reasons should request home instruction.

**It is important to note that a student may be dropped from a course, or denied course credit, when they have been absent more than 18 times from class, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.**

*A student's failure to meet the attendance standards set forth in this regulation may cause them to be denied participation in co-curricular activities and/or athletics.*

**Class Cuts** - A cut means an unexcused absence from any class. Disciplinary action will be taken for cutting a class.

### **Make-Up Work, Grading, and Other Consequences**

- A. A student is allowed one day to make up missed work for each day of absence, beginning with the day the student returns to school. Any work not made up within the allotted time may result in a lowered grade.
- B. Students fail to earn class participation credit if they are not present in class. For excused absences, Students will be given the opportunity to make up tests and other assessment instruments according to the timetable established above. However, the class participation grade portion of the original grade can be lowered, if appropriate, for time missed.
- C. A permitted consequence for unexcused absences (including class cuts) is exclusion from extra / co-curricular events as determined by the Principal or designee.
- D. There is no make up for class cuts.

### **Tardiness**

The board of education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and their fellow students.

**Late to Class** - There are no bells on the Hackensack campus. Students are expected to arrive to class on time.

Lateness to class is considered unexcused if the student arrives after the start of the class without a note from a member of the staff explaining their lateness. If a persistent pattern of lateness develops, the classroom instructor notifies parents. Any student who misses more than ten minutes of a class may receive a cut subject to the teacher's discretion.

The following circumstances are considered excused tardiness:

- A student's illness (lateness due to illness or medical appointment is excused only when documented by a doctor's note.)
- The observance of a religious holiday.
- A death or other emergency in the student's family.
- The request or directive of an administrator.
- A conflict in schedule with the sending district, which leads to a lack of transportation.

All other incidents of tardiness are considered unexcused and are subject to disciplinary action by the building Vice Principal or their designee. This disciplinary action will proceed according to the number of tardiness the student has accrued. A student who arrives late to school three times without advanced notice from a parent/guardian will be assigned a one-hour detention. A student who arrives late with advanced notice from a parent/guardian will be given a pass for up to three times; after that, they will be subject to the following benchmarks listed below:

- 3 unexcused tardies - 1 hour detention
- 6 unexcused tardies - 2 hour detention
- 9 unexcused tardies - 3 hour detention and a parent meeting
- 12 unexcused and above - Additional consequences including the possibility of an out-of-school suspension

## Academic Information

### Academic Honesty

The school community regards academic integrity as essential in upholding our commitment to a fair learning environment. Violations of academic honesty include but are not limited to:

- seeking an advantage by asking others “what was on the test?” copying work from a current or former student or from another source
- obtaining an assessment electronically or otherwise, even another version, prior to taking an assessment when the same was not made available to the whole class
- sharing one’s work or answers with another student
- plagiarism
- copying programming code

Academic honesty violations are reported to campus administration and are processed per our district Cheating and Plagiarism policy (Board Policy 5701):

### Consequences for Plagiarism or Cheating

#### 1st Offense:

1. A grade of “0” will be given for the assignment or test
2. Option to re-do assignment with the grade for the redone assignment averaged with the zero for a final average not to exceed 50%.
3. If a student is caught cheating on a test, the student may retake the test; the zero on the first test will be averaged with the score on the retake for a maximum final test grade of 50%.
4. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.
5. A recording of the incident is made by the building supervisor.

#### 2nd Offense:

1. A grade of “0” will be given for the assignment or test
2. No make-up option;
3. Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.
4. A formal recording of the incident is placed in the student’s folder.
5. A one-day out-of-school suspension is assigned.

#### 3rd Offense:

1. Loss of course credit
2. Required parent conference with an administrator, or designee
3. Up to three-day suspension
4. Recommendation for alternative placement

Plagiarism and cheating are serious offenses and the Board expects all students to be honest in the presentation and submission of their assignments, homework, test answers and any other academic works as the product of their own intellectual efforts. Any student who copies verbatim or paraphrases another’s words or ideas or who allows one’s own words or ideas to be copied verbatim or paraphrased shall be guilty of plagiarism. A student who shares their own words or ideas with another or presents another’s words or ideas and attributes them as their own is also guilty of plagiarism. Cheating is acting dishonestly or unfairly in order to gain an advantage. Acts of cheating may include the submission of work prepared by another but passing it off as one’s own or copying the work or answers of another. It is also an act or instance of sharing or allowing to be shared one’s own works, words, answers or ideas with others. For more information see **Board Policy 5701**.

## **Academic Support**

Academic Support is provided for students in every discipline and may include extra help from teachers and/or peer tutoring from National Honor Society members. Academic Support can be arranged with the student's teacher, their guidance counselor, or the National Honor Society coordinator. Academic Support generally takes place during free time in the school day.

## **Academic Guidelines**

To ensure an efficient exchange of information the following academic guidelines will be applied:

- All announced assessments should be posted on Schoology as an event or an assignment
- Assessments counting for 10% or more of the final trimester grade should be posted on Schoology at least one week in advance
- No new assignments are to be posted for the next day after end of the current school day
- If a student has more than three assessments that count for 10% or more of the trimester grade (i.e. test, project, paper, presentation, lab report etc.) on one day, they may reschedule to maintain a maximum of three
- Tests/quizzes should be graded and given back before a new test/quiz is administered. The grades must be posted on PowerSchool as the assessments are returned to the students. Papers/lab reports should be graded and posted on PowerSchool within three weeks from the submission date.
- PowerSchool is an online gradebook that students and parents can access. At the beginning of the trimester, teachers will post projected assignments for the trimester on PowerSchool.

## **Request for Meetings With Teachers**

Mutual respect must exist between teachers and students. Teachers should nurture an environment where all students have equal opportunity for success. In the event that a student or parent has a concern that relates to the classroom (grades on individual assignments, due dates, etc.) the following procedure should be followed:

1. The student / parent(s) or guardian(s) contacts the individual teacher. The student's guidance counselor will be informed of this contact and will be welcome at a meeting if necessary.
2. If a resolution is not reached, the student/teacher/parent(s) or guardian(s) may refer the matter to the building supervisor of academics. The supervisor will proceed as they see fit. Most situations will be resolved at this level.
3. If a resolution is not reached in steps one or two, an appeal may be made to the principal. The principal will proceed as they see fit.

## **Information Related to Scheduling**

The Bergen County Academies is a specialized high school with a variety of rigorous curricular offerings including core courses, technical courses, electives, projects and research. Although students must take their required courses, each student is empowered to design their own academy experience through the course selection process. All students are expected to take full advantage of the opportunities available to them. With this in mind, students , Students with more than seven hours free in their schedule will be required to take additional electives until they have seven or fewer hours free per week.

**Course Placement** - Each department's policy for approving students for Advanced Placement (AP), International Baccalaureate (IB), or other higher-level courses is standardized, but may vary by department. Typically, requests for AP and IB courses exceed the seats available. Therefore, except for IB Diploma students, we cannot guarantee that a student will be scheduled for these courses. Subject matter departments collectively decide which students will be approved for these classes. Due to scheduling constraints and potential conflicts with other courses, even an approved student may not get the course.

**Advancement In The Math Sequence** - The math department offers multiple levels of courses within each tier of the math sequence. The math program is designed to meet the needs of every student at each grade level, no matter how advanced. In almost all cases, students may not skip tiers in the math sequence. If a student feels that they will not be challenged by any course in a particular tier, they will have the opportunity to take an exam to demonstrate mastery of the highest level course in that tier. If, and only if, a student demonstrates mastery in the highest level course in the tier they will be placed in the highest level course in the next tier. Any course which the student places out of as a result of academic advancement will not appear on the student's transcript. A student who skips one or more tiers in the math sequence is not exempt from the graduation requirement of taking at least one math course each year. Students who advance beyond the available course offerings within their math sequence will be required to take additional coursework such as independent studies to fulfill graduation requirements. For additional information on advanced electives please reach out to the building supervisor of academics. All students seeking to advance in the math sequence must communicate their intention to apply for academic advancement via email to the building supervisor of academics by May 1st for current students and May 30th for incoming freshmen, of the year prior to the level change.

**AP and IB Course Policies** - In addition to unique curricular offerings in each Academy, Bergen County Academies offers higher level coursework in the form of Advanced Placement (AP) and International Baccalaureate (IB) Courses. Each department's policy for approval is standardized, but may vary by department. If a student requests an AP or IB course, the course's inclusion on their schedule is an implied contract. This means that by enrolling in an AP or IB course, a student agrees to sit for, pay for, and take very seriously the standardized assessment that accompanies that course. Most assessments take place in May or June. For seniors taking IB courses, all IB scores will be sent to the college the student is attending. IB Diploma candidates may NOT drop their IB classes. Any student who does not sit for the AP or IB test will have the AP or IB designation removed from their transcript and an updated transcript will be sent to their college.

**Course Requests** - The Bergen County Academies expends tremendous effort to meet student requests for courses whenever possible. In the spring, students will make course requests for the following year. A new schedule is built each year based on student requests and students are expected to abide by their choices.

**Change of Schedule Requests** - In the event that an unforeseen circumstance necessitates a scheduling change, a student should see their school counselor. While we will attempt to accommodate scheduling changes that are requested within the parameters outlined below, we will not be able to accommodate all requests. Sometimes, what appears to be a simple request from a student and their parent(s) is a logistical challenge. Courses cannot be overbooked to accommodate change requests. Core courses cannot be moved to accommodate elective changes. School counselors will apply the following policies regarding scheduling changes:

**Adding a year-long course** - Year-long courses may be added within the first week of the school year provided the class has available space. If a student adds a course, they are responsible for completing all missed assignments and/or exams, including summer assignments, for that course. A student may not add a full-year course to their schedule after the first week of school.

**Withdrawal from a year-long course** - Students must remain in all of their required courses. While students are encouraged to complete all elective courses they start, in the event a student wishes to withdraw from a course, the guidelines for withdrawing are listed below. It is recommended that students consult with their school counselor when contemplating withdrawal from a course.

**During the first four weeks of school** - Students may drop a non-required course without a grade notation appearing on their transcript. If this drop means that the student is below the minimum number of weekly periods schedule, they will be placed in a study hall for the remainder of the trimester. In future trimesters, the student will need to take electives to meet the minimum hour requirement.

**After the first four weeks of school** - In rare cases and in consultation with the students' counselor, the instructor, parent and a school administrator, a student may be allowed to drop a course after the first four weeks of school. In this case, the Course Withdrawal Form will be initiated by the student's school counselor. Once all signatures are obtained, the course will be dropped and "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) will appear on the student's transcript. Students must continue to attend class until the Course Withdrawal Form is complete.

**Trimester long electives** - Each trimester, students will have the opportunity to choose trimester long electives for the following trimester. School counselors are available to assist students with any questions regarding elective options and requirements. A student may drop/add electives during the first week of the trimester without a grade notation on their transcript. After the first week of the trimester, a student may withdraw from a trimester course using the Course Withdrawal Form which can be obtained from the student's school counselor. Once parent/student signatures are obtained, the course will be dropped and a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) will appear on the student's transcript. Students must continue to attend class until the Course Withdrawal Form is complete.

**Wednesday Projects** - Each trimester, ninth, tenth, and eleventh graders will have the opportunity to choose trimester long projects for the following trimester. Projects offer hands-on learning opportunities in all disciplines. Senior Experience - Senior Experience is a graduation requirement.

**Request For A Teacher** - We are unable to accommodate requests for specific teachers or requests that a student not receive a specific teacher. Occasionally, an exception may be made if, and only if, the student has previously had the teacher for a core class.

### Grading

Grading for the Bergen County Academies occurs on a trimester or semester basis and is as follows:  
A, A-, B+, B, B-, C+, C, C-, D+, D, F, I

A	93.0 – 100	B-	80.0 – 82.9	D+	67.0 – 69.9
A-	90.0 – 92.9	C+	77.0 – 79.9	D	60.0 – 66.9
B+	87.0 – 89.9	C	73.0 – 76.9	F	0.00 – 59.9
B	83.0 – 86.9	C-	70.0 – 72.9		

A grade of an "Incomplete" (I) may be assigned for any trimester for extenuating circumstances such as; death in the family, emergency leave, or personal issues discussed previously with instructor. If an "I" grade is assigned, *a student must work out a written plan for completion with a definite timeline in collaboration with the teacher and the student's school counselor. An "Incomplete" is a temporary measure to be used if extenuating circumstances that arise near the end of a term. All incompletes must be changed into a grade within ten school days.*

### Grade Appeal

Every Academy student has the right to appeal a grade. Before a grade appeal may be filed the student must discuss the matter with the instructor. If no agreement can be reached between the instructor and the student, then the student will contact the building supervisor to initiate the grade appeal process. The building supervisor will conduct an investigation and in most cases the grade in question is decided at this level. Grade appeals must be received by the building supervisor no later than ninety (90) days after the grade is received. See **Policy No. 5710.1**.

### Grade Point Averages (GPA's)

GPA's are calculated at the close of each school year. GPA's are sent to all colleges to which the student applies. Students at the Academies are not ranked. Pass/Fail courses and courses with a "~" in front of the name are not included in the GPA. Students are not permitted to re-take any course for the purpose of achieving a higher grade.



## Bergen County Academies Graduation Requirements

*These requirements meet or exceed the number of credits required for a New Jersey State-Endorsed Diploma*

	<b>AAST</b>	<b>ABF</b>	<b>AEDT</b>	<b>AMST</b>	<b>ACAHA</b>	<b>ATCS</b>	<b>AVAPA</b>
Language Arts Literacy includes Humanities Electives *	20	20	20	20	20	20	20
Math	20	20	20	20	20	20	20
Science	15	15	15	15	15	15	15
Social Studies	15	15	15	15	15	15	15
Health and PE	15	15	15	15	15	15	15
Visual & Performing Arts	5	5	5	5	5	5	5
Career Education	20	20	20	20	20	20	20
World Languages	10	10	10	10	10	10	10
Financial Literacy	3	3	3	3	3	3	3
Electives / Projects	*	*	*	*	*	*	*
<b>Total Number of Required Credits</b>	<b>140+</b>	<b>140+</b>	<b>140+</b>	<b>140+</b>	<b>140+</b>	<b>140+</b>	<b>140+</b>

\* Elective requirements vary based on individual Academy programs.

### High Honor Roll

A student with a straight “A” average will earn the distinction of being placed on the high honor roll providing the student maintains an exemplary attendance record well within the limits of the school’s attendance policy.

### Home Instruction

The Board of education will provide instructional services to a student enrolled in the District in grade nine (9) through grade twelve (12) at the student’s home or another suitable out-of-school setting when the student is confined to home or another out-of-school setting due to a temporary or chronic health condition or when the student has a need for treatment which precludes participation in their usual education setting. These services will be provided when the school physician determines that the student needs confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten (10) consecutive school days or fifteen (15) cumulative school days or more during the school year. For more information, see **Board Policy 2412M**.

### Homework

Homework should be relevant to material presented in class provides an opportunity to broaden, deepen or reinforce student’s knowledge. Teachers must use discretion in deciding the number and length of assignments. The homework policy for each academic area varies, and will be reflected in the classroom management plan given at the start of each school year. In order to allow for students to have an opportunity to relax over breaks during the school year, there will be no homework assigned.

### Honor Roll

Candidates for honor roll status must have a minimum “B” (3.0) average, with only “A’s” and “B’s” in all subjects. Honor roll candidates must also maintain an exemplary attendance record well within the limits of the school’s attendance policy.

### National Honor Society

Consideration for selection will be based upon the four pillars of NHS: scholarship, service, character, and leadership. Scholarship considerations for membership in the BCA School Chapter of the National Honor Society shall be based upon the cumulative 3.75 GPA.

## **PowerSchool Parent/Student Portal**

The PowerSchool Parent/Student Portal is a feature of PowerSchool that provides parents/guardians access to grades, attendance records and demographic information. In order to access the PowerSchool Parent/Student Portal, simply go to: <https://ps001.bergen.org/public/home.html>.

### **PowerSchool Features:**

- Keep family demographic and contact information up-to-date for district communication and emergencies.
- Keep track of their student's progress with access to grades, teacher comments, class/homework assignments and attendance.
- Access Report Cards and Progress Reports.

**Important:** Please keep your contact information (phone numbers and email addresses) up-to-date at all times to receive communications from the school.

## **Report Cards**

Due to the ability of parents to access all grades and assignments through PowerSchool, report cards will no longer be mailed. Report cards are made available on-line three (3) times each school year at the close of each trimester. Report cards include the trimester letter grade, a comment from the instructor, daily attendance and tardies. Only the final grade for the year appears on the student's transcript.

## **Schoology**

Schoology is an online learning, classroom management, and information exchange platform that improves learning through better communication, collaboration, and increased access to curriculum and supplemental content. As a Schoology school, teachers, students and administrators will exchange valuable information such as announcements, course materials, due dates, school and course calendars through this virtual environment.

Schoology is like a teacher's website or an extension of their classroom online. Announcements, special dates, pictures, newsletters, discussions, lessons, videos, etc. could all be on a teacher's Schoology page. Students are enrolled in Schoology by the school through our PowerSchool, student information system. Creating your parent Schoology account only is done once. Your account connected to your child will allow you to follow the courses and groups your child is in through their educational career at the Academies.

If you don't have or lost your join code for Schoology or need assistance with creating your Schoology parent account, please contact the Guidance Department ext. 3330.

## **School Counseling Information**

The mission of the Academy School Counseling program is to conduct activities that respond to the developmental needs of all students in the areas of personal, social and academic growth. The program is based on the belief that each student is an individual and that academic advising and counseling are shared responsibilities between the counseling staff and the family. Counselors can be accessed to provide assistance with problem solving, decision-making and college planning. The counselors also facilitate communication between students and teachers, students and parents, and/or parents and teachers. The counselor can provide referrals to professionals outside of the school community upon parental request. Students are encouraged to visit the School Counseling Department and access the services that are available through appointments or email. *We ask parents to notify the department of any issues that may impact on the student's ability to perform in the school setting.* For more information see **Board Policy No. 2411M**

## **Navigating Success Through Wellness**

Navigating Success Through Wellness (NSTW) is a comprehensive wellness initiative designed by Bergen County Therapy/Bergen County Technical Schools (BCTS) and implemented by BCTS for the school year 2022-2023. NSTW is a hybrid initiative that fuses skills and interventions consistent with the mental health needs of the BCTS students and current trends and evidence-based practices focused on the constructs of wellness and mindfulness and preventative psycho-education and support. A plethora of services are delivered to the students, staff, administration and parents of the four Bergen County Technical High Schools. The professionals of Bergen County Therapy worked seamlessly with the counseling team and administrators to create a fluid network of services designed specifically to meet the wellness needs of each individual school or program.

## Appointment Scheduling for Students

Students may book appointments with BCA Counselors online at <https://www.bergen.org/bcacounseling>

### College Center

Parents and students are welcome to avail themselves to the vast supply of materials on post-secondary, financial aid, and scholarship opportunities located in the College Resource Center (room 116). A college expo is held annually and college representatives frequently visit the campus throughout the year.

### Course Load

The Bergen County Academies is a specialized high school with rigorous curricular offerings including core courses, technical courses, electives, projects and research. Although students have required courses, each student is empowered to design their own academy experience through the course selection process. Students are expected to take full advantage of the opportunities available. **Therefore, all students are expected to maintain a weekly course load of no less than 33 periods.** (This allows for 12 free periods including lunch)

### Course Selection

The Bergen County Academies expends tremendous effort to meet student requests for courses whenever possible. In the spring, students will make course requests for the following year. A new schedule is built each year based on student requests and students are expected to abide by their choices.

### Elective Offerings

Each trimester, students will have the opportunity to choose trimester long electives for the following trimester. School counselors are available to assist students with any questions regarding elective options and requirements. A student may drop/add electives during the first week of the trimester without a grade notation on their transcript. After the first week of the trimester, a student may withdraw from a trimester course using the Course Withdrawal Form which can be obtained from the student's school counselor. Once parent/student signatures are obtained, the course will be dropped and a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) will appear on the student's transcript. Students must continue to attend class until the Course Withdrawal Form is complete.

### Naviance

Naviance is a comprehensive website that aids parents and students in college and career planning. It is a secure, web-based college and career readiness platform, that helps students connect academic achievement to post-secondary goals. Through self-discovery and collaboration with parents and school counselors, Naviance enables students to find college and career pathways that are right for them. All students are introduced to Naviance in their freshman year. They are encouraged to utilize this program throughout their high school career as it will play a critical role in students' post-secondary planning/college search and application process.

Parents are able to access this program through Family Connection. Family Connection allows parents to help guide their child in exploring college and career options. It also allows the school counseling department to share information regarding upcoming meetings and events, scholarship opportunities, and other college and career information. To access Naviance Family Connection, log on to <http://connection.naviance.com/bca>. If you should need assistance, please contact your child's school counselor.

### Placement/Level Changes

If a level change is deemed necessary, a student can make a level change within the first four weeks of school without a grade notation appearing on the student's transcript. If a level change occurs after the first four weeks of school, the student must officially withdraw from the course using the Course Withdrawal Form. Once signatures from the parent/student, and building supervisor are obtained, the course will be dropped and a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) will appear on the student's transcript. The student's counselor will then enroll them in the appropriate course and grades from the prior course will follow. Please note that a level change may result in additional alterations to the student's schedule. There will be no level changes granted after January 15.

**Request For A Teacher** - We are unable to accommodate requests for specific teachers or requests that a student not receive a specific teacher. Occasionally, an exception may be made if, and only if, the student has previously had the teacher for a core class.

## **Schedule Change Requests**

In the event that an unforeseen circumstance necessitates a scheduling change, a student should see their school counselor. While we will attempt to accommodate scheduling changes that are requested within the parameters outlined below, we will not be able to accommodate all requests. Sometimes, what appears to be a simple request from a student and their parent(s) is a logistical challenge. Courses cannot be overbooked to accommodate change requests. Core courses cannot be moved to accommodate elective changes.

School counselors will apply the following policies regarding scheduling changes:

**Adding a year-long course** - Year-long courses may be added within the first week of the school year provided the class has available space. If a student adds a course, they are responsible for completing all missed assignments and/or exams, including summer assignments, for that course. A student may not add a full-year course to their schedule after the first week of school.

**Withdrawal from a year-long course** - Students are encouraged to complete the courses they start; however, in the event a student wishes to withdraw from a course, the guidelines for withdrawing are listed below. It is recommended that students consult with their school counselor when contemplating withdrawal from a course.

- During the first four weeks of school - Students may drop a course without a grade notation appearing on their transcript.
- After the first four weeks of school - A student may withdraw from a year-long course using the Course Withdrawal Form which can be obtained from the student's school counselor. Once parent/student signatures are obtained, the course will be dropped and "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) will appear on the student's transcript. Students must continue to attend class until the Course Withdrawal Form is complete.

## **Transcripts**

Transcripts include attendance, final grades in all courses and the Student's G.P.A. These records are furnished to colleges upon request.

## **Working Papers**

New Jersey General Employment Child Labor Laws prohibit anyone under age 16 from working more than 3 hours a school day. A student over age 16 may work 8 hours a day or 40 hours per week. Parents are advised to closely supervise the work demands employers put on students. It is often difficult for a student to keep up with homework and study for tests if they work more than two or three hours a night. Working papers are processed in the School Counseling Offices.

## **General Information**

### **After School Activities**

Students are expected to leave the building and grounds at dismissal unless they are involved in a supervised after-school activity. Loitering in unsupervised areas before, during or after school is not permitted. After school activities must end by 7:00 p.m., unless an exception is needed to prepare for special events/contests. In those cases, students may stay until 9:30 p.m. Parents will be informed in advance and must provide transportation.

### **After School Supervision**

In the event of an emergency, such as when an unforeseen event prevents a parent, legal guardian or parent-legal guardian designated escort from arriving for the child at dismissal within the time period designated by the Building Principal or program administrator, the student will remain under the supervision of the after-school program staff until the parent, legal guardian or parent/legal guardian-designated escort arrives and signs the student out of the school or program site. In this circumstance, the parent or legal guardian may be subject to after-school program fees should it be determined by the Building Principal or program administrator that the frequency of emergencies causing the parent, legal guardian or parent/legal guardian-designated escort to be delayed in collecting the student is excessive. For more information, see Board Policy No. 8601.

### **All-School Assemblies**

Throughout the year, assemblies are held in the school auditorium. Students are issued assigned seats with their IGS advisor. Students are expected to adhere to theatre etiquette during these activities.

### **Alternative to Activities Involving Animals**

In accordance with New Jersey State law, any student may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Any student who chooses to refrain from such activities will be offered an alternative education project for the purpose of providing the pupil with the factual knowledge, information or experience required by the course. Alternative education projects may include, but are not limited to: computer programs, internet simulations, plastic models, video tapes, and/or charts. If you wish to have your child exercise their right to refuse to participate in the activities described please complete the proper paperwork. (available in the main office).

### **Back-to-School Night**

Back-to-School Night provides an opportunity for parents/guardians to and meet their child's teachers. Students do not attend this event. Additional information will be provided through a mailing.

### **Chartwells Dining Services**

Chartwells School Dining Services is the leader in school food service management nationwide. Currently, Chartwells provides quality dining services to over 500 school districts in the United States, serving meals to approximately 1.5 million students daily. Chartwells believes in developing customized solutions and focus on programs that offer a safe, healthy and financially sound food service program for your children.

The Academy is proud to have a state of the art dining facility located on the second floor as well as a café on the main floor. Breakfast may be purchased from Chartwells Dining Services at the student rate of \$2.50. Students may brown bag or purchase lunch for \$4.75. Reduced meal prices for those who are eligible for reduced price lunch are available. If students choose to eat in the cafeteria, they are expected to clean up their area and discard their trash. Food is not to be taken from the cafeteria. **No student is permitted to order outside food deliveries during school hours (8:00 a.m. - 4:10 p.m.) For questions or concerns please reach out to Scott Kallensee at ext. 8016** Academy students may participate in a prepaid lunch program offered through Chartwells at [payschoolscentral.com](http://payschoolscentral.com) for parents who would like to prepay for their child's meals in advance.

### **Community Service**

Community service is a graduation requirement of the Academies. Forty hours of community service is required before graduation. Community service is an important graduation component. Faculty members coordinate the Academies Community Service Program and provide outreach ideas. Twenty hours may be done in-house.

### **Dress and Grooming**

Students are expected to dress appropriately at all times on campus. Inappropriate dress includes, but may not be limited to, anything that is considered to be underwear worn as outer clothing, beachwear, including bare midriff shirts, tank tops and halter tops, flip flops as well as any clothing with written profanity, references to illegal substances, or any other clothing that is deemed unsuitable by campus administration. Coats and outerwear, as well as sunglasses, bandanas, headbands, and sweatbands are prohibited while in any school building. Although hats are permitted to be worn in the hallways, teacher discretion determines whether or not they are allowed in the classroom. Exceptions to this would include shop or technical areas where these items would be worn as part of the uniform or for sanitary or health reasons, as well as head coverings for religious purposes. Students in technical areas or labs must dress accordingly; wear safety glasses, gloves, appropriate footwear, etc. Violations of the school dress code will result in parent notification. Parents can expect to be asked to bring in a change of clothing upon notification from the school. Individuals in repeated non-compliance of the dress code will be viewed as defiant of school policy and will be subject to appropriate consequences.

#### **Policy #5511 - Dress & Grooming**

### **Dress Code - Physical Education Classes**

Students are expected to dress appropriately for PE classes. Any student not in proper attire for PE shall be deemed unprepared for class and will be prevented from participating and, as a result will not earn participation credit for that day. **Note:** At no time may any student wear any type of jewelry during PE class. This includes, but is not limited to earrings (whether pierced or clip-on), necklaces, bracelets, or rings. Any student who comes to class unwilling to remove jewelry shall be deemed insubordinate and therefore subject to disciplinary consequences. For more information, see **Board Policy 5511 – Dress and Grooming**.

### **Dissection Opt Out Policy**

Public school pupils in grades K-12 have the right to refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. If parents/ guardians would like to “opt-out” of participating in such activities, parents must notify the teacher of their child’s desire to be exempt from participation and your child will be provided with an alternate educational project.

### **Elevator Use**

Elevators are located throughout the building. Any student who needs to use an elevator due to injury, illness, or disability should request an elevator key in the main office. *Students who use an elevator without prior administrative approval are subject to disciplinary action*

### **Eligibility for Free an Reduced Lunch**

In the first few days of school, every Academy student is given an application for reduced or free lunch. This application must be returned to IGS advisors immediately, even if the family is not making a request for same. Applications are processed through the main office. Families are notified if they qualify.

### **Family Life Education**

A family life education curriculum which will be in compliance with New Jersey administrative code and developed under the supervision of the superintendent with the active participation of teachers, administrators, pupils, parents/ guardians, physicians, members of the clergy and representative members of the community shall be available to all parents/guardians. A student be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that is in conflict with the conscience or sincerely held moral or religious beliefs of the student’s parent(s) or legal guardian(s) or the adult student. Excused Attendance from Specific Curricular Topics - In accordance with the Bergen County Technical Schools A request for exclusion must be presented in a signed statement and submitted to the building Principal. An excused student shall be assigned to an alternate program of independent study on a substitute topic within the particular topic area. No excused student will be penalized by loss of credit as a result of their exclusion, but a student will be held accountable for successful completion of any alternate work assigned.

### **Flag Salute**

New Jersey State Statute (18A: 36-3) requires that students in public schools show respect for the flag of the United States of America. All members of the community are strongly encouraged to participate in the flag salute.

### **Fundraising / Solicitation**

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

### **Hallway Etiquette**

Students are expected to exhibit exemplary behavior at all times. During free periods, students may study, read, or quietly converse in the hall. Eating and / or drinking is permitted in the cafeterias located on the main floor and the second floor. **Food or drinks are not permitted in the hallways.** The Student Center and Information Commons are open for students’ use throughout the day. Inappropriate behavior will result in disciplinary action. Inappropriate hallway behavior includes, but is not limited to; horseplay; obscenities; excessive noise; obstruction of hallways; and congregation around main exits and thoroughfares. Students are not permitted to loiter in stairwells, or areas underneath or behind the staircases. Students must limit themselves to appropriate public displays of affection. Sports equipment, including Lacrosse sticks and baseball bats are not permitted in the hallways.

### **Lost and Found**

During the course of each school year, a variety of items are returned to the Main Office located on the first floor. These items include textbooks, clothing, cell phones, CD players, etc. If a student is missing any item, they should always check with the Main Office.

### **Patents and Copyrights**

The Board of Education (BOE) seeks to carry out the District's scholarly work in an open and free atmosphere and to publish results. The BOE seeks to carry out the District's scholarly work in an open and free atmosphere and to publish results obtained therefrom freely. While research done in anticipation of profit is incompatible with the aims of the District, the district recognizes that patentable inventions sometimes arise in the course of research. The BOE has determined that patenting and licensing resulting from the work of District staff and students is consistent with the purpose and mission of the District. Where possible, the District should make inventions resulting from its research available to the public on a reasonable and effective basis and at the same time provide adequate recognition to the inventor. For more information see **Board Policy No. 2362**

### **Performing Arts Program**

There is a myriad of opportunities for performance, creativity, learning, and enjoyment incorporated into the Performing Arts Program. Drama productions and musical productions are held throughout the year. *Scheduled after school rehearsals are mandatory for participation in performances.*

### **Posters**

There are designated areas throughout the building for the purpose of displaying posters. Any student who wishes to hang signs or posters around the school building must have the poster approved by the Vice Principal. All posters must be removed the day after the advertised activity. Video displays are also located throughout the building.

### **Research Lab Fee**

It is the intent of the Bergen County Academies and Bergen County Technical Schools to provide students with extraordinary learning opportunities. Many of these opportunities involve hands on research in areas including stem cell research, cell biology, and microscopy. The labs students access in these courses are equipped with sophisticated scientific equipment necessary for high level student research. Accordingly, Bergen County The Bergen County Technical Schools may apply an annual research fee to selected research courses. Please note that this lab fee is not related to core courses and that students who qualify for the Federal Free and Reduced Lunch Program will be exempt from paying the lab research fee.

### **Respect for School Facilities**

Vandalism and theft will not be tolerated. Students should respect the property of the Bergen County Academies Campus by keeping classrooms and hallways free of litter and maintaining the proper working order of all school resources.

### **School ID's**

All students are issued a photo ID at the beginning of the school year. Students are expected to have ID badges on their person at all times. Failure to do so will result in disciplinary action. Lost ID badges are replaced for a fee of \$5.00 in the Main Office. *For purposes of school security, the Board of Education requires all students to visually display District-issued identification cards at all times while in school.* For more information see **Board Policy No. 5517**.

### **Social Events and Class Trips**

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on and off school premises that have been approved by the Building Principal. The Board will approve a social event or class trip only when one or more chaperones have been assigned to supervise participating students. The Board will assume no responsibility or liability for or in connection with any student social event or class trip that it has not approved. For more information see **Board Policy No. 5850**.

### **Student Council**

The Student Council is the students' voice in the affairs of the school. All students are strongly encouraged to participate in Student Council activities. Active participation in this form of self-government is the duty of each student who believes that decisions affecting students must be made jointly by the Student Council, the teachers and the administration. It is comprised of two parts: Student Council and the Class Council. The roles and descriptions of the student government branches are explained in the student government constitution. Candidates for student



and class council officers need to be members of the respective organizations. Even if you do not become a member in the student government, you retain the right to have your opinions heard. All meetings are open to anyone who would like to attend. Members of the Student Council are voted into office by the student body under the supervision of teacher advisors.

### **Student Right of Privacy**

The Board recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. Nevertheless, students are advised that storage places provided by the District for their use are and remain the property of the District. As such, students shall have no expectation of privacy as to prevent examination of any storage places that are the property of the District by a school official. For more information see **Board Policy No. 5770**.

### **Textbooks & Supplies**

Academy students are provided with textbooks and course materials at the beginning of each course. These are to be kept in exemplary condition. If a student loses a book, the family is responsible to pay for it. All books are returned to subject teachers at the end of each course. Report cards will not be issued until all outstanding obligations are met. Senior students must meet all outstanding obligations before graduation. The report card and / or diploma will be withheld until all obligations are met.

### **Use of Electronic Communication and Recording Devices**

The Board of Education believes students and school staff members should not be subject to having a video or audio recording taken of any student or school staff member for any purpose without the consent of the student, the student's parents or legal guardians, or the school staff member. This policy is not intended to prohibit appropriate use of ECRD for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations and athletic events and drama production filming. For more information see **Board Policy No. 5516M**.

### **Valuables**

Students should refrain from bringing large sums of money and or valuables (i.e. jewelry, audio devices, etc.) to school. The school district is not responsible for lost, stolen, or misplaced items.

### **Website Information Disclosure**

New Jersey State Legislature Bill A592 requires parental permission for student information to be placed on school Internet service. The bill requires omission from web sites established by the Board of Education of personally identifiable information of students including, but not limited to, names, addresses, photographs, phone numbers, class trip information, schedules, projects, personal web sites, etc. Parents / guardians, who do not give written consent on the enclosed form, should be aware that the following student activities will be affected. Ability to: access email, place information on the school's servers, and take part in Internet Based Video Conferences. Bill A592 came about because there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may obtain such information. These dangers have always existed. As parents, we ask you to be diligent about informing your child of the irresponsibility of posting personal information on web sites at school or at home. At the Academy, we want to continue to celebrate projects, web pages, accolades, etc. on the web and continue to use email freely but responsibly. The foundation of our school is technology. However, the law requires parental permission to continue to use the Internet as we have in the past. All parents are encouraged to sign the parental permission slip.

### **Safety & Security**

The safety, security and welfare of our students and staff are our primary concern. The Bergen County Technical School District works cooperatively with the Bergen County Sheriff's Department, the Hackensack Fire Department and the Bergen County Office of Emergency Management on all matters involving safety and security. Security cameras are located throughout the campus. In case of emergency all students and staff should dial 9-11 and then notify the main office. The school administration conducts various safety drills through the year.

### **Action Plan**

A comprehensive school emergency action plan, put in place in the event of a school emergency, is reviewed and updated annually. School personnel receive training from experts from the County Office of Emergency Management on how to respond to emergency situations. Additionally, drills are conducted and practiced by staff and students. Should an emergency occur, parents are asked not to come to the school until an “all clear” is given.

### **Bergen County Sheriff’s Department Partnership**

An officer from the Bergen County Sheriff’s Department is assigned to the Academy campus as a School Resource Officer. This officer assists faculty, students and staff in all aspects of school security. In addition to this partnership, faculty administration at the Academy work closely with adjunct officers/services of the Bergen County Police Department. Two security personnel, under the auspices of the Bergen County Sheriff’s Department, are assigned to the Hackensack campus. Coverage is enhanced with a state of the art video system.

### **Daily Arrival to School**

Students are allowed into the building starting at 7:20 am. They will report directly to the gymnasium between the 7:20 and 7:40 am where they will be under the supervision of staff. At 7:40, students will have access to the hallways and the cafeterias, and will report to IGS at 7:55 am.

### **Lockers**

Student lockers are to be used to store school-related materials and items of personal dress. No flammable or explosive materials, alcoholic beverages, drugs, or any dangerous substances or articles are to be kept in any locker. The student is responsible for the maintenance and cleanliness of the locker, both inside and out. Offensive materials may not be displayed in or on lockers and infractions may be subject to disciplinary action. Students may use only their assigned locker and will be subject to disciplinary action if found in violation. All lockers are and shall remain the property of the Board. Physical Education Lockers are available for use during Physical Education classes. Students are strongly urged to secure their valuables in a locked locker during PE classes.

### **Locker Inspections**

Students are required to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety and welfare of the occupants of the school building. **The Board of Education reserves the right to authorize its designated employees to conduct routine inspections of student lockers, also to include canine inspection, without specific notice as to when particular lockers will be inspected.**

**Security** - The Hackensack campus has security personnel and a Detective from the Bergen County Sheriff Department assigned daily. In addition, security cameras are strategically placed internally and externally. All students should be aware that while on campus they may be monitored. Visitors must register in the main office.

### **Fire Drills / School Evacuation**

Regularly scheduled fire drills are state mandated and essential to the safety of all. The following instructions ensure a maximum degree of protection.

- Upon sounding of the alarm, cease all activity and talking immediately.
- Be prepared to follow all instructions from the teacher in charge.
- Leave the classroom quietly as directed by the teacher.

There may be a time during the day when the building has to be evacuated for emergency reasons. An Emergency Action Plan is strictly adhered to in these cases. All students should stay with their teacher. In some emergency cases, evacuation is handled through the Bergen County Sheriff and the Hackensack Fire Department.

## School Security Drills

### Emergency and Crisis Situations

The District has developed and implemented written plans and procedures in consultation with law enforcement agencies, health and social service provider agencies, emergency management planners and school and community resources, to provide for the protection of the health, safety, security and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students and their families. Fire and school security drills and staff in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on the proper evacuation and lockdown procedures in a variety of emergency situations on school grounds. For more information see **Board Policy No. 8420M**.

The safety of our students is our outmost priority. Whenever deemed necessary due to circumstances like power outage, chemical spill, extreme inclement weather or medical emergency, the building administration will call for a Shelter in Place. During this safety procedure, in order to clear the hallways, all students are asked to report to and remain in the nearest classroom or other supervised area. If deemed necessary by the Administration, a Shelter in Place can be followed by a Lockdown, in which doors remain locked, window and door shades are pulled and students hide in a portion of the room that is not visible from the door and windows. Finally, if an evacuation is deemed necessary, all students are asked to use the nearest exit to evacuate the building and to follow the evacuation routes.

### Extra-Curricular Activities

#### Privileges, Field Trips, Extra Curricular Activities, Sports

**Co-Curricular Activities** - No co-curricular activity shall be considered to be under the sponsorship of the Board unless the Superintendent or their designee has approved it. A student is ineligible for participation in co-curricular activities if they have:

- Demonstrated unsatisfactory attendance by receiving a warning notice of unsatisfactory attendance.
- Failed to maintain a specific grade point average.
- Failed a course required for promotion or graduation in the preceding semester or received a notice of warning of failure in a course required for graduation in the current semester.

#### Field Trips

Field trips, generally defined as trips taken by a group of students away from school which are integrated into the curriculum of a particular course of study, are usually paid for by the student's parent or legal guardian. Certain exceptions may exist. While on trips, all students remain under the supervision of the Board of Education and are subject to its rules and regulations. For more information see **Board Policy No. 2340**.

The privilege of going on trips off campus is reserved for those students who have a demonstrated record of compliance with school policy, the school discipline code, and maintain good academic standing. Students with excessive infractions to the School Discipline Code, improper behavior on a previous school trip, or with a grade below a C- in any class will be reviewed individually for eligibility at the time of a particular trip.

The school reserves the right to preclude a student's participation in a trip because of **discipline, academic or attendance issues**. The parents of students deemed ineligible to go on a trip will be notified as early as possible prior to the trip.

#### School Trip Policy

Overnight school trips are an outgrowth of the educational experience. These trips augment and enhance classroom instruction. Because class trips are an extension of the school-without-walls principle, students participating in them represent the school when they leave campus and are expected to dress and act in an exemplary manner. The school's Discipline Code will be fully applicable to students on and off campus and in all circumstances related to all trips. With specific regard to an overnight trip, parents are expected to be familiar with the content of their child's luggage and belongings on person before boarding a bus, making certain that it is free of contraband, including illegal controlled substances.

The school reserves the right to inspect all baggage prior to departure and at any time during the trip. Parents are required to provide the school with a phone number where they can be accessed at all times during the overnight trip so that in the event of any breach of the Discipline Code, they can be called to come to pick their child up immediately without exception. Students who violate the Discipline Code on an overnight trip may be banned from future trips as determined by the school administration.

At the end of a school trip or activity, students must be picked up on-time. The late pick-up fee is \$15 for every 15 minutes late. Students must inform parents/legal guardians of the pick-up time. The trip/activity advisor may also be contacted for further details. For more information see **Board Policy No. 2340**.

### **Student Contract for School Trips**

I/We have read the rules listed below and agree to abide by them in their entirety:

1. I agree to strictly observe the rules of curfew and will not leave my room for any reason after a teacher checks me in at night, unless the bathrooms are located outside my room in which case brief trips to the bathroom only are allowed.
2. When I am in doubt, I will notify my teachers/chaperones.
3. I understand I am not permitted to have on my person or in my room, or use any contraband, including, but not limited to controlled dangerous substances (CDS), cigarettes, liquor, beer, wine, drugs and marijuana, etc. Prescription medicine must be given to teachers/chaperones unless previous arrangements have been made with the school nurse.
4. I accept responsibility to act as a student ambassador at all times and understand that I represent the Academy community in action and in deed while on this trip. I further understand that all school rules apply on this trip.
5. I understand that I am not, at any time, allowed to leave the hotel or travel alone to any events without the permission of the lead chaperone on the trip.
6. I agree to maintain complete respect for faculty, chaperones, personnel, staff and property of the hotel and/or host site.

I fully understand the above rules and regulations are only part of my obligation to act responsibly. I understand further that the rules and regulations listed in the Student Handbook apply. Any infraction of these trip rules or school rules will result in sending me home immediately. I understand my parents/guardians will be called from the trip site to pick me up. No exception to this rule shall be made. Parents and students are required to sign the above contract before a student is permitted to participate in overnight activities. Students and/or parents who refuse to sign the contract shall deny the student the right to participate in the school trip. Depending upon the severity of an infraction of the contract, a student may be suspended out of school.

**Conduct away from School Grounds (Title 6A:16-7.6)** - School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.

1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
3. The consequence pursuant to (a) above shall be handled in accordance with the district board of education approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.

## Sports

Many sports are available to all students on the Hackensack campus. Students from our District's other campuses also participate in our sports program. For additional information please reference the Knights Athletics Handbook. For additional information regarding our athletic department, contact the Athletic Director at ext. 2277. Offerings include:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country	Boys' Basketball	Baseball
Football	Girls' Basketball	Boys' Lacrosse
Girls' Soccer	Bowling	Girls' Lacrosse
Boys' Soccer	Wrestling	Softball
Girls' Tennis	Track	Boys' Tennis
Girls' Volleyball	Cheerleading	Track
Cheerleading	Fencing	Boys' Volleyball
		Boys' & Girls' Golf

## Senior Class Information

### Participation in Senior Class Activities

Non-compliance with the school attendance policy, misconduct, or failing grades may result in a senior's ineligibility to participate in graduation exercises, senior prom, senior breakfast, senior trip, or any other activity designated as part of the graduating experience. For participation in graduation exercises, seniors must pass all required courses.

### Senior Experience

Senior Experience is a graduation requirement of fourth year students. Internship possibilities include such fields as law, broadcasting, publishing, government, university science research, and health care. Placement is contingent upon the student's area of interest and parental approval. The goal of the internship is to provide students with an opportunity to experience direct hands-on learning in a professional setting under the guidance of an on-site mentor. The culminating activity of the program is the Senior Exhibition at which students demonstrate the depth and breadth of their internship experience and highlight accomplishments.

### Senior Driving Privileges

Licensed student drivers may apply for a Student Parking Permit from the Main Office (room 100). All students with driving privileges are expected to arrive to school on time. Student drivers who arrive late to school three times may have their driving privileges revoked. Students may not drive off campus for any reason during the day. Extension of driving privileges is also contingent upon prompt arrival to school and prompt reporting to classes. All traffic laws must be obeyed. Violations of this policy may result in revocation of driving privileges as well as possible police intervention. THE BERGEN COUNTY TECHNICAL SCHOOLS ACCEPT NO RESPONSIBILITY FOR ACCIDENTS AND/OR VANDALISM OCCURRING ON SCHOOL PROPERTY.

### Senior Parking Regulations

1. All students must park in the lower parking lot. All vehicles parked in the student parking area (lower lot) must have an authorized student decal affixed to the driver's side rear windshield. Students are only authorized to use pre-registered student-decaled vehicles.
2. Applications may be secured in the main office, and must be returned completed within the guidelines established by the school administration. A photocopy of the following documents should be attached: valid NJ driver's license and motor vehicle registration for the vehicle that is registered with the school.
3. Students may drive only pre-registered vehicles to school and must park head-on in their assigned space. Any temporary change of vehicle must be reported to the Vice Principal or Security Officer. Decals are not transferable from student to student and/or vehicle to vehicle.
4. Movement of vehicles during the school day without appropriate approval, and travel through driveways restricted to authorized school vehicles will result in loss of privilege. At all times, students are prohibited from parking in the upper parking lot, which is reserved for teachers and staff members.
5. Students who are suspended out-of-school shall automatically lose their parking privilege.

6. The Board of Education reserves the right to authorize its designated employees to conduct inspections of student vehicles when reasonable suspicion exists that an item(s), unlawful in nature, may be concealed within the vehicle. Searches may include canine inspection.
7. Careless and reckless driving, as determined by the administration, will result in revocation of driving privileges as well as possible police intervention.

### **Senior Privileges**

Seniors may be offered the privilege of late sign in / early sign out. In order to participate in this program, each senior must complete all necessary paper work and abide by the signed agreements. When seniors leave early, before 4:10 p.m., they must officially sign out in the Main Office. Failure to do so results in immediate loss of this privilege. On abbreviated days, all seniors must sign in at 8:00 a.m. and there is no early sign out. On days when special events and assemblies are held, senior privileges are suspended.

## **Student Code of Conduct**

In the school community, self-discipline, cooperation, and personal responsibility are the foundation upon which an effective and stimulating education is built and fostered. A positive, effective school environment, where learning and teaching are successfully executed, requires that each participatory individual, whether student, teacher, administrator, or parent/guardian, play an active role in the development and the maintenance of such an environment. This requires a Code of Conduct that clearly defines student responsibilities and obligations while guaranteeing their rights and privileges.

Furthermore, many colleges, universities and future employers may ask about your disciplinary record from high school. Therefore, it is imperative that while working to achieve personal academic goals, students are mindful of the consequences of inappropriate behavior. Applications may ask “Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?” It is our expectation that the answer to this question for all Academy students would be “No.”

The Code of Conduct listed herein conforms to the philosophy of education of the school, and conforms with all mandates of the Bergen County Technical Schools Board of Education policies (STUDENT DISCIPLINE/CODE OF CONDUCT #5600M & STUDENT DISCIPLINE/CODE OF CONDUCT #R5600M, Harassment, Intimidation and Bullying Policy # 5512.1M, Harassment, Intimidation, or Bullying – Investigation Procedure Policy # R5512.1, Cyber Bullying Policy #5512.2, Netiquette Policy, Dress Code Policy #5511, Dress & Grooming R5511, Substance Abuse Policy # 5530M, Substance Abuse Regulation #R5530M, Removal of Students Policy # 5611M & #R5611, Care of Property Policy # 5513M, AND Smoke Free Campus Policy # 5533) the rulings of the State Commission of Education, and the Public Laws of the State of New Jersey as adopted by the Legislature and interpreted by the courts. It is established to ensure the orderly operation of our school community.

Copies of the entire policies and procedures may be obtained on-line at [http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000\\_Students.pdf](http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000_Students.pdf).

- Students in the public schools shall comply with the rules established in pursuance of the law for the government of such, pursue the prescribed course of study and submit to the teachers and others in authority over them (NJ Statutes 18A:37-1).
- School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the orderly operation of the school.

## **Insubordination**

Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Given the nature and severity of the incident, the offense may result in detention or suspension. Refusal to identify oneself, showing an ID and/or fleeing from a staff member is considered gross insubordination.

## **Disciplinary Consequences**

Upon investigation of an offense, consequences for violations of the Code of Conduct may include, but are not limited to the following:

- Assignment of after school detention.
- Required attendance of a parent/legal guardian at a conference.
- Loss of privileges, i.e. computer access, participation in co-curricular or inter/intra-scholastic activities, attendance at a school-related social or sports activity, transportation by school bus, or any other privilege the building Principal or their designee determines may be appropriate and consistent with Policy No. 5600M – Student Discipline/Code of Conduct and N.J.A.C. 6A:16-7.1 through 16-7.10 (Student Conduct).
- Restitution - The student or their parent(s) or legal guardian(s) may be required to make restitution, in kind or cost, for any loss they has caused.
- Suspension – In-School Suspension/Out-of-School Suspension/ Suspension from school-sponsored field trips, sports or after school activities for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, 6A:16-7.3 and Policy No. 5610M – Suspension.
- Consultation to determine counseling services with school personnel.
- Creation of a binding behavioral contract signed by the school, student, and parent/legal guardian. Return of student to their local school district.
- Expulsion - The board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5 and **Policy No. 5620 – Expulsion**

## **Care of School Property**

Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of school property, school supplies and equipment and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears. The parent(s) / guardians(s) of any student who causes damage to school property are required to pay for the damages. N.J.S.A. 18: 35-3 states: “Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of suit.” For more information see **Board Policy No. 5513M**.

## **Conduct on School Buses**

An atmosphere of safety must be constantly maintained on school buses. For this reason, the following regulations are in effect on all school buses operated in the Bergen County Technical School District. Students who will not abide by these regulations will be subject to disciplinary action and bus privileges may be denied.

1. Students must abide by the Code of Conduct at all times on their school bus.
2. Students are asked not to sit in the rear seats unless no other seats are available.
3. Once a student has boarded the bus, they must take a seat and remain in the seat.
4. No food of any kind may be eaten on the bus; this includes chewing gum.
5. All students are expected to be at their designated bus stop five minutes early.
6. Students are expected to conduct themselves in an orderly manner while waiting for a bus and to stay off the roadway at their pickup location.
7. Students will be picked up and dropped off only at designated bus stops.
8. Wait until the bus has come to a complete stop before attempting to enter or leave it.

9. Keep hands and heads inside the bus at all times.
10. Refrain from loud talking or other behavior which may interfere with the performance of duty by the driver.
11. Report promptly to the driver any damage to a bus.
12. Students should assist in keeping the bus sanitary.

For more information see **Board Policy No. 8630M, Regulation No. R8630M**

### **Cyber-Bullying**

Violations of the HIB policy may not necessarily be caused through physical acts; they may be carried out through the use of electronic information and communication devices both with District and non-District technologies. Cyber-bullying is the use of such devices that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has the effect of substantially disrupting the orderly operation of the school. The consequences are the same as for those violations of the HIB policy. For more information see **Board Policy No. 5512.2**.

### **Harassment, Intimidation and Bullying Policy**

The Board of Education prohibits acts of harassment, intimidation or bullying. The Board requires the maintenance of a safe and civil school environment so that students are able to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that upsets both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers always must exhibit appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

**Definition** – "Harassment, intimidation or bullying" means any written or verbal gesture or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

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

Furthermore, instances in which a student exercises power and control over another student, in either isolated situations (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying) may be deemed acts of harassment, intimidation or bullying.

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

Discipline of Pupils, and consistent with case law, statutory law and codes and district policies and regulations. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be determined in accordance with district policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Building Principal or their designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.



Copies of the entire policy and procedures may be obtained from the school administration and student assistance coordinators. These individuals are also available to answer any specific questions regarding this policy and provide you with a variety of community resources if the need may arise. For more information see **Board Policy 5512.1M – Harassment, Intimidation and Bullying**.

**Prohibited and Encouraged Behavior** – The Board prohibits active and passive support for harassment, intimidation or bullying. It encourages students to support other students who walk away from these acts when they see them, constructively attempt to stop them and report these acts to the Building Principal or their designee. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others, obey constituted authority and respond to school district teaching, support and administrative staff.

**Reporting Procedure** – Complaints alleging violations of this policy shall be reported to the Building Principal or their designee. All school employees are required to report alleged violations of this policy to the Building Principal or their designee. All other members of the school community are encouraged to report any act that may be a violation of this policy.

While submission of a Harassment, Bullying and Intimidation Report Form (see R5512.1M) to the Building Principal or their designee is not required, the reporting party is encouraged to use it to make such a report. Oral reports also will be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the information submitted anonymously.

**Reprisal or Retaliation Prohibited** – The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or their designee after consideration of the nature and circumstances of the act, consistent with case law, statutory law and codes and district policies and regulations.

**Response to an Incident of Harassment, Intimidation or Bullying** – Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

### **Discipline Policy**

The Bergen County Academies reserve the right to discipline any student who, in its judgment, has failed to maintain a satisfactory behavioral record. To secure conditions conducive to learning, the Academies has developed policies that serve to protect the educational process as well as the welfare of the community. A true spirit of cooperation, consideration, and common sense reduces the need for authority to be exercised in a punitive way. Academy students are expected to live within the letter and spirit of the Code of Conduct, thus demonstrating a willingness to accept responsibility for the effective functioning of an academic and social community. The violations listed below are reported to the Administration. Starred violations are handled in accordance with the Board of Education policy. In the event of a violation, parents are contacted.

- Abuse of technology / violation of netiquette policy.
- Class cut / truancy.
- Cheating, copying, and unauthorized collaboration.
- Gambling
- Leaving campus without authorization between 8:00 a.m. and 4:10 p.m.
- Misconduct on school bus.
- Physical assault (intimidation and fighting) or verbal harassment.

Responses to violations may include, but are not limited to, warnings, mandatory study hall, loss of privileges (field trips/special privileges, sports), parent conference, written documentation of incident in student file, payment for property loss or damage, loss of computer use/access, before or after school detention (after school detention may

be assigned regardless of after school commitments), suspension alternative program, out-of-school suspension, recommendation for alternate placement.

### **No Alcoholic Beverages on School Premises**

The Board prohibits the possession and/or consumption of any alcoholic beverage by any person in any school building, on school property or at any school-sponsored activity. For more information see **Board Policy No. 7435**.

### **Damage of School Property**

The parent(s) / guardians(s) of any student who causes damage to school property are required to pay for the damages. N.J.S.A. 18: 35-3 states: "Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of suit."

### **Discipline Procedure**

The established school rules of conduct apply to after-school, evening and off-campus activities such as field trips, athletic trips, class trips, banquets, trips abroad, dinner-dances, meetings and evening sports activities. Students persisting in violation of rules may be referred to the Vice-Principal. At the discretion of the Vice-Principal, any detention or suspension assigned at the end of the school year which cannot be completed during that year will be served during the summer and/or at the beginning of the next school year

### **Disciplinary Review**

Every student enrolled in this District shall observe the established rules and regulations and be held to the disciplinary guidelines imposed for infractions of those rules and regulations. Rules of conduct for students with disabilities shall be implemented in accordance with the components of their applicable Individualized Education Programs. For more information see **Board Policy No. 5600M**.

A student with a pattern of chronic infractions to the school's Disciplinary Code is considered a habitual offender. Habitual offenders will enter into a behavioral contract acknowledged by the student, the student's parents and the administration. A conference with the student, parent and school administration will be conducted when a student in a behavioral contract who continues to display inappropriate behavior. This conference will address appropriate placement of the student and the need for the student to be returned to their local academic high school for completion of their high school education.

### **Disruptive Students**

The Board of Education will not tolerate the willful disruption of the educational program and those students who are found to violate this policy shall be subject to disciplinary action. Every effort shall be made to remedy the causes of chronic disruption. For more information see **Board Policy No. 5560M**.

### **Gambling on School Grounds**

Gambling is defined in NJ Statute, Title 18A as "staking or risking something of value upon the outcome of a contest of chance." A contest of chance is defined as "any contest, game, pool, gaming scheme, or gaming device in which the outcome depends in a material degree upon an element of chance." All gambling, including card playing, is prohibited on school property. Any student found to be involved in gambling is subject to disciplinary action as well as police intervention. Parents will be notified immediately and required to attend a disciplinary conference with administration.

### **School Suspensions**

#### **Causes for suspension or expulsion of pupils (18A: 37-2)**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, **but not be limited to**, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person, having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil.
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils; and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

### Expulsions

Expulsion of a student is the most severe sanction that may be imposed by the Board. The Board may either terminate the educational services or discontinue payment of educational services for a general regular education student from school. Specific procedures must be followed in order to expel a student from school. Special rules for the expulsion of students with disabilities shall be applied. Any student removed from the regular education program shall be placed in an alternative education program. If such placement is not available, the student shall be provided home instruction or other suitable facilities and programs until placement becomes available. For more information see **Board Policy No. 5620**.

## **ADDITIONAL POLICIES**

## **ADDITIONAL POLICIES**

## **Computer Security**

Computer security assures appropriate educational use of the network and/or computers in the campus labs, classrooms, and library and resource areas by all staff, students and other authorized visitors.

### **Policy No. 2361M – Acceptable Use of Computer Networks, Computers and Resources**

The Board of Education encourages the use of new technologies to enhance the educational process as it develops. Therefore, the District provides access to computer networks and computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks and computers at any time, for any reason. District personnel will monitor networks and online activity to maintain the integrity of networks, ensure their proper use, and ensure compliance with federal and state laws that regulate Internet safety. See also **Regulation No. R2361 – Acceptable Use of Computer Networks, Computers and Resources.**

Along with this District policy noted above, the District has established its comprehensive “Netiquette Policy” that establishes specific computer security guidelines, rules and consequences for violating the laws governing the use of computers, Internet and other computer resources. It is appears below in its entirety.

### **NETIQUETTE AND COMPUTER SECURITY POLICY**

BERGEN NET is a non-profit Internet Service Provider (ISP) operated by the Bergen County Technical Schools. BERGEN NET serves the students and staff of the Bergen County Technical Schools as well as other schools and agencies in the county. Students and staff can access BERGEN NET on campus and at home. BERGEN NET is designed strictly for educational purposes that include email, online research and web page development. Parents who participate in the Parent Educational Institute in order to foster partnerships between school and home also use BERGEN NET.

### **Governance and Control of BERGEN NET**

The District’s Technology Council has developed guidelines, which all students, parents and faculty must follow. The guidelines are set forth to assure that the equal rights of all users are protected and that all users have equal access to BERGEN NET as a rich and important component of education.

Connection to the Internet, however, gives students, faculty, and parent groups access to information sources that have not been pre-screened according to Board of Education and other educational standards. All users have the right to freedom of expression in this public forum. However, unacceptable, illegal and/or unethical behavior constitutes just cause for disciplinary action, which may include suspension or revocation of network or computer privileges, suspension or expulsion from school, and/or legal action and prosecution by law enforcement authorities.

The guidelines, as set forth, are submitted to the Board of Education and may be subject to amendment at any time pending changes to any law relating to computers, computer networks, the Internet and other computer resources and applicable Board policy. In addition, BERGEN NET users must be aware that they are subject to all applicable local, state, federal and international laws regarding computer and Internet use, software use, and copyright infringement laws.

### **Guidelines for Use of BERGEN NET**

- No student, faculty member or parent is permitted to change or alter the configuration of the network. The Systems Manager designated by the Superintendent is the only person authorized to make such changes or alterations.
- No user may deliberately cause or be part of any action, which results in network traffic disruptions, equipment or system performance degradations, or inoperability of the system.
- Each student, parent group and faculty member is assigned directory space. No one is permitted to violate the space of others.
- All work created by students, faculty and parent groups must adhere to copyright regulations.
- Any materials created that constitute a direct outgrowth of projects and/or educational endeavors by students, parent groups and faculty are the property of the Bergen County Technical Schools.

- Neither BERGEN NET nor other District technology, whether in use in school or at home, may be used for any profit-making activities (e.g. sale of tickets to sports events) and/or any other use which does not attempt to meet the objectives of educational learning on campus.
- Software piracy is a federal offense punishable by heavy fines and possible jail sentence of up to five years. Software offenses include but are not necessarily limited to making or downloading an illegal copy of a software program and violating a site license or other computer license.
- BERGEN NET user may not access the network to engage in inappropriate or unethical behavior such as researching, downloading or posting textual or graphic material of a sexual or hostile nature.

Access to the valuable resources available through BERGEN NET and on the Internet requires responsibility. In addition to following the guidelines stated above, all students must follow the procedures listed below.

- Students may only log on to the Internet using their own personal passwords.
- Students may not lend their password to classmates, friends, or family members.
- When students need to share information, they must do so by placing data in a common file designated for team research.
- Students must develop a working understanding of the campus network and the Internet environment.
- Students must adhere to any directory space limitations.
- Students must manage their data according to the specific information and procedures that are required for projects.
- Students must respect their own work and the work of others as demonstrated by, but not necessarily limited to appropriate use of electronic mail and attention to and respect for the rights and privacy of classmates and all members of the community.

### **Guidelines for Computer Use**

Only authorized software products may be used on campus. Authorized software products are those which require licenses and for which the District owns a valid license. NO software owned by students may be used on campus. All students are expected to follow the guidelines set forth below:

- Students are not permitted to copy or move District software from the classroom, labs, or other areas.
- Students are not permitted to copy, modify, or borrow software from classrooms, labs, or other areas.
- Students are not permitted to play games on the District's computer equipment during school hours.
- Students are not permitted to save their work to the hard disk drive unless a teacher grants permission.
- Students are expected to follow all guidelines and procedures for the use of BERGEN NET.

### **Violation of Computer Use and Security Guidelines**

**First Offense** – In-school suspension and/or suspension from the use of BERGEN NET for thirty (30) school days beginning with the date the offense occurred.

**Second Offense** – Suspension from the use of BERGEN NET for one school year beginning with the date on which the offense occurred and/or out-of-school suspension.

**Third Offense** – The Building Principal reserves the right to recommend expulsion to the Superintendent and Board of Education.

For more information see **Board Policy No. 2361M**.

## **Sex Discrimination and Handicap Grievance Procedure**

### **Title IX – 20 USC 7891, et seq.**

#### **Sec. 504 of the Rehabilitation Act of 1973**

The purpose of Title IX is to prohibit sex discrimination with regard to students and employees of education programs receiving federal funds. The Title IX regulations provide that females and males be afforded equal opportunity with regard to:

- Curricular and extracurricular programs.

- Treatment under regulations and policies governing student benefits, services, conduct and dress.
- Admissions to educational institutions and/or access to employment.
- Terms, conditions, and benefits of employment.

The purpose of Section 504 of the Rehabilitation Act of 1973 is to prohibit discrimination based upon handicap in areas related to employment, program accessibility and student programs. The Bergen County Board of Technical Education has an Affirmative Action Officer (Title IX) to coordinate compliance efforts and to investigate any complaints of sex discrimination. The district also has a coordinator of Section 504 to coordinate compliance with the law and investigate any complaints of discrimination resulting from an individual's disability. As required by federal regulations, Tara Bohan is the Section 504 Coordinator. She may be contacted at (201) 343-6000, ext. 4079.

**Grievance Procedure** - The purpose of the grievance procedure is to secure, at the lowest possible level, a solution to the problems which may arise affecting the welfare of the student or employee. The proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

**Level One (Building Level)** - A parent, employee, or student with a grievance may first discuss it with the Affirmative Action Officer, Section 504 Coordinator or the Building Principal directly with the objective of resolving the matter informally.

**Level Two (District Affirmative Action Officer or Section 504 Coordinator)** - If the individual is not satisfied with the disposition of their complaint at Level One, they may file the complaint in writing with the Affirmative Action Officer or the Section 504 Coordinator. Discretion will be used in contacting the parents of a minor who has a grievance. The District Coordinator is Ms. Tara Bohan (201) 343-6000, ext. 4079.

**Level Three (Superintendent)** - If the person is not satisfied with the disposition of their complaint at Level Two, they may file an appeal in writing to the Superintendent within five (5) school days from the day of disposition. The Superintendent will have ten (10) school days to respond.

**Level Four (Board of Education)** - If the person is not satisfied with the disposition of their complaint at Level Three, they may, within three (3) school days after a decision by the Superintendent is made, present the complaint to the Chairman of the Board Committee. The Board members are then obligated to discuss the complaint with the grievant within the succeeding fifteen (15) school days. If no resolution is reached at this level, the Chairman of the Board Committee will present the complaint with recommendations at the next regular Board Meeting.

**Level Five** - If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C. Grievance and other related forms are available in the Building Principal's Office, District Administrative Offices and from the Affirmative Action Officer and Section 504 Coordinator.

The Board will not tolerate the sexual harassment of students by school employees, other students, or third parties. District staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties. This policy also establishes the protection of any person from sex discrimination. The Board has established a grievance procedure through which District staff and/or students may report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and the present of a hostile learning environment. See Regulation No. R5751 – Sexual Harassment of Students. For more information see **Board Policy No. 5751M, R5751**.

The Board ensures equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of a student's race, national origin, gender, religion, English language proficiency, socio-economic status, and/or disability. For more information see **Board Policy No. 5755M**.

### **Student Health Services**

**Medical Services** - The School Nurse are available to assist students with health needs in room 211. These needs range from emergency care and first aid to giving prescription medication. Students who need to self-administer emergency medication during school hours, such as anakit, epipen or inhaler, must have their physician complete the appropriate forms, available in the health offices. If a student is injured at school, the student should immediately notify the teacher in charge and/or the school nurse.



All medications, including over the counter drugs, to be dispensed at school must have a physician's order and must be brought to the health office in the original container appropriately labeled by the pharmacy, or physician with student's name, name of the drug, dosage and time of administration. N.J.S.A. 18A:40-12...3. If any medication is not properly registered with the school nurse, disciplinary action will be taken. In addition, the nurses and their secretaries cooperate with the School Medical Inspector and family doctors to provide suitable assistance for each student.

The health office maintains each student's health records, all accident and insurance reports, and conducts state-mandated tests as well as physicals for vision, hearing, scoliosis, sports participation, and all ninth grade students.

**Illness in School** - Illness in school: A student is free to enter the nurse's office at the change of classes without a pass if necessary. The nurse will attend to the student's immediate needs and telephone the parent or guardian at home or at work. The student will not be allowed to go home if the parent or guardian is not available. If parents or guardians cannot pick up their child at the time of notification, they should designate which emergency person listed on the emergency form is to be called. In an emergency, when no one can be reached, and the student needs the services of a doctor or a hospital, an ambulance will be called. Parents or guardians should call or write to the nurse of any recent medical condition or illness of their child. The school nurse can be reached at (201) 343-6000 ext. 2254

\*\*\*If there are any changes in emergency telephone numbers, home telephone numbers, addresses, or places of employment, please contact the school nurse or the Main Office. This information is extremely important when the school needs to reach a parent or guardian.

*No prescribed or over-the-counter drug should be kept in student lockers or shared with other students. What is prescribed for one student can be harmful to another. If the doctor prescribes a drug to be administered during school hours, the exact dosage needed must be given in the original pharmaceutical container, properly labeled, and accompanied by a note from the parent or guardian to the school nurse. The nurse will see to it that it is administered properly.*

### **Health Services Personnel**

Pursuant to state law the Board of Education is required to appoint or hire health services personnel to ensure the safety and health of the student and staff of the District. For more information see **Board Policy No. 5305**.

**Health Services** - All students enrolled in the District are required to have a physical examination in accordance with state law and the tenets of their religious beliefs. The physical examination will include several screenings, the student's medical history and height and weight measurements. Student athletes and students with disabilities also must be examined in accordance with applicable law. For more information see **Board Policy No. 5310M**.

**Nursing Services Plan** - The Board of Education must adopt the District's Nursing Services Plan at a regular meeting each year and submit it to the Executive County Superintendent. This plan must include a description of the basic nursing services provided to students and a summary of the specific medical needs of individual students that may include the nursing services required to address specific student needs. For more information see **Board Policy No. 5307M**.

### **Student Health Records**

The District shall maintain and secure the health records of all students, which shall be kept separate from other student records. Access to a disclosure of information in a student's health record shall be controlled by the requirements of the Family Education Rights and Privacy Act (FERPA). For more information see **Board Policy No. 5308M**.

### **Administration of Medication**

The Board of Education is not responsible for the diagnosis and treatment of any student's illness. However, so that students with chronic health conditions and disabilities may attend school, medication may have to be administered during school hours. When necessary, the Board will permit the administration of medicine in school in accordance with applicable law.

For more information see **Board Policy No. 5330M, Regulation No. R5330M – Administration of Medication and R5330.6 – Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by a School Nurse**.

## **Immunization**

Except for certain medical and religious exemptions, under state law every student must be immunized against certain diseases. For more information see **Board Policy No. 5320, Regulation No. R5320 – Immunization.**

### **Insurance- Accident Coverage for Students' Injuries**

The Board of Education will pay for a full access accident insurance policy to cover all secondary students while they are in attendance at school or while they are participating in any school-sanctioned activity. Full access is secondary insurance; that is, it provides coverage only after all other insurance has been exhausted. This insurance is not designed to replace family or individual medical insurance. All accidents must be reported to the school nurse as soon as possible. The nurse will provide full details.

**Management of Life-Threatening Allergies in Schools** - This policy provides measures to prevent life-threatening allergic reactions while at school. School and program staff members are appropriately trained in the procedures to take should a student suffer a life-threatening allergic reaction. Every effort is made to eliminate or substitute the use of allergens in allergic students' meals, educational/instructional tools and materials. For more information see **Board Policy No. 5331M, Regulation No. R5331M – Management of Life-Threatening Allergies in Schools.**

**Treatment of Asthma** - The Board of Education has established rules in accordance with the N.J.A.C. providing for the treatment of asthma, training in airway management and the use of nebulizers and inhalers in each school of the District. The student's medical home shall prepare an Asthma Action Plan when the student is authorized to self-administer asthma medication. For more information see **Board Policy No. 5335M.**

**Policy No. 5338M – Diabetes Management** - An individualized health care and an individualized emergency health care plan must be developed for students having diabetes. The school nurse assigned to the particular school shall coordinate the provisions of diabetes care and make sure that appropriate staff members are trained in the care of the student with diabetes. These plans may include self-managed care. For more information see **Board Policy No. 5338M, Regulation No. R5338M – Diabetes Management.**

**Prevention and Treatment of Sports-Related Concussions and Head Injuries** - As established by law and the N.J. Department of Education, the District will adopt a training program for specified staff members in order ascertain the signs/symptoms of a head injury, when medical attention is required and the steps to take to return the student-athlete or cheerleader to their activity. Every parent or legal guardian must sign the Parent/Guardian Acknowledgement Form in order for their child to participate in an interscholastic sport or cheerleading program. For more information see **Board Policy No. 2431.4M, Regulation No. R2431.4M – Prevention and Treatment of Sports-Related Concussions and Head Injuries.**

## **Student Complaint Procedure**

The BOE has established and observes procedures by which students' grievances will be heard. A student grievance is any complaint that arises out of the actions or policies of the Board or the actions of its employees. For more information, See **Board Policy 5710.**

## **Student Records**

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. - FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth their view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Military Access to Student Information** - Although the Bergen County Technical School District does not publicly disclose any student “directory information”, without parental permission, it is required, under federal law, to provide military recruiters access to names, addresses, and telephone listings of students upon request. The Student Verification Form provided by the Bergen County Technical Schools each year to update data in the student information system enables parents to indicate whether or not they want this information shared. If you do not submit this form indicating that you do not want this information shared with the military, the district will be required, under federal law, to disclose your child’s student directory information to military recruiters.

**Public Relations Program** - An information program is in place to acquaint residents of the community and the public generally with the achievements and the needs of the schools of the District. Information regarding the District’s educational goals; its guarantee of equal educational opportunity; its programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. For more information see **Board Policy No. 9120M**.

### **Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members**

All requests by anyone other than a designated and authorized staff member, to photograph, film, audiotape or videotape students or staff members must be referred to the Superintendent or designee for authorization. In the case of student subjects, the Building Principal is directed to secure parental permission prior to any photographing, filming audiotaping or videotaping. Students shall not be permitted to photograph, film, audiotape or videotape other students or staff members except with the permission of the student’s teacher and of the Building Principal. For more information see **Board Policy No. 9121**.

### **Student Records**

The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the New Jersey State Board of Education, other authorized administrative directive and those records permitted by the Board. No liability shall be attached to any member, officer or employee of the Board for the furnishing of student records in accordance with law and rules. See also **Regulation No. R8330M – Student Records**. For more information see **Board Policy No. 8330M**.

### **Use of Students in Public Information Program**

The Board encourages student participation in disseminating public information materials if there is a clear understanding that students are not to be exploited for the benefit of any individual or group. All public information materials to be distributed to students must be approved before dissemination. No District student shall be given any literature, either to be taken home or distributed, to any person outside the building and grounds that promotes, favors or opposes the candidacy of any candidate for election at any annual school election or adoption of any bond issue, proposal or any public question submitted at any general, municipal or school election. For more information see **Board Policy No. 9120.1M**.

### **Internet Ethics**

Students' Internet use should conform to the Netiquette policy which they have acknowledged and signed. Furthermore, students shall refrain from "spamming". Spamming is defined as mass distribution of personal communications.

### **Special Education**

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq., and the following regulations. For more information, see **Regulation No. R2460M**.

**Child Study Team** - Special Education services are provided for those students that are determined eligible for classification under the Individual with Disabilities Education Act (IDEA). Students will be assigned a Case Manager who will write new Individual Education Plans (IEP) for the remainder of their time in High School. IEP's will be reviewed annually. Services can include out of class Academic Support 1-2 times per week by a special education teacher. Also available are speech/language services and counseling services, if those related services are indicated in the student's IEP. In addition, Child Study Team evaluations are conducted for newly referred students following an initial planning meeting that has determined that an evaluation is appropriate. The Child Study Team includes a School Social Worker, School Psychologist, LDTC, Special Education Teacher, and a Speech/Language Therapist. For more information see **Board Policy No. 2460M**.

### **Project Child Find**

Federal and State Laws/Regulations require school districts to identify students between the ages of three (3) and twenty-one (21) who may need special education and/or related services. If you think your child may have an educational disability due to physical, sensory, emotional, communication, cognitive or social difficulties and may need special education and/or related services you should contact the following:

1. The Director of Special Education at the Bergen County Technical School (201-343-6000, ext. 4073) for students attending this district.
2. The Director of Special Education/Services of your resident district if your child attends a school other than Bergen County Technical Schools.

Parents who request child study team intervention must make that request in writing to the Director of Special Education, 275/285 Pascack Road, Paramus, NJ 07652.

### **H.S. Graduation Requirements for Educationally Disabled Students**

In order to receive a state-endorsed high school diploma, all students with educational disabilities must meet state and local high school graduation requirements including passing the High School Proficiency Assessment (HSPA) and demonstrating mastery of the curriculum proficiencies unless exempted in their Individualized Education Plan (IEP). For students who are exempted from state and/or local requirements, each IEP must specifically address the graduation requirements and identify which graduation requirements would qualify the student with educational disabilities for a state-endorsed diploma. Each IEP must address the alternative requirements for each exemption from state and local high school graduation requirements. The Superintendent or designee must provide written approval of such exemption in accordance with N.J.A.C. 6A:14-4.12. Students attending our school shall have the option of receiving the diploma from their district of residence or the Bergen County Technical Schools District.

### **Exemption from High School Graduation Requirements**

The Board directs that the criteria for determining exemptions from the required curriculum proficiencies and the HSPA shall be that the student's IEP does not include the full array of proficiencies measured by the test or that the student would be adversely affected by taking the test.

### **Exemption Rationale and Alternative Proficiencies**

The IEP shall include a description of and rationale for exemptions from regular education program options or state and local graduation requirements and reasons why the goals and objectives do not include the proficiencies. Alternative proficiencies shall be included as replacements when the student is exempted from the state and local high school proficiencies. The IEP shall include a statement of the alternative proficiencies that must be achieved to qualify for the standard state-endorsed high school diploma.

### **Special Review Assessment**

Students with educational disabilities who have not been exempted from the proficiencies or has performed below the state minimum levels of proficiency in one or more areas of the HSPA shall participate in the Special Review Assessment according to procedures established by the New Jersey Department of Education under authorization of N.J.S.A. 18A:7C-1 through 7C-11, High School Graduation Standards.

### **Participation in Graduation Exercises**

Students with educational disabilities who meet the standards for graduation shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis. In order to obtain the written approval of the Superintendent, each IEP is read and signed by the Building Principal who has been officially designated by the Superintendent to insure that state and local requirements and individual proficiencies are being met.

## **Intervention Services**

The Board of Education must comply with Part B of the Individuals with Disabilities Education Act (IDEA) and N.J.A.C. 6A:14-1 through 14-10.2 (Special Education). The District shall provide an Assurance Statement to the County Office of Education that the Board has adopted the required special education policies and procedures/regulations and the District is complying with the mandated policies and procedures/regulations. For more information see **Board Policy No. 2460M**.

### **Procedures for Intervention in the General Education Program**

A professional staff member or agency shall provide a written request\* for intervention services on the part of a student to the Building Principal or designee. The staff member or agency's request shall contain the following:

- Reason for the request (including parental or adult student request); and
- Descriptive behavior of student performance and indication of the prior interventions.

(\*Note: To facilitate this process, NJDOE has published sample forms, which are located in the Resource Manual for Intervention and Referral Services.)

An IR&S Committee will be maintained in each school. The I&RS Committee shall:

- Plan and provide appropriate intervention services;
- Actively involve parent(s)/legal guardian(s) in the development and implementation of intervention plans;
- Develop an action plan for an identified student that will specify discrete tasks, resources, persons responsible, completion dates and dates for review;
- Coordinate the services of community-based social and health provider agencies;
- Complete and process all documentation forms; and
- Review and assess the effectiveness of services provided in achieving the outcomes identified in the I&RS plan.

The Building Principal will insure that:

- The I&RS/PAC Committee receive in-service training by the Building Principal or designee by June 30;
- Staff handbooks are updated by August 31 and include information regarding intervention procedures;
- New instructional staff attends the district's orientation program commencing in the month of August which includes information on I&RS/PAC Committee;

- School calendars are distributed in the month of May and provide information on intervention services; and
- Parent/student handbooks are distributed in September and include information on intervention services.

For more information see **Board Policy No. 2460.1M**.

### **Procedures for Referral**

Referral procedures are included in the professional staff handbook and referral forms are available in the Building Principal's office, the Child Study Team office and the Office of the Director of Special Education.

**Parental or Legal Guardian Notification of Procedures** - Referral procedures shall be included in the Parent Handbook, which shall be available to any parent or legal guardian. These procedures and publications shall be updated annually and be available to parents and legal guardians not later than October 1 of each year.

**Parent-Initiated Referral** - When a parent or legal guardian makes a written request for an evaluation to determine eligibility for services:

- The written request shall be dated by the district recipient;
- Immediately forwarded to the office of special services;
- A file will be initiated to open a case;
- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the Child Study Team;
- The assigned case manager will convene a planning meeting (identification meeting) within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- A "Notice of a Planning Meeting" will be sent to the parent(s)/legal guardian(s);
- The notice will include "Parental Rights in Special Education" (PRISE) Booklet; and
- The planning meeting (Identification Meeting) will be attended by the parent, CST and regular education teacher.

**School-Initiated Referral** - Referral of a student may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- It is determined through the I&RS that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the student may be disabled; or
- It can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- The director or designee, through in-service training, shall ensure that students who may be potentially disabled are referred even though they are advanced from grade to grade.

The following procedures will be followed for a school-initiated referral:

- A referral to the CST will be completed by the referring staff member;
- I&RS Committee documentation (including, but not limited to: teacher reports, grades and other relevant data) shall be forwarded with the referral to the CST along with any other relevant data;
- Intervention and referral documentation does not need to be forwarded for direct referral when the nature of the student's problem is such that the evaluation is warranted without delay;
- The referral should be dated upon receipt by the CST;
- A file will be initiated;
- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
- The assigned case manager will convene a planning meeting within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
- A "Notice of a Planning (Identification) Meeting" will be sent to parents;
- The notice shall include "Parental Rights in Special Education" (PRISE); and
- The planning meeting (Identification Meeting) will be attended by the parent, CST, and regular education teacher.

### **Special Education - Free and Appropriate Public Education**

This regulation adheres to state law which mandates that each student with disabilities between the age of 3 and 21 must receive a free and appropriate public education even if they are suspended or expelled from school. For more information see **Regulation No. R2460.8M**.

### **Special Education - Instructional Material to Blind or Print-Disabled Students**

All students that are blind or print-disabled shall be provided with the appropriate instructional materials. For more information see **Regulation No. R2460.16M**.

### **Special Education – Location, Identification, and Referral (#R2460.1M)**

All students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant workers' children and homeless students regardless of the severity of their disabilities, will be located, identified and evaluated as provided in N.J.A.C. 6A:14-3.3.

This regulation provides information on all matters relating to locating, identifying and referring students with disabilities including those students with disabilities who attend nonpublic schools and highly mobile students such as homeless students. Regardless of the severity of their disabilities, all students shall be located, identified and evaluated according to N.J.A.C. 6A:14-3.3. For more information see **Regulation No. 2460.1M**.

Procedures for Locating Students with Disabilities - The Director of Special Education will coordinate the child find activities to locate, identify and evaluate all children who reside within the Bergen County Technical School District and who may be disabled. By November 1 of each year, the Director of Special Education or their designee will conduct child find activities, including but not limited to:

- Development of child find materials for distribution;
- Distribution of flyers or other written information to the parents of all students enrolled in the school district;
- Distribution of information through the district's Parent Advisory Committee(s);
- Posting of state-developed child find materials in the guidance offices within each school and district office;
- Placement of information about special education services in school-developed handbooks;
- Distribution of information describing child find activities to ESL (English as a Second Language)/bilingual teachers;
- Establishment of an Intervention and Referral Services Committee (I&RS) in all schools; and  
(Note: This Committee has been previously referred to as the Pupil Assistance Committee or "PAC")
- Collaboration with sending school districts to facilitate any "child find" activities within local communities.

For more information see **Board Policy No. R2460.1M**.

### **Substance Abuse Policy**

The Bergen County Academies recognizes that substance use and chemical dependency are treatable health problems. It also recognizes its responsibility to help students and families with substance use and/or dependency/problems through education, support, counseling and referral to outside agencies when necessary. Our school, therefore, has created a policy designed to foster a quality-learning environment, promote healthy life-styles, respond to substance-related problems, and refer to viable resources. Please familiarize yourself with the following portion of the policy, which addresses procedures for students suspected of substance use and/or found in possession of an illegal substance.

If any incidence where a staff member observes behavior in which a student appears, or admits, to being under the influence of a substance, the parent/guardian will be contacted and be required to arrange for an immediate medical examination to include a urinalysis. The school will assist the parents in making these arrangements. If a student admits to substance use or the medical examination confirms a positive diagnosis that the student has used an illegal substance to a level exceeding established cutoff standards, the student shall be suspended for up to ten (10) school days. The student may not resume attendance at school until submitting a physician's report certifying that they are physically and mentally able to return to a classroom/shop setting. In addition, the student must present

an assessment or other documents, which demonstrates evaluation and/or participation at an approved treatment program prior to their return. Upon returning to school, the student shall be required to document completion of at least six hours of substance-related educational programming on their own time. If a student is found possessing or distributing illegal substances on school grounds or at a school activity the Bergen County Police will be called to investigate and shall complete their normal reporting procedures. A parent/guardian will also be notified and the student shall be suspended for up to ten (10) days. Requirements similar to those described above will be established at that time and the Board of Education will be notified given their right to be present at expulsion proceedings.

*Copies of the entire policy and procedures may be obtained from the school administration and student assistance coordinators. These individuals are also available to answer any specific questions regarding this policy and provide you with a variety of community resources if the need may arise.*

The Board of Education is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means. Nevertheless, the Board will use all methods available and take all the necessary and appropriate steps to protect the school community from the danger caused by exposure to harmful substances. The Board has established and maintains a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of the District. Students who violation the substance abuse rules will be disciplined on a case by case basis. See **Regulation No. R5530M – Substance Abuse** and **R5530.1 – Substance Abuse-Work-Based Learning Procedures**. For more information see **Board Policy No. 5530M**.

### **Smoking and Vaping Free Campus**

The use of tobacco is a health hazard affecting smokers and non-smokers alike. The Board of Education prohibits the use of tobacco, smokeless tobacco, snuff, and electronic smoking devices by students at any time on any school grounds. Students who violate this policy may be required to participate in education/counseling programs. The Building Principal or designee may file a complaint with the appropriate municipal court or other agency with jurisdiction if a student is found to have violated this policy. For more information see **Board Policy No. 5533M and No. 7434M**.

### **Weapons Policy**

The Board of Education recognizes the need to provide a safe and secure environment for students and staff. Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of professional school staff, or while enroute to or from school or any school function. For the purposes of this policy, weapons or dangerous instruments are broadly defined to include, but not limited to, those defined in N.J. S .A.2C:3 9-1 f and N.J. S.A.2C: 39-1 r. The rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal fillings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs, explosives; any weapon or other device which projects, releases, or emits tear gas or any other substance intended to provide temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon. The principal or designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff, or property.

A student found or observed on school property or at a school event to be in possession of a weapon or dangerous instrument, shall be reported to the principal/designee immediately. The principal/designee shall immediately inform law enforcement officials and the superintendent.

Disciplinary action shall be taken against students who possess, handle, transmit, or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided to the student. Disciplinary action imposed by the school may be in addition to sanctions levied by legal authorities. The Board of Education directs the Superintendent of Schools to develop regulations, in concert with the Bergen County Police Department, regarding the procedures to be used by staff when a student is found to be in possession of a weapon. It is the position of the Board of Education that all firearms are to be considered loaded and volatile. The removal of firearms is the responsibility of the police.



## **Removal of Students from the General Education Program for Weapons/Firearms Offenses**

Any student convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a firearm or knowingly in possession of a firearm on school property shall be immediately removed from the school's general education program for at least one calendar year and placed in an alternative education school or program pending a hearing before the Board to remove the student. See Regulation No. R5611M – Removal of Students from the General Education Program for Weapons/Firearms Offenses. For more information see **Board Policy No. 5611M**.

## **Frequently Asked Questions**

The following scenarios are offered as a guide so that parents/students may efficiently and effectively solve the matter at hand. As always, we appreciate parents' cooperation in outreaching to the appropriate individual(s).

### **What do I do if...**

#### *My child is absent:*

Leave a brief message with the Attendance Coordinator, at ext. 2226. Should your child be out for a few days, contact their guidance counselor by phone or e-mail. You may also have your child email their individual teachers directly for missed work. If you have further attendance questions, please call ext. 2241.

#### *I/We wish to reach a teacher:*

You have several options: the preferred method is to email their teacher directly or you may call Ms. Grace Lohsen at ext. 2286 or Ms. Kristin Moffett at ext. 2243 to leave a message. The secretaries then place your request in the appropriate teacher's mailbox.

#### *My child forgot their lunch, homework, etc. at home:*

Parents often leave forgotten lunch bags/boxes with the secretaries in the vestibule near the main entrance. There is, however, no refrigeration facility. Every effort is made to contact the student to pick up their lunch.

#### *Who do we contact if we have a change of address:*

Parents are to immediately contact Cherri Rodriguez at ext. 2245 with change of address information. If the family moves from Bergen County, parents should contact the Business Administrator at 201-343-6000 ext. 4030 with this information because tuition payment is affected.

#### *My child's report card is missing a grade:*

The most efficient way to handle this is to simply contact your child's guidance counselor. Since all grade changes, as well as grade records, are kept in guidance, outreach to anyone else complicates matters. As quickly as possible, a corrected report card is sent home. If you do not receive a corrected report card, contact your child's individual guidance counselor, with a follow-up request.

#### *I/We wish to request a teacher conference:*

All requests for meetings should be made to the instructor directly. Typically, an instructor will meet with the parents accompanied by a guidance counselor.

#### *My child needs a tutor:*

Students should contact their classroom teacher or guidance counselor about requesting a peer tutor.

#### *My child wishes a schedule change:*

All scheduling conflict/changes are handled through guidance. Sometimes, what appears to be a simple request from a student and their parent(s) is a logistical challenge. Core courses will not be moved to accommodate elective changes.

#### *My child received their schedule and would like a class with a different teacher?*

In order to provide students with all of the classes in their scope and sequence, we are unable to accommodate requests for specific teachers nor can we accommodate requests that a student not receive a specific teacher. Occasionally, an exception is made if and only if the student has previously had the teacher in question for a core class.

*We need an official school transcript:*

All official school transcripts are sent directly to the appropriate college or enrichment program from the Academy. An official student transcript is not given to a student or their parents. Requests for an official transcript are made by filling out the appropriate form which families may obtain from the guidance department.

*I/We would like to apply for reduced/free lunch:*

In the first few days of school, every Academy student is given an application for reduced or free lunch. This application must be returned to IGS advisors immediately, even if the family is not making a request for same. Applications are processed through the main office. Families are notified if they qualify.

*My town is off for a snow day but the Academy is open:*

Though this scenario does not happen often, it does occur. If the Academy is open, your child is required to attend classes. If they fail to do so because of inclement weather, an absence is recorded. If your town does not have a bus pick-up because the district is closed, it is the parents' responsibility to arrange transportation to and from campus.

*I/We need to contact our child during the day:*

Please call Ms. Grace Lohsen at ext. 2286 or Ms. Kristin Moffett at ext. 2243, with the message you wish to have relayed to your child. Every effort is made to accommodate these requests.

*My child is missing personal items:*

Security is an important campus priority. We trust that everyone associated with this school community demonstrates high moral values and integrity. If a student suspects something is missing from their locker, they should contact the Vice Principal who will determine if an appropriate report should be filed with the Bergen County Police. The school is not responsible for stolen merchandise. In some instances, students believe something is stolen only to have it turn up later. As a precaution, please do not have your child bring in expensive electronic equipment or excessive amounts of cash to school. The Lost and Found is located in the main office.



**Bergen County Academies**  
200 Hackensack Avenue,  
Hackensack New Jersey, 07601

