

# SOMERSET HILLS SCHOOL DISTRICT

**Board of Education  
25 Olcott Avenue  
Bernardsville, New Jersey 07924  
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Board of Education meetings are held on scheduled Wednesdays  
at 7:30 pm in the Bernards HS Community Room.  
The public is invited to attend.

## Principal's Message

This handbook has been prepared for the students of Bernards High School and their parents, to ensure a better understanding of the school's comprehensive program. We encourage you to read and discuss the information in this handbook, as it provides important information regarding school policies and procedures. Please understand that these policies often reflect official Board of Education and New Jersey policies and laws that are available in greater detail in other locations. This handbook is designed to be a helpful reference tool for students during the school year. Any changes in policies and procedures during the school year will be reflected in the online version of the handbook that can be found on the school website.

The Bernards High School administration and staff are committed to providing an educational experience that will best prepare our students for the ongoing challenges of our ever-changing society. BHS provides students with a rigorous curriculum that challenges them academically, while at the same time allows for the development of personal interests and creative expression. Additionally, BHS has established and continues to cultivate a learning environment that meets the needs of all students while maintaining high expectations.

It is imperative during these high school years that students begin to take responsibility for their education and develop a sense of pride in their learning and personal growth. The education at BHS will help students develop 21<sup>st</sup> century skills that they can utilize in their efforts to become contributing members of our global society and lifelong learners.

Further, in order for these goals to be attained and these successes to be recognized, we must all work together. An open and collaborative relationship between parents, students, and staff will lead to a more enriching high school experience for each student. Students are encouraged to become involved in all that BHS has to offer and to take advantage of our comprehensive program of studies and co-curricular activities. Parents are encouraged to continue their involvement in their child's education through communication with teachers, counselors, and administrators whenever necessary. We look forward to working with you and providing you with whatever assistance is needed for the best and brightest educational future.

*We wish each of you an excellent year!*

**Dr. Neigel**

## Board of Education Critical Policies

The Somerset Hills School District annually informs parents/guardians and students about certain Board of Education Policies and Regulations. The following is a list of those policies and regulations which are available at **[www.shsd.org](http://www.shsd.org)** in the Board of Education section:

Regulation / Policy #	Title	Regulation / Policy #	Title
2361	Acceptable Use of Computer Network, Computers, and Resources	5533	Pupil Smoking
5200	Attendance	5600	Pupil Discipline/ Code of Conduct
5320	Immunization	7422	School Integrated Pest Management Plan
5512	Harassment, Intimidation and Bullying	8335	Family and Educational Privacy Act
5460	High School Graduation	8467	Weapons
5530	Substance Abuse	8505	School Nutrition
5756	Transgender Students	8601	Pupil Supervision After School Dismissal

Additional policies and regulations are available at **[www.shsd.org](http://www.shsd.org)** in the Board of Education section.



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**EVERY ATTEMPT HAS BEEN MADE TO PROVIDE THE MOST CURRENT AND ACCURATE INFORMATION IN THIS HANDBOOK. BERNARDS HIGH IS NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS.**

## INTRODUCTION

### Accreditation

Bernards High School is a fully accredited member of the Middle States Association of Colleges and Secondary Schools and the New Jersey Department of Education. Bernards High School graduates, with proper courses and suitable academic achievement, are acceptable to all colleges and universities in the United States.

### Assurance of Rights/Sexual Harassment

No student shall, on the grounds of race, color, national origin, sexual orientation, gender, religion, English proficiency, socioeconomic status or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Bernards High School program or activity. In addition, the curriculum promotes mutual acceptance and respect among students, and enables students to interact effectively with others. Somerset Hills Board of Education policy directs that Bernards High School maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the school community to harass another member of the school community through conduct or communications of a sexual nature as defined herein. Sexual harassment is defined as sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made by any member of the school community. A relevant publication, "About Sexual Harassment in School", proposes one basic rule regarding sexual harassment: It is probably sexual harassment if the person feels uncomfortable or threatened as a result of the action. It doesn't matter what the harasser intended. School authorities and law enforcement agencies will deal with sexual harassment in a most serious and thorough manner.

Inquiries relating to students' rights/sexual harassment may be directed to:

**Ms. Coleen Butler**  
**Affirmative Action Officer**  
**Somerset Hills School District**  
**25 Olcott Avenue, Bernardsville, NJ 07924**  
**Telephone: 908-630-3000**

OR

**The Director of the Office for**  
**Civil Rights Department of Health, Education and Welfare**  
**Washington, DC**



## Inspiring Ethical and Honorable Behavior

The primary purpose of the Somerset Hills school community is to inspire all students to have a passion for learning by providing educational experiences within a challenging and supportive environment. This community, in the schools and at home, flourishes to the extent that its members share a common framework of universal values and ethics. Our framework has, at its core, the following goals:

- To promote educational priorities
- To facilitate instruction and assessment
- To support the educational experience
- To secure an atmosphere of trust
- To instill the fundamentals of mutual respect and positive social and ethical behavior

The mind-set for ethical behavior is initially formed in the home. The faculty and administration of the district, in collaboration with the parents and guardians, have high expectations for scholastic and personal integrity and are committed to those students who uphold these standards. The implementation of ethical practices and values is essential to the health of our entire school community.

## Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## Assignment of An “I” (Incomplete) Report Card Grade for Missed Work

An “Incomplete” (I) grade is given only due to unanticipated excused absences such as illness or extenuating circumstances. All work missed by an absence (except truancy or class cut) may be made-up for credit. It is primarily the student’s responsibility to initiate the necessary procedures. However, teachers should encourage students to make up work as soon as possible. Normally all such missed work should be made up within a period of two days for each unanticipated excused absence, with maximum of ten days for absences of a week or longer. If a student has not made a valid effort to complete missed work during this time, a failing grade is to be given for all missed work, which is to be averaged with all other grades in the subject for the marking period. At the close of the two week make-up period, the grade of “I” shall be replaced by the appropriate letter grade. A grade of “Incomplete” ( I ) is converted to an “F” ten (10) school days after the report cards have been issued unless the Principal approves an extension due to extenuating circumstances.

## Auditing a Course

Students wishing to take a course for their own personal enrichment, but not receive a grade or credit, may audit the course. To obtain permission to audit a class, a student must submit an written request to the Principal **prior to the completion of the fifteenth (15th) class meeting**. A record of the audit will be posted on the transcript. The student is responsible for attending the class regularly, keeping up with the course content, participating in class activities, and taking all tests, quizzes, and exams.

## Class Rank

Bernards High School **DOES NOT RANK** students according to grade-point average, with the following exception: to release information regarding numerical rank in class only to scholarship agencies or service academies when no comparable data, such as deciles, can be substituted and failure to report will result in the exclusion of the student from consideration. The guidance department shall first pursue all other means to provide information about a student’s achievement in school.

No information, which might allow a person to approximate rank in class, shall be released or recorded on the student’s permanent record. In place of recorded class rank, a grade distribution chart is included on the BHS Profile. This Profile is sent to colleges with the student’s transcript.

For graduation recognition and eligibility awards, the final grade-point average shall be calculated at the end of the third marking period of the senior year. The grade-point average will be calculated again after graduation for the permanent record and final transcripts.

## Service Learning

Bernards High School recognizes the need to develop in all students a sense of social responsibility in addition to a commitment to their academic and co-curricular endeavors. By providing students with numerous opportunities for service to local and global communities we believe that we will help students to achieve their full potential as active and productive members of society.

Bernards High School students are required to complete 20 hours of community service by the end of sophomore year. Beginning the 2023-24 school year, the community service requirement will be fulfilled after sophomore year, and no hours will be required as upperclassmen. Students will complete a service learning presentation in their social studies classes as part of their 10th grade curriculum. This project will go into effect in the 2023-24 school year for the Class of 2026 and subsequent classes. Service learning hours should focus on a specific theme that will drive students' presentations (ie. hunger, homelessness, people with special needs, the environment, children, elderly, veterans, etc.). This theme will be approved by our service learning coordinator.

\*A comprehensive explanation of guidelines and a list of approved opportunities are stated on the service learning website found on [www.shsd.org](http://www.shsd.org)

## Course Scheduling Processes and Procedures

Information regarding scheduling can be found in the Program of Studies which is posted on the Guidance Office webpage. Topics addressed in the Program of Studies include the following:

- Academic Policies and Procedures
- Course Scheduling Processes and Procedures
- Scheduling Process Frequently Asked Questions
- Curriculum Requirements
- Dropping/Adding Courses
- Summary of Course Offerings
- Summer School Approval Procedures

## Course Change Request

As you know, we used your course requests to build your individual schedule as well as our master schedule for the upcoming year. The deadline for making changes to the schedule was this past April. We only consider changes when there are substantial extenuating circumstances that have arisen subsequent to the time that the schedule

requests were made. If there are substantial extenuating circumstances that would necessitate the Change Committee considering such a change, please let us know. The procedure to follow is:

- **Make an appointment to meet and discuss your concerns with your counselor**
- **After meeting with your counselor, you and your parent/guardian must sign the change request form and return it to the guidance office by the designated date**
- **When the completed form is returned to your counselor, an appointment will be scheduled for you to meet with Change Committee to explain your circumstances**
- **The Change Committee will then make a decision regarding your request for a change in your schedule**

Appeals of the Change Committee decision must be made to the Principal in writing within 5 days of notification.

## **Credit Eligibility for Participation in Athletics and/or Student Activities**

An exceptionally high percentage of the student body is involved in the co-curricular program. We strongly believe in the value of these programs as part of the overall education of our students. State and local regulations establishing eligibility for interscholastic athletics and/or other school activities are as follows:

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 1/2% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

**Therefore, dropping a course may result in failure to earn a sufficient number of credits for participation in school sports and or activities.**

## Definition of Academic Levels

Bernards High School offers classroom instruction on various levels with differing academic expectations. Students are grouped by ability in English, mathematics, science, social studies and world language classes. Ability groupings are assigned on the basis of teacher input, academic record, standardized test scores, as well as student motivation and desire.

The academic level categories are as follows:

**Academic:** Courses with the core academic curriculum for all levels.

**Accelerated (A):** College preparatory courses that have a higher academic demand and requirements.

**Honors (H):** Honors courses require a high level of academic maturity, interest, ability, reading and study skills. The pace is extremely rigorous and enrollment is highly selective.

**Advanced Placement (AP):** AP is the most academically demanding course level possible. Successful completion of the course may eventually lead to college credit. Enrollment is highly selective and honors credit is earned. Students are expected to take the AP exam in May.

There will inevitably be instances where students move from one academic level to another through achieving certain grades or completing a waiver form. Movement between ability groupings is explained in detail in the Program of Studies that can be found online by following the Guidance Office left hand navigation link at [www.shsd.org](http://www.shsd.org).

Student progress is monitored throughout the year so that adjustments in placements may be made when appropriate. If a level adjustment is made during the school year, the grades and absences earned in the previous course level are carried-over to the new level.

## AP Exams

The Somerset Hills School District does not pay the fees for students' AP examinations. The exam fees will be collected prior to signing up for the exams. Once students have signed up for the exam(s) and they have been ordered, no refunds will be given.

## Determining Final Grades for Semester and Full Year Courses

*The calculation processes used to determine the final grades in the four course types are as follows.*

1. For a **full year course with a final exam**: Each marking period counts as 22.5% of the final course grade, and the final exam counts as 10% of the final course grade. The following formula is utilized to calculate a student's final course grade:  $MP\ 1\ Percentage * 0.225 + MP\ 2\ Percentage * 0.225 + MP\ 3\ Percentage * 0.225 + MP\ 4\ Percentage * 0.225 + Final\ Exam\ Percentage * 0.1$ . Marking periods 1, 2, & 3 shall have an average no lower than 50%.
2. For a **semester course with a final exam**: Each marking period counts as 45% of the final course grade and the final exam counts as 10% of the final course grade. The following formula is utilized to calculate a student's final course grade:  $MP\ 1\ Percentage * 0.45 + MP\ 2\ Percentage * 0.45 + Final\ Exam\ Percentage * 0.1$ . The first marking period of each semester shall have an average no lower than 50%.
3. For a **full year course with no final exam**: Each marking period counts as 25% of the final course grade. The following is the formula used to calculate a student's final course grade:  $MP\ 1\ Percentage * 0.25 + MP\ 2\ Percentage * 0.25 + MP\ 3\ Percentage * 0.25 + MP\ 4\ Percentage * 0.25$ . Marking periods 1, 2, & 3 shall have an average no lower than 50%.
4. For a **semester course with no final exam**: Each marking period counts as 50% of the final course grade. The following is the formula utilized to calculate a student's final course grade:  $MP1\ Percentage * 0.5 + MP\ 2\ Percentage * 0.5$ . The first marking period of each semester shall have an average no lower than 50%.

The numerical average calculated will be the sole determining factor of the final course grade as determined by the "Grade Scale" section that follows.

### Satisfactory/Unsatisfactory Grades

In certain extenuating circumstances, students may take courses on a satisfactory/unsatisfactory grade scale. All requests must be submitted in writing to and approved by the Principal. A grade of satisfactory will earn a student credit, but will not be included in their Grade Point Average.

### **Final Exam Exemption:**

If a senior maintains an A- or better average for his/her Y1 grade (overall course average), he/she may choose whether or not to take the final exam. A student enrolled in an AP class who takes the AP exam for that course and maintains a B- or better average for his/her Y1 grade (overall course average) may choose whether or not to take the final exam. If a student chooses to be exempt from the final exam, his/her final course grade will be calculated as outlined in #3 above. A student who does not take the AP exam must take a final exam even if he/she is a senior who maintains an A- or better average for his/her Y1 grade (overall course average).

### **Final Exams:**

Students who are unable to complete the final exam for a course due to extenuating circumstances approved by the Principal may be exempt from taking the exam. However, the student must then take the course on a pass/fail (S/U) basis and will not be awarded a letter grade on their transcript.

To provide students with the time necessary to prepare and study for final exams, two school days prior to the first day of final exams will be considered a reading period. Long term assignments, tests, and quizzes may not be assigned, due, or scheduled during the reading period. Homework assignments and the introduction of new material should occur before the reading period begins, whenever possible.

## **Determining Grade Point Average (GPA)**

Grades, other than those designated as "Satisfactory" or "Unsatisfactory," for all subjects will be used in computing grade-scale average.

All courses taken will be recorded. When a course is repeated, both the original and the second grade will be used in computing grade-point average.

The grade-point average is obtained by dividing the total number of quality points earned by the total number of credits attempted.



The following quality points are awarded to students in the class of 2015 and beyond:

<i>Grade</i>	<i>Quality Points Standard Courses</i>	<i>Quality Points Honors Courses</i>	<i>Quality Points Advanced Placement Courses</i>
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D+	1.33	1.83	2.33
D	1.00	1.50	2.00
D-	0.67	1.17	1.67
F	0.00	0.00	0.00

## Determining Credit Value

Courses that meet for one period (42 minutes) each day, five days per week, for the entire school year are assigned 5.00 credits. Courses that meet for one period (42 minutes) each day, five days per week, for one semester (2 marking periods) are assigned 2.50 credits. Credits are awarded only for and upon completion of a course.

## Grade Scale

97-100 = A+	73-76 = C
93-96 = A	70-72 = C-
90-92 = A-	67-69 = D+
87-89 = B+	63-66 = D
83-86 = B	60-62 = D-
80-82 = B-	0-59 = F
77-79 = C+	

## High School Credit for College Courses

Some students are academically ready for college at the end of the junior year in high school. Opportunities are available for seniors to attend college while enrolled in BHS. Several area colleges (St. Elizabeth, Fairleigh Dickinson, Drew, Raritan Valley) offer students the opportunity to attend college courses during their senior year in high school.

Bernards High School recognizes the legitimacy of awarding high school credits for satisfactory completion of college courses under the following conditions:

The college course is **NOT** a duplicate of a course in the Bernards High School curriculum.

The course is taken to allow a student to take an advanced course in the Bernards High School curriculum.

Approval is granted by the BHS Department Coordinator/ Supervisor, Guidance Counselor and the Principal before the student enrolls in the course.

Students will be graded on a “Satisfactory” or “Unsatisfactory” basis and will not have the grades included in the grade point average.

The Principal will make the decision in cases involving extenuating circumstances that warrant exceptions to the above conditions.

## High School Media Center

The school Media Center is open from 7:30 a.m. to 5:00 p.m. every day school is in session. Books may be borrowed for a period of two weeks. Reserve materials and current issues of periodicals may be used only in the Media Center during the school day. Back issues of periodicals may be borrowed for one week.

Fines are imposed upon the borrower for the tardy return of, damage to, or loss of Media Center material. Students are not fined for materials out on Saturdays, Sundays and holidays.

Other libraries in the area which may be of service are:

*Bernardsville Public Library	(908) 766-0118
*Clarence Dillon Public Library (Bedminster)	(908) 234-2325
Peapack Gladstone Library	(908) 234-0598
Bernards Township Library	(908) 766-0356
Somerset County Library	(908) 526-4016
Drew University Library (Madison)	(201) 377-3000
Fairleigh Dickinson Library (Madison)	(201) 377-4700

(\*The Somerset Hills Library Network includes libraries on its automated on-line system-this system also includes the Bernardsville Middle School Library)

## Homework

Homework will not be assigned over the December or spring breaks. The earliest due date for a long term assignment scheduled prior to either break will be on the third school day after the break. For example, if pupils return from break on

Wednesday, the earliest a long term assignment may be due is on Friday. Additional information regarding the district's homework policy can be found on the district homepage ([www.shsd.org](http://www.shsd.org)) in the Board of Education section.

## Assessments/Assignments

Students are encouraged to communicate with their teachers when they have multiple assessments or assignments due on the same day.

## Honor Roll

Students are placed on the Honor Roll at the conclusion of each marking period. A student who receives a grade of either A+, A, A- in each subject is placed on the High Honor Roll. A student who receives a grade of either A+, A, A-, B+, B, B- or S in each subject is placed on the Honor Roll. Students who receive an Incomplete grade (I), or receive a grade lower than B- or S, or lose credit due to the Attendance Policy, or withdraw from a course, or have a verified violation of the academic integrity policy are ineligible for Honor Roll status.

## Final Exam Schedule

Final exam schedule will run as follows:

**Day 1:** Half day - Exams for Classes 1 & 2

**Day 2:** Half day - Exams for Classes 3 & 4

**Day 3:** Half day - Exams for Classes 5 & 6

**Day 4:** Half day - Exams for Classes 7 & 8

Exam Schedule for each day of exams:

**Session 1:** 8:00 - 10:00

**Session 2:** 10:15 - 12:15

**\*\*Note:** Food will NOT be served on exam days.

## Report Cards

There are four report or marking periods during the course of the school year. Report cards for each of the marking periods will be electronically posted on the Internet for students and parents seven school days after the close of each marking period. Grades will be posted in PowerSchool, our student information system, which allows the school to report student progress in an accurate and timely manner. Parents can receive information about their child throughout the school year by utilizing a student-specific password that will be assigned at the beginning of the term. However, report cards are not posted for students who have outstanding debts or obligations to the school until such debts or obligations have been "cleared."

## Progress Reports

As noted above, there are four marking periods during the course of the academic year. Students and parents are able to view assignment grades, attendance and tardy information, and marking period averages in real-time. Students and parents will be reminded to logon to PowerSchool to view grades and attendance at the midpoint of each marking period. These reminders will be sent via the Friday Folder, the school's weekly electronic newsletter. We encourage both students and parents to track progress much more frequently.

## Schedule Change Procedures During the School Year

The need for program changes while school is in session is recognized only under special circumstances. For example, scheduling errors, course conflicts or clear, documented academic misplacement will be considered. Counselors often find that some students wish to change their schedules for the wrong reasons – their friends are not in their classes, the first assignment seems difficult, the periods conflict with the lunch they prefer, etc. Typically if there is no mistake or omission in the student-selected program, a schedule change during the school year will not be permitted.

If a student feels that (s)he is in an inappropriate academic placement, (s)he may request a change in academic level. Students who wish to move up a level may request a change in course level beginning ten (10) school days after the start of the course. Students who wish to move down a level may request a change in course level beginning fifteen (15) school days after the start of the course. Requests for a change in level in a full year course will be honored until ten days after the start of the second marking period.

Please keep in mind that the master schedule is constructed to best meet the needs of all students. During the course request process, students select preferred and alternate elective courses. After all student course requests have been finalized, elective changes will not be considered. Similarly, lateral or preference-based schedule changes will not be allowed unless there are extenuating circumstances as determined by the principal or designee. All requests for a change in schedule of any type must be requested in writing and signed by parent/guardian.

A student who wishes to propose a change should contact his/her counselor and then discuss the proposed change with his/her parent(s)/guardian(s) and the current teacher. If the student still wishes to proceed with a change after these discussions, the student's counselor will contact that supervisor to request permission to proceed with the request. The supervisor may meet with the student if (s)he feels that a meeting is necessary. If the change is approved, the student should follow the steps listed below:

- Pick up "Request to Withdraw from Class/Change Class Level" form in Guidance.
- Obtain comments and signatures from the current teacher, counselor, and parent/guardian. Students must return forms to the guidance department.
- Obtain signatures on "Drop/Add" form from teacher(s) of class(es) that are being added and dropped.
- Return completed sheet to counselor and pick up new schedule from counselor.
- Start new schedule the next school day.

## ACTIVITIES/CO-CURRICULAR PROGRAM AND RELATED ISSUES

### Activity Fee

Any student participating in a sport or co-curricular activity at Bernards High School will be assessed a \$100 activity fee. This fee is a one time charge per school calendar year that covers student participation in as many sports and co-curricular clubs as each student wants. Any student, who is financially unable to pay this fee, should contact an assistant principal to discuss options. The student activity fee will be collected at the start of each school year and students may not participate in any sport or co-curricular club until the fee has been paid.

### Activities

Bernards High School offers a most comprehensive program of co-curricular activities for its students. Approximately 74% of the student body participates in one or more of 29 interscholastic sports, either on the varsity, junior varsity, or freshman level. A number of students opt for the less competitive and relaxed "open gym" programs.

An equally large percentage of the student body also takes advantage of the widely diverse student activities program. Students choose to participate in student government, theater arts, vocal and instrumental music, publications, academic teams, student assistance programs, service clubs/activities, and specific interest clubs.

Detailed listings and descriptions of all co-curricular opportunities available for students may be found below. Additional information regarding the student co-curricular activities program at Bernards High School, may be obtained from the Assistant Principal or his/her designee.

## **Eligibility for Co-Curricular Activities**

Co-curricular activities, as applied in this policy, are those activities, which are sponsored and approved by the Board of Education, but for which no grades are given. They may be athletic or non-athletic. Bernards High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and all participants must meet NJSIAA and Somerset Hills Board of Education eligibility requirements prior to participation. To be eligible for participation in any co-curricular activity during the first semester of the year, all students (with the exception of ninth-grade students during their first semester), must have earned 30 credits during the previous school year. In order to be eligible for participation during the second semester of a school year, students must have earned 15 credits during the first semester of that school year. A signed parental permission form for each sport for each season must be returned before a student may participate. These forms are distributed to students before the season or may be obtained from the Department of Athletics. A Physical Examination form, completed by the student's physician must also be submitted. The School Nurse will forward this form to the school doctor for approval.

Students eligible for participation at the beginning date of a seasonal or performance-oriented activity shall remain eligible until the conclusion of that activity. Following each semester, the Assistant Principal or his/her designee shall make the determination of eligibility. Notification of ineligibility shall be provided to parents and students in a manner approved by the High School Principal.

Any student who is suspended from school, in-school or out-of-school, is ineligible to participate in any activity until the conclusion of the suspension.

Participation in school social and co-curricular activities is a privilege, not a right. Students granted the privilege of participation must assume the responsibility of good conduct and citizenship.

Therefore:

Students who experience serious and/or repetitive disciplinary infractions may forfeit the privilege of attending any and all school student activities and/or social events.

Students who experience serious and/or repetitive disciplinary infractions are subject to ineligibility and/or removal from any and all school co-curricular activities.

Students who violate codes of honor and/or ethics (i.e. lying, cheating, stealing, etc.) are subject to removal from any and all co-curricular activities and/or leadership positions therein.

A student must be in school prior to 10:00 in order to participate in co-curricular activities that day. Students who leave school early due to illness are not permitted to participate in after school activities.

All other eligibility standards required of all New Jersey State Interscholastic Athletic Association member schools are adopted as the standard for student participation in all co-curricular activities.

## INTERSCHOLASTIC SPORTS

Baseball	Spring
Basketball, Boys	Winter
Basketball, Girls	Winter
Cheerleading	Fall, Winter
Cross Country, Boys	Fall
Cross Country, Girls	Fall
Fencing, Boys	Winter
Fencing, Girls	Winter
Field Hockey	Fall
Football	Fall
Golf	Spring
Ice Hockey	Winter
Lacrosse, Boys	Spring
Lacrosse, Girls	Spring
Ski Team, Boys	Winter
Ski Team, Girls	Winter
Soccer, Boys	Fall
Soccer, Girls	Fall
Softball	Spring
Swimming, Boys	Winter

Swimming, Girls	Winter
Tennis, Boys	Spring
Tennis, Girls	Fall
Track & Field, Boys	Winter/Spring
Track & Field, Girls	Winter/Spring
Volleyball, Girls	Fall
Wrestling	Winter

## A C T I V I T I E S L I S T

### Art Club

The art club is open to students who are interested in learning more about art with their peers.

### The Bernardian

The school yearbook is produced, with faculty guidance, through the efforts exerted all year long. The Editors-in-Chief coordinate the many factors in the production. All students may help with these efforts. Book sales are made in October and yearbook distribution is in June.

### Biology Team

The Biology Team provides BHS students with a vehicle to further develop their science talents and interests. Most BHS students leave the wonderful world of science behind at the dismissal bell, but not these future scientists! They are a unique group, dedicated to representing their school at science competitions throughout the year.

### Book Club

Students and faculty members read books of mutual interest independently and then meet as one group to discuss the books before or after school.

### Chemistry Team

This academically competitive team is composed of the top chemistry students. The first-year team is made up of students from Chemistry Study and the second-year team of those from Advanced Chem. They participate in competitive examinations held by the New Jersey Science League. Awards are given at the end of the academic year.



## Color Guard

The Color Guard, a component of the Marching Band, consists of the Flags, the Twirlers and the Danceline. All students are eligible to audition for positions in either group. In order to perform with the Marching Band, students are required to participate in a number of scheduled after-school, evening and Saturday rehearsals. Attendance at Band Camp in late August is strongly preferred in order to prepare for the fall marching season. Students learn flag, twirling and dance skills which are displayed at varsity football games, festivals, competitions and parades.

## The Crimson

The school newspaper is published approximately every 6 weeks. Students write, proofread and layout each issue. When schedules permit, Crimson staff are encouraged to enroll in the Journalism course.

## Fall Repertory

The Fall Repertory allows for students to participate in a “theatre happening” varying from classical drama to the avant-garde. The technical aspects of this production, including stage performers, A involve approximately 50 students.

## Forensics Team

This activity is intended for those students who have an interest in public discussion and debate. Students are advised in and practice the art and study of argumentative discourse. Participation in interscholastic debate is sought for capable students.

## Freshman Class

All members of the class belong to the class organization. All class members are eligible to be nominated for class office. Elections are held in the fall. The officers meet throughout the year to plan a dance and fundraising projects.

## The Green Team

A concern for the world and local government is the only prerequisite for joining this group. The goal is to share time with others on the team to improve people’s understanding of the need to protect our natural environment. Group projects involving the school and community are determined by the specific interest of the team members.

## Harvard Model Congress

Harvard Model Congress presents a unique opportunity for high school students to engage with American government through role-play and simulation in order to develop a better understanding of civic involvement and government function. Through a variety of congressional committees covering a broad spectrum of pressing federal issues and a diverse collection of Special Program committees highlighting other aspects of the US government, HMC strives to provide a stimulating learning environment that fosters individual growth and group education. HMC meets in late February in Boston and the BHS delegation is open to sophomores, juniors, and seniors. Application and program information meetings are generally held in mid to late September. For more information, please contact Dr. Hogge (jhogge@shsd.org).

## Junior Class

All class members are encouraged to participate in coordinating activities for the junior class. The traditional events are the Junior Prom and fundraising sales. Officers are elected at the end of the sophomore year.

## Key Club

Key Club is a coeducational service organization sponsored by the local Kiwanis Club, with a high school faculty member as its advisor. It elects its own officers, determines its own service activities, and establishes its own dues structure.

## Marching Band

Marching band is an extracurricular activity open to students wishing to be a member of this award winning program! The marching band performs at home football games and competitions throughout the fall season. Students NOT enrolled in Concert Band may still be a member of the Pit Percussion, a non-marching member located along the front sideline performing on a keyboard mallets, timpani and various percussion instruments. Students may also perform as a color guard member. The color guard is a visual accompaniment for the music from the band, commonly integrating the use of a flag, rifle or sabre into the choreography. All marching band members attend marching band camp in late August.

## Math League

Students meet before or after school to prepare for state tests administered by New Jersey Math League. In the past, students have also participated in a number of other activities including other competitions and fund raising for math instruction at Matheny School.

## National Honor Society

The National Honor Society is designed to honor students who have distinguished themselves in the area of scholarship, service, character, and leadership. The following criteria will be used for consideration of any student for membership in the National Honor Society.

Students will be considered for membership in the Bernards High School Chapter of the National Honor Society in their junior year if they meet the following criteria:

**Scholarship:** A student must have a minimum of 3.75 cumulative grade point average up to and including Marking Period 2 in his/her junior year in order to meet the scholastic requirements for the National Honor Society. Once selected, if the cumulative grade point average falls below this mark, the student will be given a warning and one marking period to raise that average. A student whose grades for the second consecutive marking period are such that they cause his/her cumulative grade point average to drop below 3.75 will be removed from the Society.

**Service:** A student must have accrued a minimum average of 5 activity points (as subsequently listed) for each year he/she has attended high school and must currently be enrolled in activities that will maintain at least that minimum average. Once admitted, students must maintain this average in order to remain in the Society. Only school-sponsored athletics or activities will be considered for activity points. Community service activities outside of school will be considered.

**Character:** A student who exhibits any of the following violations will NOT be eligible for consideration for the National Honor Society:

1. Has lost credit for a course because of cutting, absence, or tardiness
2. Has a verified incident of cheating in school work, including homework
3. Has a record of violation(s) against school regulations that results in a suspension (OSS). ISAP (In-School Alternative Placement) suspensions are subject to review by the BHS NHS Faculty Council.
4. Has received an unsatisfactory grade "U" that remains outstanding in Service

**Learning:** In addition, each faculty member will consider each eligible student in the following areas of character based on personal contact:

1. Accepts criticism or evaluation in a positive manner
2. Accepts discipline positively
3. Shows a sense of responsibility to school property
4. Conducts oneself in an appropriate manner
5. Meets obligations
6. Shows tolerance
7. Is courteous

**Leadership:** Each eligible student will be reviewed in the following areas of leadership:

1. Holds school offices or positions of responsibility
2. Shows leadership in school activities
3. Leads by word and deed
4. Encourages others toward positive behavior
5. Emerges as a leader in small groups
6. Is sought out by other individuals for guidance
7. Initiates classroom discussion.
8. Takes a constructive lead in classroom.
9. Is courteous.

There will be one annual selection process in the spring for current juniors and a separate selection process in the fall for seniors. Selection to the NHS is approved after the review of the NHS Faculty Council.

All scholastically eligible students will be notified by means of a letter that will be provided to the student in school. The letter will outline the eligibility standards and the procedures for selection. Students who wish to be considered for selection **MUST** obtain and submit a completed application by the specified date on the application. The student's parent(s) will also sign the application

form indicating that they are aware of the procedure and of the child's decision. **Students who do not meet all application requirements by the established deadlines will not be considered for membership at that time and will not be eligible to participate in the induction ceremony.**

Application for membership will include a listing of all current and past activities and service to assure that the minimum standards are met. This must be verified and initialed by the advisor to that activity who will also determine the number of points to be awarded in areas where a range is possible. Affidavits from outside-of-school organizations will be accepted as proof of community service.

The BHS NHS Faculty Council will review applications and make the final selection. In order to be considered for membership in the National Honor Society, a student must have accumulated a minimum average of five (5) activity points for each year of attendance in high school, as determined by the schedule which follows:

### **Athletics (per season)**

Player . . . . .	3
Manager . . . . .	1
Cheerleading (per season) . . . . .	3

### **Publications**

Editors: Crimson, Bernardian, Pinnacle . . . . .	3
Other Staff Positions. . . . .	1

### **Music**

Marching Band. . . . .	3
Color Guard. . . . .	3
Musical/Pit Orchestra . . . . .	2
Drama . . . . .	3
Stage Crew. . . . .	2

### **Other Extracurricular Activities**

Student Government Officer (including class officers) . . . . .	2
Student Council Member . . . . .	3
Clubs/Academic Teams (officers)* . . . . .	2
Clubs/Academic Teams (active members)*. . . . .	1
Peer Leadership . . . . .	3
Service to School (Media Center, Guidance Office, Main Office, Attendance Office, Health Office, Announcers, etc)** . . . . .	1
Service to Community (Hospital, Church, etc)** . . . . .	1

(\*Note: Volunteer Clubs/Activities will be awarded by discretion of the faculty council and/or principal.)

(\*\* Note: A single day of service does not count. Service must be ongoing)

Point values have been determined by estimating the number of hours involved in this activity:

10-30 hours	=	1 point
31-59 hours	=	2 points
60+ hours	=	3 points

For activities above in which a range of points is provided, the advisor to the specific activity involved shall determine the number of points earned by each particular student who participated in the specific activity.

Any student who is not accepted into the Society will be given reasons, if so requested by the student and/or his/her parent(s).

Pending a review by the BHS NHS Faculty Council, students may be issued a warning of removal from the NHS for the following reasons:

- Failure to maintain a minimum 3.75 cumulative GPA
- A record of school disciplinary violation(s) resulting in a suspension (ISAP (In-School Alternative Placement)
- Failure to attend mandatory NHS meetings unless legitimately absent from school
- Failure to complete NHS obligations by the specified dates
- Failure to pay NHS dues by the specified date

Pending a review by the BHS NHS Faculty Council, students may be permanently removed from NHS for the following reasons:

- Failure to raise the cumulative GPA to 3.75 in the marking period immediately following falling below 3.75
- A verified incident of cheating and/or plagiarism in schoolwork, including homework
- A record of school disciplinary violations that result in a suspension (ISAP or OSS)
- Absence from two mandatory NHS meetings unless legitimately absent from school
- Failure to complete any NHS obligation by the specified date after receiving a warning of removal from the NHS
- Failure to continue to satisfy all eligibility requirements for initial selection into the NHS

## National Honor Society Tutoring Program

Any student desiring academic assistance in a specific area may request the services of a National Honor Society member for one-on-one tutoring.

## Peer Leadership

The Peer Leaders are a group of upperclassmen who desire to help their peers deal with the difficulties and problems of adolescence. Interested students must apply, successfully pass faculty/staff screening and convince the faculty advisors that they are interested and qualified to assist their fellow students. Peer Leaders are carefully monitored by the faculty advisors. As a group, the Peer Leaders generally hold regular Monday night training sessions where they learn how to apply their desire to help others effectively. They also learn about current topics affecting junior and senior high school students. Peer Leader Board Members attend a retreat where they learn many human relations skills and leave with special memories of great times.

## Physics Team

Interested physics students prepare for various state-wide physics competitions which include New Jersey Science League, State Science Day and Seton Hall Alumni Physics Competition.

## The Pinnacle

Students are encouraged to contribute pieces of creative writing to this literacy magazine. Writing and art work are published in magazine form once a year at school's end. Any student interested in creative expression is eligible to join this activity.

## Robotics Club

This hands-on club encompasses many different skills associated with Technology and Engineering; We will use the power tools and equipment in the wood shop, Engineering/Technology disciplines to design the robot, and Robotic Programming (for the advanced groups) to build each robot. This Club will focus primarily on the IEEE Robot Challenge based out of Baltimore MD, but at Brookdale Community College Lincroft NJ.

## Senior Class

The senior class organization is open to all seniors. Members discuss and plan activities, fund-raising, the Senior Prom and graduation details. Class officers are elected at the end of the junior year.

## Sophomore Class

The Sophomore Class organization is open to all Sophomores. Members discuss and plan activities and fund raising.

## Spring Musical

This event is produced by the drama program in collaboration with the vocal and instrumental music programs. It traditionally occurs in late March. The many facets of performance and production including lighting, sets, costumes and publicity provide a fine learning experience for each student involved. Performing students are encouraged to assist with production tasks as part of their creative growth. Artistic goals and experiences are shared in this activity.

## Stage Crew

Students work on the technical aspect of theatre productions, including lighting and sound apprenticeships.

## Student Council

All Students are eligible to run for the position of class representative or Student Council officer. The purpose of this organization is to represent the student body in communications with the faculty, Administration and the Board of Education. Various service projects are performed, dances sponsored and activities held. Various fund raisers are held to provide a scholarship to a deserving senior and to finance service projects.

## Weight Room

The weight room is available to students interested in supervised weight training.

## GENERAL SCHOOL PRACTICES / PROCEDURES

### Emergency School Closings and Delayed Opening

Regular sessions of school are cancelled only in case of emergency. Heavy storms or serious weather conditions which might cause hazard to pupils are the principal reasons for emergency closing or delayed opening of schools. Official notice of such closing or delayed opening will first be delivered via our AlertNow system. As in the past, notice of closings or delayed openings will be broadcast between 6:45-7:30 a.m. over the radio station NJ 101.5 FM. Official notice also is broadcast on Channel 14 to those homes that receive cable television broadcasts. Notification is also provided on our web-site at **[www.shsd.org](http://www.shsd.org)**. If necessary, parents may call 630-3019 after 6 a.m. any day when weather is in doubt. Parents are requested not to call the police department so that the lines may remain open for emergency communications.



## Fragrance Allergies

There are staff members and students who are prone to allergic reactions from certain fragrances and aromas. Students should show consideration for others by not using any fragrances or aromas that could be detrimental to the health and welfare of others. Certain cleaning fluids, perfumes or colognes may cause these reactions. The school has taken steps to eliminate the use of specified cleaning materials to minimize these allergic reactions. In order to assist in minimization of negative reactions by these individuals, the use of Axe Deodorant Body Spray and Pirel Hand Sanitizer have been banned from being used in Bernards High School. These items should not be brought to school and any student found using these materials in school will be disciplined according to the school discipline policy. Students are also reminded to notify the school nurse if they suffer from any life-threatening allergies.

## Immunization Report

The State of New Jersey has dictated an immunization program for children admitted to the schools. New Jersey State Law requires that students provide written documentation of the following immunizations before being admitted to school:

1. A series of four (4) DTaP/DTP vaccinations with one given after 4th birthday OR any five doses. Pupils after seventh birthday should receive adult type td.
2. **Tdap:** A Child should have Tdap dose five years after last DTaP/DPT or Td dose
3. **Polio:** Age 7 or Older: Any three doses of Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV)
4. **Measles:** If born before 1-1-90, 1 dose of live measles-containing vaccine on or after the first birthday. If born on or after 1-1-90, 2 doses of live measles-containing vaccine on or after the first birthday
5. **Rubella and Mumps:** 1 dose of live rubella and mumps-containing vaccine prior after the first birthday
6. **Varicella:** 1 dose on or after the first birthday. Laboratory evidence of immunity, physician's statement or a parental statement of previous varicella disease is acceptable
7. **Hepatitis B:** A series of three (3) Hepatitis B vaccination if in grades K-12, Age 11-15 may receive 2-dose Hepatitis B Adolescent formulation
8. **Meningococcal:** 1 dose
9. **Influenza:** 1 dose annually
10. Certain out of country transfer students may be required to be tested with the Mantoux Tuberculin Skin test for tuberculosis.

Provisional Admission allows a child to enter/attend school after having received a minimum of one dose of each of the required vaccines. Pupils must be actively in the process of completing the series.

## Health Services

A full-time certified nurse and an on-call school physician are available to attend to student health needs during the school day. Parents are informed of any physical irregularities through the Health Office. Students must have a medical examination obtained from their medical doctor upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. All students participating in interscholastic athletics must undergo a comprehensive physical examination (including blood pressure, heart, lungs, hernia, urine, etc.) at least once during the year prior to participation. Each student is responsible, at parental expense, for obtaining an examination from his/her family physician before being admitted to a sports team. In addition, a certified athletic trainer is available after school hours to provide emergency first aid, as well as injury prevention and rehabilitation, to student-athletes.

**Medications: For full policy on administration of medication please refer to Board of Education policy 5330.** Dispensing of medication that is required by during the school day is permitted according to the Somerset Hills School District Policy. All medications require a treating physician's written order and written parental permission, along with delivery of the medication to the health office, before it can be administered. Only a school nurse, another registered nurse, or the student's parent/guardian may administer medication. Exceptions to this rule include students with life-threatening illness who may carry and self-medicate with epi-pens, inhalers, insulin and/or Benadryl. These students may carry and self-administer after a treating physician's written order and a parental written permission for their child's self-administration is on file in the health office.

**The Somerset Hills Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, we recognize that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by the treating physician. The Board of Education will permit the dispensation of medication in school and on school**

field trips only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

All medication require the treating physician's written order and written parental permission before it can be administered. This includes any prescription medication as well as any over-the-counter medications such as Tylenol, cough drops, nutritional supplements, etc. Medication Forms, which can be obtained in the health office, must be updated yearly and should include treating physician's signature and official office stamp.

All medication must be delivered to the school nurse by the parent/guardian. The medication should be in its original labeled container. The prescription labels must be legible and include the pupil's name, the treating physician's name, date ordered, medication name, dosage, and times/route of administration. Medication can only be administered by the school nurse, another registered nurse or the pupil's parent/guardian.

Exceptions to this rule include emergency medications for pupils with life threatening illnesses – ("Life threatening illnesses" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated my lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of medication to treat a potential anaphylactic reaction.) These students may carry and self-administer their emergency medication provided the treating physician's written order and a parental written request for their child's self-administration of emergency medication is on file in the school nurse's office. The Somerset Hills School District and its employees/agents shall incur no liability as a result of any injury arising from the self-administration of medication.

**Accidents in School:** In the event that there is an accident involving your child while he/she is in school, we will make every effort to contact a parent/guardian with the information that is recorded on the Emergency Card. If a parent/guardian is not available, the emergency contact listed on the card will be attempted next. If an ambulance needs to be called, it will take the student to the nearest emergency room (Morristown Memorial Hospital). An administrator will follow the ambulance and stay with the student until a parent or emergency contact person can be located. The student must report accidents to the supervisor of the activity. A written accident report should

be completed by the supervisor of the activity and given to the school nurse within 24 hours.

**Health Screening:** The New Jersey State Department of Health and Senior Services mandates that students in grades 9-12 participate in a yearly health-screening program as follows:

<b>9th grade:</b>	height, weight, blood pressure, and scoliosis screening
<b>10th grade:</b>	height, weight, blood pressure, and vision screening
<b>11th grade:</b>	height, weight, blood pressure, and hearing screening
<b>12th grade:</b>	height, weight and blood pressure

Students who have had a yearly examination by their own physician may submit the physical examination record that will enable the school to accurately record the data required. If a student does not submit a physical examination record, the school nurse will screen them.

**Medical Services:** Students who feel like they are ill at school, need to obtain a teacher's pass and are to immediately report to the health office. The school nurse will assess the student's health needs. If in the event that the student needs to go home, parental contact will be made. If the nurse is unable to reach a parent, every attempt will be made to reach the emergency contact person listed on the emergency card. The student will not be able to go home unless a parent or designated emergency contact is available and can pick up the student. Up to date emergency telephone numbers, cell phone and home phone numbers are extremely important when the school needs to reach a parent.

**Physical Education Medical Exemption:** Physical Education restrictions must be ordered by a treating Medical Doctor (MD), Doctor of Osteopathy (DO), Physician Assistant (PA) or Advanced Practice Nurse (APN). The note should be on appropriate letterhead, dated, stamped and signed by the treating MD, DO, PA, or APN. The note should state the need for activity restriction, along with a diagnosis and duration of the restriction and/or the date of reevaluation. Additional documentation should be submitted after the reevaluation that either medically clears the student to return to PE/sports or extends the duration of the restriction. If the activity restriction is extended, the note must include the reason (diagnosis), the duration of the restriction and/or the date of reevaluation.

## Lost and Found

Many unclaimed articles are left in school each year. Not only is this a needless expense to parents, but also it is a sign of carelessness and neglect on the part of the student. If lost articles are not recovered by preliminary student investigation, please report the missing article to the Main Office.

## Procedures to Follow

### When a Student is Absent from School

Each day that a student is absent from school, parents should inform the Main Office (908) 630-3004 between 7:15 and 8:45 a.m., providing the parent's name, the student's name, the date and the reason for the absence. Students whose parents have not been in contact with the Main Office must present a note of explanation to the Main Office before 8:45 a.m. on the day they return to school, or the absence will be classified as truancy.

If it is necessary for a student to leave school early on a given day, **written request** for permission from the parent/guardian must be presented to the Main Office that morning **prior to 8:45 a.m.** The request must state the valid reason and the time of dismissal. All requests for early dismissal must receive prior approval from the Administration. In unanticipated situations where prior written request is not possible, a verbal request to the Administration is required. ***Failure to request and obtain permission in advance will result in class cuts being recorded for all classes missed and student being viewed as "off campus without permission."*** Students are not to leave the school grounds without prior permission from the Administration or the nurse. Eighteen year old students are not permitted to sign themselves out unless they are declared legally and financially independent.

## Make-up Work

All work missed by an anticipated or unanticipated, verified absence from school must be made up for credit upon return to school. It is the student's responsibility to meet with each teacher to make plans for this purpose. Normally all missed tests, examinations, and mandatory class work should be completed immediately following return to school:

- All classwork and assessments must be made up within two (2) school days for each day of unanticipated, verified absence and within a maximum of ten (10) days for absences of a week or longer.

- All classwork must be made up within one school day of each anticipated, verified absence and within a maximum of three days despite length of absence. Students should make every effort to schedule makeups for all assessments prior to their anticipated, verified absence. All major assessments must be made up within one (1) school day for each day of anticipated, verified absence and within a maximum of five (5) days for absences of a week or longer.

However, students who miss a test, exam, quiz, etc. because of a single day of absence must make up the test, exam, quiz, etc. on the first day of return to the class. If a valid effort has been made to complete missed work during this time, credit will be given and the grade for the marking period will reflect such effort. If the grade is adversely affected, the cause is incomplete work and not the absence per se.

## Passes

**No student should be in the corridor at any time without an identification pass. A teacher, Media Center or late pass should be presented to school staff as requested. All visitors are required to check into the main office, by presenting photo identification. A visitor's pass should be worn and visible at all times.**

## School Lunch Program

All Freshman, Sophomore and Junior students must remain on campus for lunch. Students may purchase a la carte items in the school cafeteria. Items such as a hot plate, salad, soup, sandwiches, milk, ice cream or juice are available. Students may choose to bring a lunch from home and buy milk, ice cream, or fruit as separate items. Senior students who are eligible for an open-campus privilege must receive parent and principal permission prior to leaving school grounds for lunch. A form will be provided to all seniors regarding procedures and eligibility during the first marking period of each school year. For seniors to be eligible for open-campus privilege they must maintain a 2.5 GPA, pass all of their courses, have no suspensions (in-school or out of school) and be enrolled in at least 30 credits of course work.

## Student Accident Insurance

Each school year parents are given the opportunity to purchase student insurance. Each student is given literature and an application form at the beginning of the school year. The insurance policy is a contract between parents and the insurance company. The school is involved only to the extent of making the plan

available and receiving the premium payments in sealed envelopes. Payment should be made by check. If a student is injured at any time, he/she or the parents should immediately report the injury to the school nurse and receive from her a student accident form. Any questions regarding coverage or claims are then to be directed to the insurance company claims manager.

## Student Lockers

**Hall Lockers:** On the first day of school, each student is issued a hall locker and a combination lock by the Homeroom teacher. Students should store their jacket, books and lunch in the locker. The locker must be secured at all times by the school-issued lock. The student may not use any other locker or lock. If the lock becomes missing, the student must immediately purchase a replacement lock from the Main Office. The student will be issued a new locker on the first day of school each year. However, the student must retain the school-issued lock for use each subsequent year at BHS. The student shall return the lock upon graduation or withdrawal from BHS.

**Gymnasium Lockers:** Within the first week of school, each student is issued a gym locker by the Physical Education teacher. Students should place their gym and street clothes in their assigned locker during each Physical Education class. Students are strongly advised to secure their gym locker with a combination lock that must be purchased from the Physical Education teacher.

**General Locker Regulations:** All student lockers must be locked at all times with a school provided lock. Locks will be provided free of charge to all freshman upon enrollment into the high school. Any student who loses their lock during their high school experience may purchase a new lock from the main office for \$9. Any locker without a school assigned lock will have that lock replaced by a school lock. Students must not share their locker, lock, and/or combination with anyone. Students must never enter another student's locker. Due to the impossibility of providing direct and constant monitoring of each student's hall and/or gym locker as well as the logistical infeasibility of locking the locker rooms during class and after school programs, the school cannot and does not assume responsibility for missing articles. Students are strongly advised to leave non-school and valuable items at home.

**Locker Searches:** All lockers located within the school are the property of the Somerset Hills Board of Education. The school permits each student to use the locker for approved school-related purposes with no expectation of privacy from entrance and examination by school officials. All writing/

graffiti, stickers, and/or posting of indecent/ suggestive/ offensive material on the inside and/or outside of a locker are prohibited. School officials may search the locker of any student engaged in any type of suspected or known wrongdoing. In addition, the school district retains the right to conduct random “suspicionless” locker searches, with or without canine or other assistance, at any time.

## Student Visitors

Due to class size and instructional requirements students are not permitted to bring visitors to attend class. Any student looking to transfer to Bernards High School must schedule an appointment and school tour through the guidance department.

## Telephone Calls

Occasionally, it may be necessary for you to relay a message to your child or his/her teacher. It is anticipated that you will use good judgment in being selective in the type and frequency of the messages. Unless it is a true emergency, students and teachers will not be dismissed from class to receive messages or handle telephone calls. The normal procedure will be to notify the student or teacher of your message after class has ended.

## Cell Phones/iPods/Other Electronic Devices

In light of the current social climate, it is understood that cell phones have become an integral part of the communications network of parent and child. Therefore, cell phones are not banned at BHS. However, in order to maintain an appropriate educational environment, cell phone use (the receipt or transmission of calls, text messages or other forms of communication) on school grounds is to be restricted to non-instructional time. Students must keep the following in mind regarding the use of cell phones, iPods, and other electronic devices:

- All electronic devices must be turned off during instructional time, and ringers/alerts/alarms must be silenced at all times during the day.
- Students may use their electronic devices in the hallway between classes.
- Students may use electronic devices during study hall and lunch.
- Students may only use electronic devices in a quiet, nondisruptive manner (texting, emailing, listening to music with headphones, quiet conversations, etc.).



- Students who use an electronic device in a restricted area, during a restricted time, or in a restricted manner will be disciplined accordingly as noted in the discipline point system section of the student-parent handbook under “prohibited item.”
- Students may not use FaceTime or other means of video conferencing unless they have explicit permission from their teachers.

## Transportation

Prior to the opening of school, Bernardsville, Far Hills and Peapack-Gladstone resident students eligible for school bus transportation are mailed a bus ticket accompanied by a listing of bus stops and times. Also, Far Hills and Peapack-Gladstone students eligible to ride the train are mailed a NJ Transit monthly commuter ticket for use in September. Each month thereafter, these students will pick up their monthly ticket from the Main Office.

No student is allowed to ride any bus other than the one to which she/he has been assigned. Students are to remain in their seats at all times and maintain proper conduct. Anyone who exhibits repeatedly unsafe and/or disruptive behavior on the bus will, after warning and parental notification, be removed from the bus. In such undesirable situations, it then becomes the parent's responsibility to transport the student to and from school. In case of extreme or severely unacceptable student bus conduct, immediate removal of the student from the bus may be warranted without prior warning and/or parental notification.

## Parent Organizations

A parent's interest in their student's education greatly contributes to the success of that student. Many parents would like to become more involved in the school but are not aware of the channels available. These are the groups that enable such parents to support and demonstrate their interest to their children.

## Band Parents Association

The Band Parents Association supports and promotes the marching band and its performance and competitive activities. The parents aid and support Band Camp and the spring band trip through various fund-raising activities such as pancake breakfasts and the winter citrus fruit sale.

## Home and School Association

The Home and School Association endeavors to promote the relationship between home and school in order to improve the effectiveness of each for the benefit of the students. This is accomplished through cross-communication by means of a calendar of school events, newsletters, questionnaires, and meetings open to all parents. They sponsor Back-to-School Night and a telephone calling system for members to warn of emergency closings or delayed openings of school. Minimal dues support mailings, the Parent/Student Handbook-Planner, and the presentation of a number of graduation awards including the Olcott Minor Scholarship.

## Bernards Booster Club

The Booster Club supports and promotes the athletic program of BHS and, with the approval of the school Administration, contributes to the development of athletics. The club also aids and assists in all social events connected with athletics and encourages sportsmanship, understanding, and goodwill between parents, coaches, players, alumni, faculty and friends of the school.

## STUDENT RESPONSIBILITIES

### Acceptable Use of Computer Network / Computers and Resources

Students are expected to adhere to the terms and conditions listed in The Somerset Hills School District Policy and Regulation 2361 - Acceptable Use of Computer Network/Computers and Resources. This information can be located on the district website as well as in each school's main office. Failure to follow the Policy and Regulation 2361 may result in the disciplinary actions as indicated in the Bernards High School code of conduct. The completed Acceptable Use of Computer Network/Computers and Resources Agreement Form must be submitted for each student. This form may be located on the district website. Students will not be permitted to access the district's technology resources until this form has been returned.

### After School Activities Participation

Students who are considered absent from school may not participate in after-school activities on the day of absence without prior approval from the Principal or his/her designee.

In order to participate in any after-school activity, a student must be in attendance at school **prior to 10:00 a.m.** and in attendance continuously, through to the conclusion of the school day, unless special permission is granted by the Principal or his/her designee. Students placed on out-of-school suspension may not participate in or attend any co-curricular activity/event from the time of assignment of the suspension through the completion of the same. Participation/attendance by students placed in ISAP will be at the administration's discretion based on offense.

## Attendance Policies

Students enrolled at Bernards High School, as well as in other New Jersey public schools, are required to maintain regular attendance throughout the school year. Attendance records are frequently required by colleges, employers, and transferring schools. An irregular attendance pattern does not promote good academic achievement and progress. The full Board of Education Attendance Policy may be reviewed by viewing Board Policy #5200.

### The following is a complete explanation of our attendance regulations:

In order to obtain the best possible education, it is important for students to attend school on a daily basis. Teacher and student interaction, as well as insights gained from group discussions, are lost when a student is not present in class. Student experiences cannot be "made up" at a later date. In addition, students who fail to develop responsible attendance habits will approach their adult life at a distinct disadvantage. The entire process of education requires regular classroom participation in order to achieve continuity of instruction and learning experiences.

The Somerset Hills Board of Education and the Bernards High School staff feel strongly that students should be in class and on time for class every day in order to provide the best possible learning situation for each student. It is also recognized that there are some occasions when a student cannot be in school. The following regulations have been developed to discourage the practice of cutting class, tardiness, and truancy, and to prevent excessive absenteeism in the high school in order to give each student the maximum opportunity to learn.

Entering ten (10) or more minutes (with a pass) will count as an absence, ten (10) minutes or more (without a pass) will count as a cut. Class cuts in excess of one (1) in a half-year course or two (2) cuts in a full-year course will result in a loss of credit for that course. Leaving class for ten (10) minutes or more with or without a pass will count as a cut.

This policy is not intended to remove credit from those students who have a chronic and/or serious medical problem. For these students, we request parents contact the School Nurse and Guidance Counselor early in the year in order that proper arrangements can be made to provide maximum assistance in the education of these students.

We look forward to working with the students and parents to provide the best possible attendance pattern and educational program for all our students. Thank you for your anticipated cooperation.

### **Types of Absences:**

1. Full Day (where all missed work may be made up)  
Most absences from school including, but not limited to, the following:  
 Illness and injury  
 Personal and family vacation and trip  
 Family emergency  
 Field trip  
 College visit
2. Part-time (where all missed work may be made up)  
 Medical and dental exams and treatment  
 Personal and family needs  
 Tardiness to a class of more than ten (10) minutes with a valid pass.  
 Visits to the nurse  
 School Sponsored Field Trip
3. Truancy / Class Cuts  
 (where missed work MAY NOT be made up)  
 Students absent from class are cutting class or truant when they do not have permission from a teacher, administrator, or parent (with prior notice to the school) to be absent  
 A student who cuts a class will be assigned one after-school Central Detention for each class cut. Students truant from school will receive one after-school Central Detention for each class cut due to the truancy.

When a student is truant or has cut a class, the school will notify the home either by phone or mail. Parents and students will be reminded of the risk of loss of credit and may request a conference. Continued truancy or class cutting will be reviewed by the Administration and may require further assistance for the student by the Child Study Team, Intervention and Referral Service (I&RS), counselors, staff members and parents in order to attempt to reverse the trend.

4. Absences that **do NOT count** toward loss of credit are:

- Driver's test
- School related activities (athletics/field trips, etc)
- Additional non-cumulative school related absences that the Principal has determined to be beyond the control of the student may be granted.
- State recognized religious holidays
- Suspension-absence mandated by the school for disciplinary reasons
- Administrative removal from class
- Mandatory court appearances
- Death in the family (a maximum of five days)
- **College visits:** Up to a maximum of three (3) days during a student's junior year and up to a maximum of three (3) days during a student's senior year.

Upon return to school, documentation of the visit, on college letterhead must be submitted to the Attendance Office.

5. Absences that **DO count** toward loss of credit include, but are not limited to the following:

- Illness and injury (with or without a note from a physician)
- Personal/family vacation or trip
- Family emergency
- College visits in excess of three during junior/senior year
- Medical and dental exams and treatment
- Personal and family needs
- Tardiness of more than ten (10) minutes to a class without a valid pass
- Visits to the nurse
- Class cuts

A student will not be granted credit in a course whenever any of the following attendance limits are exceeded in the course

Length of Course/Credits	Absences	Cuts
Full year/7 Credits	22	2
Full year/6 Credits	19	2
Full year/5 Credits	16	2
Full year/4 Credits	13	2
Semester/ 2.5 Credits	8	1
Quarter/ 1.25 Credits	5	1

**Note:** For students who enroll in a course after the initial class meeting, the number of absences will be pro-rated according to the date of entry.

**Notice to Students and Parents:** Attendance can be viewed in PowerSchool. Students and parents are encouraged to monitor absence totals on a regular basis.

**Other Notes:**

1. Parents/Guardians may request a conference to determine if further assistance can be provided in an effort to improve attendance. Assistance may be sought from the school counselor, assistant Principal, child study team, or the pupil assistance committee.
2. Students and parents are encouraged to monitor attendance in PowerSchool, which is updated real-time (Absences appear in a student's PowerSchool account as soon as they are recorded by a teacher).
3. When a pupil exceeds the permissible number of excused and unexcused absences and/or cuts, a Loss of Credit Notice will be sent via mail to the parent/guardian.
4. The pupil may appeal the loss of credits to the Attendance Committee.
5. The pupil shall remain in the class even though credit will not be given in order to:
  - a. Review the course in summer school to obtain credit.
  - b. Continue on to a sequential course if credit is not required. When a student has exceeded the permissible number of absences and/or cuts a Loss of Credit Notice will be sent by mail to the parent.

Parents may request a conference to determine if further assistance can be given to the student to improve his/her attendance record. Assistance may be sought from the Child Study Team, counselors, teachers, administration and/or parents.

After having been notified a student who exceeds the allowable total will lose credit for that course. The student may appeal to the Attendance Committee. A student shall remain in the class even though credit will not be given in order to:

- a. Review the course in summer school to obtain credit.
- b. Continue on to a sequential course if credit is not required.

**Daily Unexcused Absence Policy**

In accordance with state policy N.J.A.C 6A:16-7.8, the following actions will be taken by Bernards High School for students when they reach 4, 8 and 10 unexcused daily absences:

*For up to four consecutive unexcused absences***Parents will be notified when a student reaches 4 absences:**

1. The student's parents will be notified of the unexcused absences.
2. An investigation to determine the cause of each unexcused absence will occur.
3. An action plan will be developed in consultation with the student's parents designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance
4. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
5. Cooperate with law enforcement and other authorities and agencies, as appropriate;

*For between five and nine cumulative unexcused absences***Parents will be notified when a student reaches 8 absences:**

1. The student's parents will be notified of the unexcused absences.
2. An investigation to determine the cause of each unexcused absence will occur.
3. Evaluate the appropriateness of the action plan developed pursuant to (a)4i(3) above;
4. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes, supporting the student's return to school and regular attendance.
5. Cooperate with law enforcement and other authorities and agencies, as appropriate.

*For cumulative unexcused absences of 10 or more***Parents and courts will be notified when a student reaches 10 or more absences:**

1. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
2. Make a reasonable attempt to notify the student's parents of the mandatory referral;
3. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
4. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
5. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

**Tardiness:**

Tardy is defined as entering a class after the indicated starting time, up to ten minutes late, (with or without a pass).

- All students are required to be in the assigned class no later than 7:45 a.m.
- Any student arriving tardy to school before the end of first period should report directly to class. Any student arriving to school after first period should report to the main office to sign in.
- Tardiness to class will result in disciplinary consequences.
- Religious observances will be the only reason for which there will be no penalty for tardiness.
- Students who are tardy to study hall or first period for the second time, and each subsequent time during the school year, will be subject to disciplinary consequences.
- Students should not “stay after class” with a teacher if that will make them late for their next class. Tardiness to class for this reason will not be excused unless there was an emergency situation and the teacher who kept the student issued a pass.

**Attendance Committee:**

The Attendance Committee will hear “appeals against denial of credit.” The request for an appeal hearing should be made directly in writing by the student and/or parent(s) to the Assistant Principal within five (5) school days of his/her notification of the loss of course credit.

The assistant principal will schedule an appeal hearing, at which time the parents will meet with the attendance committee, which may be comprised of the school nurse, a school counselor, a classroom teacher, case manager, and an assistant principal. The hearing is the parents’ and students’ opportunity to review his/her attendance record and to present any further information relative to the absences (i.e. doctor’s notes, extenuating circumstances, etc.) This meeting will take place as soon as possible upon receipt of the request for appeal.

The Attendance Committee will review all pertinent information and, on that basis, decide within five (5) school days whether or not credit should be reinstated to class(es). The student and his/her parent(s) will be notified in writing within five (5) school days of the appeal decision. The decision of the Committee may be further appealed (each within five (5) days of notification of decision) to the following:

- a. Principal
- b. Superintendent



Within two (2) school days of receipt of a written appeal, a mutually agreed upon hearing day will be established.

## Cheating and Plagiarizing

The educators and parents in the BHS community trust that students, given the opportunity, will behave honorably. Students are encouraged to develop responsible judgment that is consistent with both the written and unwritten codes of responsibility that are embedded in the culture that defines BHS. Even though the educators and parents work to foster this ideal, all students are susceptible to violations of this community trust. Therefore, as responsible adults, it is our charge to establish clear and realistic parameters for student behavior. Experience shows that young people are more likely to observe rules of behavior if they are clearly, concisely, and consistently delineated. To that end, the following definitions and descriptions of cheating and plagiarism have been established.

Cheating and plagiarizing are dishonest. Students who elect to engage in this behavior are attempting to get something for little or no effort. These actions can result in students gaining an unfair advantage over those who do honest work. When students cheat or plagiarize they avoid real challenges, real learning and real growth by circumventing true academic challenges. Cheating and plagiarizing undercut the trust and openness which underlie the thoughtful collaboration and sincere debate which are the basis of a true education. Ultimately, only a refusal to indulge in or tolerate cheating or plagiarizing will bring these actions to an end.

At Bernards High School cheating includes, but is not limited to:

- Copying homework
- Having parents or tutors complete assignments
- Copying from the test or quiz of another student
- Offering or receiving information about the content of tests or quizzes
- Bringing in and using unauthorized information during a test, including information stored on a calculator or computer
- Passing information to or receiving information from a classmate during a test
- Intentionally exposing a test paper to the view of classmates
- Submitting another's work as one's own
- Doing another person's assignment for him/her
- Presenting collaborative work as independent work
- Copying answers from answer guides in a text

**Plagiarism:** As a form of cheating, it is defined in the BHS Writer's Manual as "the act of using another person's expressions in your writing without acknowledging the source."

Acts of plagiarism include but are not limited to:

- Reproducing another person's work, whether published or unpublished, including using materials from any source that distributes prepared research papers
- Submitting, as one's own, any academic exercise prepared totally or in part by another
- Allowing another person to alter or revise one's work substantially and then submitting it as one's own
- Using another person's written words or ideas without properly acknowledging the source
- Failing to acknowledge study aids or common reference source
- Failure to acknowledge and cite all sources, including the sources of ideas, and all electronic sources
- Failure to acknowledge a source of information, regardless of intention

#### **Paraphrasing:**

**SAMPLE:** "Slant lines and an oblique form of expression ensure the oddness of surface in Dickinson's poems; the resonant forms of her language stand for her conviction of the baffling eccentricity of life and thought" (from the introduction to her poems in *The Harper American Literature*)

**Plagiarized:** Emily Dickinson seems to use slant rhymes, oblique language, and punctuation to show that she finds life baffling.

**NOT Plagiarized:** The editors of *Emily Dickinson* suggest that she used slant rhymes, oblique language, and punctuation to show how baffling she found life (*Harper American Literature* 1171).

### **Preventative/Proactive Measures to Minimize Cheating or Plagiarizing:**

- Submit original work
- Put away all notes, keep an eye on one's own paper, work in silence, and refrain from leaving one's seat once an exam has begun
- Place the names of all participants on any collaborative assignments or experiments
- Use an MLA format in all classes
- Submit a bibliography before the completion of any research paper
- Document all sources used

- Mention sources in the text of the document
- Consult the teacher if unsure about a question relating to the originality of one's work
- Ensure cell phone is turned off and put away

**Consequences of Cheating or Plagiarizing:** The disciplinary sanctions listed below are designed to discourage dishonorable behavior. At BHS the consequences are clear and are to be implemented by all faculty members:

- Credit may not be awarded for the work
- The parent(s)/guardian(s) will be contacted by the teacher
- The incident may be referred to the BHS NHS Faculty Council to decide on possible sanctions
- The student is subject to the removal from any and all co-curricular activities and/or leadership positions therein
- The student will be subject to disciplinary consequences as contained in the school's Disciplinary Point System.
- Should the incident involve cheating or plagiarizing on the Senior English Research Paper the student may forfeit his/her opportunity to participate in the Graduation Exercises.

## Code of Conduct

The Board of Education Student Discipline/Code of Conduct Policy/Regulation (5600) can be found online by searching here: [https://www.shsd.org/b\\_o\\_e/policies\\_and\\_goals](https://www.shsd.org/b_o_e/policies_and_goals)

In every community there exists a healthy tension between the need for individual growth on the part of each member and the need for common values and standards. Not only are shared values essential to the growth of the community, but, more importantly, also to the growth of the individual. One's sense of belonging and identity stem from their eagerness and willingness to contribute to the life of the community. Shared values, some of which are expressed in rules, should and must be subject to continual reviews. However, it is essential that all members of the community be eager and willing to contribute something of themselves and their uniqueness to the community.

Our system of school conduct expectations and discipline has as its goal the development of high levels of self-discipline in the student. In an effort to eliminate inconsistencies and anxiety, the system of discipline has been based upon expected behaviors and logical consequences. The classroom teachers generally deal with unacceptable student behaviors. However, if referred to the Administration, unacceptable behaviors are dealt with in the framework of the disciplinary point system. The point

system is a guideline, but each individual case is also judged in light of numerous other factors unique to the student. Implicit in any system of discipline is communication between parents and the school, and parental reinforcement at home. Our aim is the realization on the part of the student that his/her conduct is detrimental to the student and the school community. It is hoped this realization leads to a determination on the part of the student to modify improper behavior.

Participation in school social and co-curricular activities is a privilege, not a right. Students granted the privilege of participation must assume the responsibility of good conduct and citizenship.

Therefore:

Students who experience serious and/or repetitive disciplinary infractions may forfeit the privilege of attending any and all school student activities and /or social events.

Students who experience serious and/or repetitive disciplinary infractions are subject to ineligibility and/or removal from any and all school co-curricular activities.

Students who violate codes of honor and /or ethics (i.e. lying, cheating, stealing, etc.) are subject to removal from any and all co-curricular activities and /or leadership positions.

## Detention

After-school detentions may be assigned to students by classroom teachers for minor infractions. Students also are assigned Central Detention for cutting class, for being tardy to class, or for other disciplinary infractions. Students are given 24-hour notice to make arrangements for serving the detention and for transportation. Students are excused from detention only for previously scheduled medical/dental appointments or serious family obligations. Failure to appear for detention is not only an inconvenience to the staff member conducting the detention, but is also neglect of responsibility by the student. Therefore, it results in additional detentions and possible referral to the Assistant Principal.

Central Detention is held from 2:50 - 3:35 p.m. All detentions will be considered as an obligation and must be served on the assigned day(s). Failure to serve detentions as assigned will be dealt with as follows:

- 1st failure to serve – assignment of an additional detention
- 2nd failure to serve – assignment of an additional detention

3rd failure to serve – assignment to ISAP (In-School Alternative Placement) and requirement to serve previously assigned Central Detentions.

Continued refusal to serve Central Detention after the assignment of ISAP may lead to OSS (Out of School Suspension).

## Firearms

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative alternate education program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternate education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

## Weapons

Any pupil who possesses, uses, or exchanges a weapon in violation of Somerset Hills Board of Education Policy #8467 shall be subject to stringent discipline, which may include expulsion. Any pupil who suspects or knows of the presence of a weapon in violation of the Board Policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises, school transportation, or at a school sponsored function shall be reported to the appropriate law enforcement agency.

## HARASSMENT, INTIMIDATION AND BULLYING/ DATING VIOLENCE

The Board of Education prohibits acts of harassment, intimidation, bullying, and dating violence. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying/ dating violence, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Any students who feel that they have been a target of harassment, intimidation or bullying should contact their guidance counselors, the student assistance counselor, and/or the Administration.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

## Disciplinary Point System

Every organization adopts systems and procedures designed to facilitate accomplishing the goals of the organization. The Disciplinary Point System in place at Bernards High School is intended to promote the health, safety and welfare of all individuals in the school, to support efficient and effective functioning of the teaching-learning process, to facilitate consistency and fairness and to maintain good order. Failure to adhere to the tenets of this system results in consequences such as detention, disciplinary points, ISAP, out-of-school suspension, or expulsion depending upon the relative severity of the infraction. This system has been developed and revised collaboratively at regular intervals by teachers, students, parents and administrators. Suggestions for revision may be made at any time to the Student Council or the school administration.

- Only administrators may assign points.
- Students are notified whenever points are assigned, including their total points to date. Points are cumulative throughout each school year. Academic misconduct and smoking/tobacco infractions are cumulative throughout the student's BHS career.

- Central Detention is assigned for truancy, class “cuts” and accumulations of 10 or more disciplinary points. Teachers may assign individual teacher detentions for class misconduct, but may not assign students to Central Detention.
- Parents are notified whenever 5 or more points have been assigned or have accumulated. ISAP (In-School Alternative Placement) is assigned incrementally for each accumulation of 20 points. Severe and/or recurring disciplinary infractions may result in short term or long term out-of-school suspension and/or a hearing before the Board of Education.

For those infractions listed below, depending upon the severity of the infraction, the phrase “and/or other disciplinary action” may include ISAP (In-School Alternative Placement), Out-of-School Suspension (OSS) and/or a hearing before the Board of Education with the potential for long-term or permanent removal from the school. The following consequences are guidelines that may be modified by administration depending on circumstances.

### Student Responsibilities

<u>OFFENSE</u>	<u>CONSEQUENCE</u>
*Academic Misconduct (cheating, plagiarizing, academic dishonesty):	
1 <sup>st</sup> offense	5-20 points, no credit for plagiarized work, teacher contact with parent, and/or other disciplinary action***
Subsequent offenses	10-20 points, no credit for plagiarized work, teacher contact with parent, and/or other disciplinary action***
Alcohol /drugs Refer to the Somerset Hills Board of Education policy & Regulation #5530 for alcohol/drug possession, distribution and/or use consequences	
Arson	1 – 10 day OSS or expulsion
Assault	1-10 day OSS and/or other disciplinary action***
Assault with a weapon	4 – 10 day OSS or expulsion
Computer / Computer network misuse	5-20 pts and/or other disciplinary action

Cutting class after loss of credit	5 pts and Central Detention
Damage to, or destruction of, staff or student property	5-20 points, restitution and/or other disciplinary action***
Disobedience or open defiance of OR disrespectful behavior towards faculty or staff	5-20 pts and/or other disciplinary action***
Dress code violation	5-20 pts and/or other disciplinary action***
Driving, in motor vehicle during school hours, or unsafe driving on campus	5-20 pts and possible loss of on-campus parking privilege
Extortion	10-40 pts and/or other disciplinary action***
Failure to report to Attendance Office arriving after period 1 OR failure to follow school sign out procedures:	
1 <sup>st</sup> offense	5 pts
2 <sup>nd</sup> offense	10 pts
3 <sup>rd</sup> offense	ISAP
Failure to report to assigned area / Leaving an assigned area	5 pts
Failure to report to Homeroom	5 pts
Failure to serve Central Detention:	
1 <sup>st</sup> offense	1 additional Central Detention
2 <sup>nd</sup> offense	1 additional Central Detention
3 <sup>rd</sup> offense	1 day ISAP and serve Central Detentions
Failure to serve teacher detention:	
1 <sup>st</sup> offense	1 additional teacher detention
Each subsequent offense	5 pts & 2 Central Detentions



Failure to properly cover nose and mouth with face covering (when required to prevent transmission of communicable diseases [such as COVID-19])	
1 <sup>st</sup> offense	5 pts
2 <sup>nd</sup> offense	10 pts
3 <sup>rd</sup> offense	ISAP and possible fulltime assignment to remote learning
Falsifying a fire or security alarm	1 – 10 day OSS and/or other disciplinary action***
Fighting	1-10 day OSS and/or other disciplinary action***
Food in prohibited area including classrooms	
1 <sup>st</sup> offense	5 pts
2 <sup>nd</sup> offense	10 pts
3 <sup>rd</sup> offense	Lunch Detention
Forgery	10-20 pts and/or other disciplinary action
Gambling	5-20 pts and/or other disciplinary action***
Harassment, Intimidation and Bullying / Dating Violence	10-40 pts and/or other disciplinary action***
Hazing	10-40 pts and/or other disciplinary action***
Inappropriate physical contact	10-20 points and/or other disciplinary action***
Insubordination toward a staff member	10-40 pts and/or other disciplinary action***
Leaving assigned area without permission	5 pts
Leaving campus without administrative permission	15 pts
Loitering	5 pts
Lying	5-20 pts and/or other disciplinary action*

Misconduct on school bus	5-20 pts, possible loss of bus privilege and/or other disciplinary action***
Misconduct in Central Detention	No credit & 1 additional detention
Misconduct in class	5-20 pts and/or other disciplinary action***
Misconduct in school	5-20 pts and/or other disciplinary action***
Offensive/inappropriate language or gestures	5-20 pts and/or other disciplinary action***
Ordering/requesting/accepting food delivery	
1 <sup>st</sup> offense	5 pts
2 <sup>nd</sup> offense	10 pts
3 <sup>rd</sup> offense	ISAP
Parking in unauthorized area	5 pts and loss of parking privilege
Parking in student lot without permission or student decal:	
Seniors	10 pts and loss of Senior Privileges
Juniors	Loss of eligibility to obtain on-campus parking senior year and/or 5-20 pts and/or other disciplinary action***
Possession of Firearm/ Explosive	alternate education program and/or expulsion
Prohibited item - Electronic devices may not be seen or heard in the classroom at any time unless students have explicit permission from the teacher (e.g. – headphones [including AirPods] cellphones, Smart Watches, iPods, other electronic devices, etc.):	
1 <sup>st</sup> offense	10 pts & confiscation
2 <sup>nd</sup> offense	10 pts, confiscation, parents pick-up, & 1 day ISAP

Each subsequent offense	10 pts, confiscation, parents pick-up, & 1 day ISAP
Possession of Weapon (other than Firearm/ Explosive)	1 – 10 day OSS and/ or other disciplinary action***
Prohibited and/or unassigned area	5-10 pts and/or other disciplinary action***
Propping Open Doors	1st Offense – 5 points 2nd Offense – 10 points Each Subsequent Offense - ISAP
Provoking a Fight	10-20 pts and/or other disciplinary action***
Smoking/Vaping/Tobacco (possession/trafficking/use) (Students who are found to be in possession of a vaping device will be subject to BOE Policy/Regulation #5530 - Substance Abuse and the vaping device will be confiscated and turned over to the Bernardsville Police):	
1 <sup>st</sup> offense	1 day of ISAP, referral to Student Assistance Counselor & treatment program
2 <sup>nd</sup> offense	2 days of ISAP & referral to Student Assistance Counselor & treatment program
Each subsequent offense	1 day of OSS, referral to Student Assistance Counselor & treatment program & parent conference prior to readmission to school
Snowballs (throwing and/ or possession)	5-10 pts
Tardy to Class (students start a “clean slate” each marking period):	
1 <sup>st</sup> tardy to class	reminder, teacher contact with student
2 <sup>nd</sup> tardy to class	reminder, teacher assigned detention
3 <sup>rd</sup> tardy to class	teacher contact with parent

4 <sup>th</sup> tardy to class	Central Detention and teacher contact with parent
5 <sup>th</sup> tardy to class	Central Detention & 5 points
6 <sup>th</sup> tardy to class	assigned to ISAP
Tardy to class after loss of credit:	
1 <sup>st</sup> offense	warning
Each subsequent offense	1 pt, 2 pts, 3 pts, 4 pts, etc.
Tardy to Homeroom or Study Hall:	
1 <sup>st</sup> offense	Warning
Each subsequent offense	1 pt, 2 pts, 3 pts, 4 pts, etc.
Terroristic threat	1 – 10 day OSS and/or other disciplinary action***
Theft	5-40 pts, restitution and/or other disciplinary action***
Threatening to assault	10-40 pts and/or other disciplinary action***
Throwing food and/or objects	5-40 pts, restitution and/or other disciplinary action***
Unauthorized or inappropriate use of electronic device for any purpose including, but not limited to, recording/posting/sharing	10-20 points and/or other disciplinary action
Vandalism (including graffiti)	5-40 pts, restitution and/or other disciplinary action***
Wrongful Entry	10-20 pts and/or other disciplinary action***

\*Students committing academic misconduct are also subject to academic consequences as described under “Cheating and Plagiarizing” in the Bernards High School Parent-Student Handbook

\*\*Students and parents are advised to read BOE Policies/Regulations #5530 Substance Abuse and #5531 Student Random Drug Testing, which are both available on the district website: shsd.org

\*\*\*Includes Central Detention, In-School-Alternate-Placement (1-2 days), Out-of-School Suspension (1 –10 days), and Expulsion. Please note: Unlisted unacceptable behaviors are assigned points and/or other disciplinary consequences by the school administration in accordance with the severity of the infraction.

## Every Student’s Right of Privacy in Search and Seizure

Teachers and building administrators are charged with the responsibility of maintaining order and discipline in the schools of our district and in the drug free school zone and safeguarding the safety and well being of the pupils in their care.

In the discharge of that responsibility, the Principal and/or his/her designee, may search the person or property of a pupil, with or without the pupil’s consent, whenever there are reasonable grounds to suspect that the search will turn up evidence of a violation of law or of school rules or there is evidence of possible endangerment to the safety of other pupils.

School authorities expressly retain the right to conduct searches of lockers, desks, or other property, including property owned by the students and **brought on to school grounds and in the drug free school zone**. Pursuant to N.J.S.A. 18A:36-19.2, lockers and other storage facilities may be inspected by school officials so long as students are informed in writing at the beginning of each school year that inspection may occur.

There are two types of searches, individual searches and suspicionless searches. These searches have different criteria and are defined by the Attorney General’s Office as follows:

**Individual Searches** - The terms “individualized searches” or “suspicion-based searches” refer to searches based on a suspicion that a particular, identified student has committed an offense or has violated school rules, and that the evidence of the offense or infraction would be found in a specific location, such as the suspect’s handbag or knapsack or in the locker assigned to that particular student.

**Suspicionless Search** - The term “sweep search,” “suspicionless search,” “generalized search,” “administrative searches,” and “inspection program” refers to searches of lockers or student possessions that are not limited to a single or specific location and that are not based on a particularized suspicion that the specific, identified student has committed an offense or infraction of the school rules, or that evidence of any such offense or infraction would be found in a particular location associated with the student who is suspected of wrongdoing. Rather, a sweep search involves subjecting all or some number of lockers or other places to opening and inspection, pursuant to a neutral plan (e.g. by random selection), based upon a generalized belief that drugs, weapons, or other contraband are being routinely brought on to school property by an unspecified number of students whose exact identities are unknown.

Suspicionless searches can also include the act of subjecting the exterior surface or air surrounding unopened lockers, or other objects containing student possessions, to examination by a drug or weapons detection canine, even though, technically, the examination by a scent dog of the outside of a locker or other container does not constitute a search under the Fourth Amendment, because the dog cannot reveal anything private about the contents of the locker or container. Of course, the ensuing act of opening that locker in response to a dog’s alert constitutes an “individualized” search as described above. Suspicionless searches may be conducted through the use of canine dogs, metal detectors, locker inspections, and point of entry/exit inspections. The school district may also use canine dogs for lockers or to supervise vehicles in the school parking lot. With respect to all searches, New Jersey law prohibits strip searches under any circumstances. **N.J.S.A.18A:37-6.1.**

The Principal or her/his designee, shall be responsible for the prompt recording, in writing, of each pupil search, including the reasons for the search or seizure, information received that established the need for search or seizure, the persons present when the search was conducted, any substances or objects found, and the disposition of them. The Principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a pupil. Additionally, the Board acknowledges the need for in-school storage of pupils’ possessions and shall provide storage places such as lockers for that purpose. Where lockers are provided for such storage, pupils may lock items against incursion by other pupils. Students may use only school provided locks.

In no storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by the Principal or his/her designee. Periodic general inspection of lockers may be conducted by school authorities.

Reference: N.J.S.A. 18A:36-19.2 2000/2001  
N.J.S.A. 18A:37-6.1 Adopted 6/3/96

## Expectations for Student Behavior

Teachers, students, parents, and administrators have developed the following guidelines for expected student behavior. The guidelines are sufficiently broad to permit students to express themselves as individuals, yet allow for the orderly and purposeful functioning of the school. They direct students toward the goal of developing into self-disciplined young adults:

We expect students to:

- respect the rights and property of others
- accept responsibility for their own behavior and accept the consequences of the decisions they make
- work toward the development of their potential by meeting classroom and co-curricular expectations
- help keep the school environment healthy and safe
- be honest with themselves and others

The following are specific student standards for designated areas and circumstances

### Lunch:

- All students must go to assigned lunch period to avoid overcrowding.
- Eat food in cafeteria or designated areas.
- Clean up lunch table when finished.

### Assemblies:

- Students must sit with their homeroom during assembly program.
- Respect must be given to those in the program.
- Only applause should be used to show appreciation.

### Hallways:

- Any student not involved with a legitimate after-school activity, (athletic events, play rehearsal, clubs, etc) should be out of the building by 3:00 p.m.
- Public displays of affection are inappropriate in a school setting.

**Field Trips:**

Since field trips are extensions of the classroom approved by the Board of Education, all school rules apply on all field trips. Any student who experience infractions on a field trip will be subject to disciplinary action by the school and loss of the privilege of attending future field trips. Absences from classes due to participation in a school-sponsored field trip shall not count toward loss of credit under the school Attendance Policy.

Surveillance cameras are utilized to monitor and record activity within the building and outside the building on the school campus. Surveillance cameras may be utilized in any public areas where there is no expectation of privacy.

**Guidelines for Dances**

Dances are recognized in the total educational offering of Bernards High School. They are sponsored by the Student Council or classes, and all school rules are in effect during school dances. Normally dances will be held from 7:00 p.m. - 10:00 p.m. in the school cafeteria. Parents are requested to pick up their child within fifteen minutes of the end of the event. High School dances are for BHS 9th grade through 12th grade students only, and Junior and Senior Proms may be attended by those designated by the Administration. If guests are allowed by the BHS administration, they must obtain prior permission to attend. Guests may be sponsored by a student planning to attend the dance, and the student must register the guest with the Assistant Principal during the week of the dance. On the evening of the dance the student must accompany the guest and identify him/her to door monitors. A guest will abide by the same regulations imposed on students and will be asked to leave the school grounds at once if his/her conduct becomes unacceptable.

Any person leaving the dance early will not be readmitted; any person asked to leave the dance for misconduct will forfeit his/her admission fee. Students will be admitted only during the first hour of the dance.

Mode of dress is that which is acceptable during the school day. Special occasion dress (costume, semi-formal, formal) notification will be distributed or announced well before the occasion.

**Hazing**

Hazing is considered an act of harassment by an individual or group upon an individual or group in the form of banter, ridicule, criticism, by exacting unnecessary work, or by demanding participation in a disagreeable/unpleasant activity for the



purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and co-curricular programs.

Under no circumstances will hazing, in any form, be tolerated within the scope of the athletic and co-curricular programs sponsored by the Somerset Hills School District. Students participating in hazing practices will be subject to disciplinary action at the discretion of the Principal or designee who will determine the level and severity of the disciplinary action to be taken. This could include In School Alternative Program, Out-of-School Suspension, removal from a team or club, and/or a hearing before the Principal and/or the Superintendent.

## Leaving the Grounds

Students are not permitted to leave the school grounds without prior permission from the Administration or the Nurse.

## Open Campus

Seniors may obtain an open-campus privilege. This privilege must be obtained through the principal's office by completing the necessary paperwork. Students must adhere to all rules as agreed to on the open-campus form and completely fill out all areas of information. Any student that does not adhere to these rules will have their privilege revoked.

Senior students may also request late arrival or early dismissal if they have a study hall. Students with permission to arrive late must be at school no later than 8:43am. Students with permission to leave school early may leave no earlier than 1:39pm. Any student who does not adhere to these rules will have their privilege revoked.

Any senior students with a question about open-campus privilege should contact the principal's office.

## Student Parking

On campus parking spots for senior students will be determined by lottery. In order to be entered into the lottery, applications must be submitted to the Main Office on or before the last day of school. The cost for parking in the student lot is \$50 for a ½ year (5 months) and \$100 for a full school year (10 months). Students who are selected by lottery to receive a parking spot will be notified over the summer and will be required to make payment prior to the first day of school. Parking decals will be distributed to students on the first day of school. Any student found parking in the student lot without a parking decal will be subject to disciplinary actions as determined by the school disciplinary point system.

## Prohibited Items

School is a place of business - the business of learning. All student attention during school hours should be focused solely on the goal of the school student learning. Items such as skateboards, laser pointers, water guns, water balloons and other entertainment devices or “toys” tend to divert student attention from the purpose of the school.

Therefore, these items (and all other similar distractions) are not permitted on school grounds. If found, such items will be confiscated until the end of the school year, and school disciplinary action may result.

## School Dress

There are three requirements for school dress at Bernards: dress must be appropriate for the school setting; no dress may be unsafe to the wearer or to others, or be likely to cause damage to property; and, no dress may be disruptive to an orderly teaching/learning process.

The following do not meet these standards and are, therefore, considered inappropriate school attire: articles of clothing which have indecent, suggestive, hateful, biased or offensive writings, pictures, or slogans; articles of clothing that have references to drugs or alcohol; articles of clothing that are extremely revealing; exposed undergarments; bare feet; non-prescription sunglasses; beachwear. Students may wear hats or bandanas outside the classroom, but may only wear hats or bandanas in the classroom w/teacher's permission.

For special functions, such as dances, field trips, special theme days, etc., students are to conform to the type of dress deemed appropriate by the sponsoring group and approved by the Administration. “See Board of Education Policy 5511 “Dress and Grooming” for further information about the school dress code.”

## Vacations/Activities

It is the philosophy at Bernards High School to attempt to avoid conflicts in the scheduling of school activities with family vacations during school vacations. In some cases, however, conflicts are unavoidable. It is the intent of this policy to provide a basis for resolving these conflicts.

It may be necessary to require students in certain activities to attend practices, games, rehearsals, or performances during a school vacation in order to meet the school or group responsibilities in this area. If a family vacation conflicts with this activity during a school vacation period, the student missing the activity will not be dismissed from the group/team. However, the advisor/coach may put reasonable conditions on the return of the student to the activity.

The advisor/coach should inform all participants of the requirements for each activity prior to commencement of the activity. If a student is to miss any part of an activity, this fact should be communicated to the advisor/coach at least two weeks in advance of the vacation period.

If there is a conflict with two school activities involving the same student, a suitable compromise will be worked out by the student with the help of the advisors/coaches. The final choice will rest with the student, and he/she will not be excluded from any activity because of the choice.

It should be remembered that one of the prime objectives of the school is to teach responsibility in meeting commitments. In order to know the commitments prior to taking part in the activity, all advisors/coaches should state the requirements in writing prior to the activity.

## **Student Support Services Community Services Available to BHS Families**

### **Adolescent Services**

(973) 971-5199

### **Adolescent Services**

Richard Hall Community Mental Health Center

(908) 725-2800

### **Al Anon – Alateen Information**

(973) 744-8686

### **Crisis Intervention Hotline**

Morristown Memorial Hospital/Atlantic Behavioral Health

(973) 540-0100

### **Family Crisis Intervention Unit Somerset County**

(908) 704-6330

(908) 526-4100 After Hours Crisis

### **Psychiatric Emergency Services**

Somerset County Psychiatric

(908) 526-4100

### **Rape Crisis Hotline**

Somerset Medical Center

(908) 526-7444

### **Empower Somerset (formerly Somerset Council on Alcoholism)**

(908) 722-4900

### **Somerset County Social Services**

(908) 526-8800

### **Visiting Nurses Association of Somerset Hills**

(908) 766-0180

## Home Instruction

Home Instruction is designed to provide uninterrupted education for students unable to attend their regular classes because of temporary illness, disability or administrative action. The Board of Education will provide away-from-school instruction when the student is confined to the home or another out-of school setting due to a temporary or chronic health condition. Parent shall submit request for home instruction to the school nurse that includes a written diagnosis from the student's treating physician documenting the projected need for confinement at the student's residence or other treatment setting for 10 consecutive school days or 15 cumulative school days or more during the school year. Once this request is approved by school physician, who may contact the student's physician to secure additional information concerning the student's diagnosis or need for treatment and will either verify the need for or deny the need for home instruction. The school district shall notify parent concerning school physician's verification or reasons for denial within five (5) school days after receipt of the written determination by the student's physician. Instruction will be provided within five (5) school days after receipt of school physician's approval.

A parent or appropriate adult authority must be home during the instruction. The school shall provide instruction for the number of days and length of time sufficient to continue the student's academic progress and dependent upon the student's ability to participate. When the provision of home instruction exceeds 60 calendar days, the school physician shall refer the student to the child study team for evaluation.

A student receiving Home Instruction is not considered absent from school. In the event that a student requires Home Instruction, the parent should take the following steps: Inform the student's Guidance Counselor of the situation and apply for a "Request for Home Instruction" form. Have the attending physician forward to the School Nurse a medical statement containing the diagnosis, the anticipated length of absence, and the earliest date for initiation of Home Instruction. The student's Guidance Counselor will work to secure available tutors. The tutors will provide weekly reports and grades to the student's teachers.

## Guidance Program

Students are assigned a Guidance Counselor for the duration of their high school career. The school counseling program is designed to help all students develop their educational, social, career and personal strengths and to become responsible, productive citizens. High school students face a developmental

stage filled with unique challenges. School counselors organize programs and provide counseling interventions with students one-to-one and in groups, and provide on-going monitoring of individual student plans to help meet their changing needs.

Each student is assigned alphabetically to a counselor. A close professional relationship is established between counselor and student based on caring, confidentiality, and mutual respect. Student progress conferences are scheduled each marking period on an as-needed basis; however, students or their parents are encouraged to schedule an appointment whenever needed.

The counseling and guidance program is an integral part of the total school program and is organized into four components: counseling, consultation, guidance curriculum, and school enhancement. Activities promote competence and success on interdependent levels: student, family, school, and community, and are based on collaboration among the student, parents, and teachers with the counselor as the crucial link.

## SPECIAL GUIDANCE SERVICES

### Registering as a New Student

New students register in guidance, where they are assigned a school counselor who will assist the student, complete all forms, select an appropriate schedule, and assign a homeroom. The guidance department will send for all required records.

### Transferring to Another School

Parents transferring their children from BHS to another school are requested to notify guidance well in advance so that necessary student records may be compiled and forwarded to the new school. All school obligations must be cleared before any records are forwarded.

Request for withdrawal from school forms originate in guidance. Students under 18 years of age must present a letter from their parent or guardian in order to initiate the process.

A withdrawal form is issued to the student and notice is given to his/her guidance counselor.

The teacher's initials on the withdrawal form indicate that all obligations have been met in that class.

Homeroom teacher checks the locker assigned to the student for any books or other school items that may not have been returned when the student withdrew from school.

## Requesting Homework During Short Term Illness

If a student is absent for more than 3 days, the parent or the student may contact guidance to request homework assignments. Teachers will be notified of the request and parents or a friend may obtain the assignments in guidance. A 24-hour period is requested to provide adequate time for collection of assignments.

## Obtaining Working Papers

Students ages 14 and up are able to complete working papers online. Employers hiring teenagers must register online to receive a unique 8-digit code and share that code with every minor they intend to hire. The potential hire can then visit the website to create an account and start their working papers application, entering the employer's unique code. Caregivers must review the details of the job and provide proof of the minor's age. The NJ Department of Labor will notify the business once the application is approved. Additional information about this process can be found here: <https://nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml>

## Securing Private Tutoring

Guidance serves as an information function only regarding private tutoring. Guidance maintains a file of teachers interested in tutoring students on a private basis. It is the responsibility of the student and parent to pursue and make all private tutoring arrangements, including tutor qualifications, subject matter, hours, and fees. Student members of the National Honor Society and Peer Tutors also are available to tutor fellow students. Request forms are available in guidance.

## Special Help Programs

All school personnel and several outside sources are ready to help any child who might experience a problem. The following are suggested in case of need:

- School Counselor
- School Nurse
- School Psychologist
- Student Assistance Counselor

## Student Assistance Counselor

A certified Student Assistance Counselor is available on-site to confer with any student who seeks assistance. Staff members may recommend directly to the counselor that a student be "seen."

## School Psychologist

A certified School Psychologist is available on-site for counseling to assist students.

## Special Services – Section 504 Individual Accommodation Plans

The Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a non-discrimination statute enacted by the United States Congress. The purpose of the act is to prohibit discrimination and to assure that disabled students have the educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has had a record, or is regarded as having a physical or mental impairment which substantially limits a major life activity. Major life activities include self-care, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning.

An Individual Accommodation Plan may be created for eligible students. Parents, teachers, counselors, and administrators may refer a student to the 504 Committee for evaluation. For further information, please contact your child’s guidance counselor.

## Intervention & Referral Services (I&RS)

NJAC 6A identifies Intervention and Referral Services (I&RS) as a coordinated system for planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who are having difficulties in addressing students’ learning, behavior or health needs in a general education setting. The multidisciplinary team includes: counselor(s), nurse, CST member, teacher(s), parent(s), and student working in collaboration to establish an action plan to guide a healthy and successful academic and social pathway for the student. Teachers and parents are encouraged to make referrals to the student’s counselor.

## Special Services – Child Study Team

The primary function of the Child Study Team (CST) is to serve the educationally handicapped student through identification, evaluation, and program placement. This function is carried out in close consultation with the parents and the school staff. The CST also is available to students, teachers, parents, counselors, and administrators on both a formal and informal basis to discuss particular areas of concern and to suggest possible action to be taken. The varied backgrounds of the CST members make it possible to consult on academic, behavioral, emotional, and social concerns.

Parents, teachers, counselors, and administrators may refer a student to the CST. Parents who have reason to suspect that their child has a disability should request a consultation with the CST. Teachers and administrators who believe that a student may have

a learning disability should consult with the student's guidance counselor. Should the CST determine there exists a need for a comprehensive evaluation, an evaluation plan is developed and parental consent for the evaluation is obtained. After the evaluation is completed, a conference is held with the parents and the student to review test results and to recommend a plan of action for parents to discuss and consider. All discussions and materials are held in the strictest confidence. For further information contact the Office of Special Services at 908-630-3013.

**T A B L E S**

**TABLE #1**

**Bernards High School Personnel Administration**

Dr. Scott Neigel . . . . .	Principal
Mr. Michael Hoppe . . . . .	Athletic Director/Assistant Principal
Dr. Michael Corbett . . . . .	Assistant Principal

**TABLE #2**

**Direct Telephone Numbers**

Main Office . . . . .	630-3000
Attendance Office. . . . .	630-3004
Nurse . . . . .	630-3005
Student Assistance Counselor. . . . .	630-3006
Guidance Department . . . . .	630-3003
Assistant Principal/Athletic Director . . . . .	630-3002
Principal. . . . .	630-3001
Assistant Principal . . . . .	630-3000

**TABLE #3**

**Board Office Personnel**

**Central Administration**

Dr. Brian Brotschul. . . . .	Superintendent of Schools
Ms. Jinnee DeMarco . . . . .	Business Administrator/Board Secretary
Dr. Coleen Butler . . . . .	Assistant Superintendent of Schools
Mr. Doug Lucas . . . . .	Director of Facilities
Ms. Jamie Koransky . . . . .	Supervisor of Student Services
Mr. Jeremy Schwarz . . . . .	Information Technology Manager
Dr. Olga Edgerton . . . . .	Supervisor of Math, Science, & Technology K-12
Dr. Jaime Walker . . . . .	Director of Guidance K-12
Mr. Michael Catelli . . . . .	Supervisor of Social Studies, World Languages, and ESL K-12
Ms. Lindsay Barna . . . . .	Supervisor of English Language Arts K-12 and Visual and Performing Arts



<b>Class</b>	<b>Course</b>	<b>Block</b>	<b>Times</b>	<b>Day A</b>	<b>Day B</b>	<b>Day C</b>	<b>Day D</b>
1		Block 1	7:45-8:41	1 -	2 -	3 -	4 -
2		Block 2	8:45-9:41	2 -	3 -	4 -	1 -
3		Block 3	9:45-10:41	3 -	4 -	1 -	2 -
4		Lunch 1	10:45-11:11				
5		Lunch 2	11:15-11:41				
6		Block 4	11:45-12:41	5 -	6 -	7 -	8 -
7		Block 5	12:45-1:41	6 -	7 -	8 -	5 -
8		Block 6	1:45-2:41	7 -	8 -	5 -	6 -

Block 3 Lab: 9:45 - 11:11

Block 4 Lab: 11:15 - 12:41

Blocks 1 - 6: 56 minutes

Lunch: 56 minutes

## Modified Daily High School Bell Schedules

### Early Dismissal A or B or C or D (No Lunch and No Lab)

<u>Block</u>	<u>Start Time</u>	<u>End Time</u>	<u>Length</u>
1	7:45 AM	8:27 AM	0:42
2	8:31 AM	9:13 AM	0:42
3	9:17 AM	9:59 AM	0:42
4	10:03 AM	10:45 AM	0:42
5	10:49 AM	11:30 AM	0:41
6	11:34 AM	12:15 PM	0:41

### Delayed Opening A or B or C or D

<u>Block</u>	<u>Start Time</u>	<u>End Time</u>	<u>Length</u>
1	9:45 AM	10:22 AM	0:37
2	10:26 AM	11:03 AM	0:37
3	11:07 AM	11:44 AM	0:37
Lunch 1	11:48 AM	12:11 PM	0:20
Lunch 2	12:15 PM	12:38 PM	0:20
4	12:42 PM	1:19 PM	0:37
5	1:23 PM	2:00 PM	0:37
6	2:04 PM	2:41 PM	0:37

### All Classes Meet (No Labs)

<u>Block</u>	<u>Start Time</u>	<u>End Time</u>	<u>Length</u>
1	7:45 AM	8:27 AM	0:42
2	8:31 AM	9:13 AM	0:42
3	9:17 AM	9:59 AM	0:42
4	10:03 AM	10:45 AM	0:42
Lunch	10:49 AM	11:37 AM	0:48
5	11:41 AM	12:23 PM	0:42
6	12:27 PM	1:09 PM	0:42
7	1:13 PM	1:55 PM	0:42
8	1:59 PM	2:41 PM	0:42

