

BAYONNE HIGH SCHOOL

***667 Avenue A
Bayonne, NJ 07002-3716***



STUDENT HANDBOOK

2022-2023

***RICHARD J. BACCARELLA
PRINCIPAL***

FORWARD

To the Students of Bayonne High School


The purpose of this handbook is to inform students of the activities, expectations, procedures and regulations of Bayonne High School. Students are encouraged to read it and keep it handy for reference. It is the students' and parents' or guardians' responsibility to keep abreast of any changes or additions to existing policies. The administration and staff at Bayonne High School will keep both parents or guardians and students informed of these procedural or policy variations. Not all regulations/policies are listed in this handbook and situations that arise that are not covered within will be dealt with on a case-by-case basis.

A school, as a social institution, needs rules and regulations in order to provide for and protect the welfare of students, teachers and the community. On the following pages, students will find policies and behavioral guidelines which we expect to be followed in order to make attending our school a safe, orderly and pleasant experience. Some rules are based on state law, others on the knowledge and experience of the Board of Education, and most importantly, others are based on the Student Council's constitution and in consultation with various student leaders.

Many students who assumed great responsibilities in connection with school functions have left us through graduation. The tasks they undertook now must be assumed by students presently enrolled in Bayonne High School. Students are to use their initiative to find out where they can be of greatest service to their school, and apply their energies in that direction.

A student's high school experience should be both enjoyable and educationally profitable. Make it an experience that will be well remembered along with friendships that will last a lifetime.

Sincerely yours:



Richard J. Baccarella
Principal

MISSION STATEMENT

“Our mission is to provide students with quality educational programs, and a safe and supportive learning environment, enabling them to maximize their potential and become healthy, happy, productive and fulfilled citizens.”

BAYONNE BOARD OF EDUCATION
BAYONNE, NEW JERSEY

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Assistant Superintendent for Personnel

Dennis Degnan, Ed.D.
Assistant Superintendent for Curriculum and Instruction

Jennifer Vecchiarelli
Assistant Superintendent for Special Services

Daniel Castles
School Business Administrator

Thomas Fogu
Assistant Business Administrator

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PRINCIPAL
Richard Baccarella
Phone: 201.858.5900

ASSISTANT PRINCIPALS and DEANS OF DISCIPLINE

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Lyndia Hayes, AP	House 2 Office 201-858-5891
Eric Ryan, AP	House 3 Office 201-858-5893
John Calcaterra	House 4 Office 201-858-5895
John Rickard, AP	House 5 office 201-858-5897
Monique Bullock	House 6 office 201-437-5095
<i>Edith Westpy, Dean BHS</i>	Office 201-858-6294

DIRECTORS/ADMINISTRATORS

Athletic Director	Dr. Michael Pierson-201.858.5566
Art/Music/Business	Mr. Timothy Craig-5883
English	Ms. Nancy Ruane-243-1116
World Languages & E.S.L	Mrs. Monica Flynn-5919
Health//Vocational/Nurses/PE	Mr. Thomas Jacobson-5914
Home Instruction	Mrs. Debra Whitney-243-2473
Instructional Technology	Ms. Karee McAndrew-1736
Mathematics	Mrs. Dawn McGinnis-Aiello-5920
Science	Mrs. Tara Degnan-5593
Social Studies	Mr. Daniel Ward-5918
Supervisor Special Services	Ms. Kim DeMedici-5870
Asst. Supervisor Special Services (Secondary)	Mr. Joseph Hayes -5865
Asst. Supervisor Special Services (Elementary)	Mr. Mark Steinman-5270
Student Asst. School Based Program/Teen Center	Mrs. Patricia Smith-7885
Student Personnel Service	Ms. Renae Bush-5906

BAYONNE HIGH SCHOOL ALMA MATER

Words and Music by
HELEN MARJORIE WAKEFIELD HOBACK
Director of Music, Bayonne High School
1919 - 1957

First Stanza

A sentinel viewed by the setting sun,
Our dear, old Bayonne High School stands.
From morn's early light 'till the day is done,
She guards and guides her strong, young bands.

Refrain:

Oh, Bayonne, we'll strive for thy glory;
To our Alma Mater we'll be true.
With the Garnet and White waving o'er thee,
Bayonne High, we pledge our faith a-new.

Second Stanza

Our bright, happy school days we'll not forget
When far afield the future calls.
Let's cherish them fondly while we are yet
Within old Bayonne's hallowed walls.

Repeat the Refrain

School Colors: Garnet and White
School Motto: Faith, Honor, Determination

BAYONNE HIGH SCHOOL MARCHING SONG

Tune - "Spirit of Independence" - Holzman

Bayonne goes marching down the line;
Everyone is feeling mighty fine;
And when our foemen feel
The measure of our steel,
They'll know why we're here to do or die.
In debate or on the old gym floor,
Our defenders need for nothing more
Than to see us here
And hear us sing and cheer
For old Bayonne.
A thousand strong we march along,
Singing our valiant marching song!
A mighty throng against the wrong,
In our valiant marching song!
One for all - at the call,
Swinging down the line - Rah

(Repeat first stanza)

Words written under the direction of John L. Foley, English Teacher, Bayonne High School, 1914

CHAPTER I PHILOSOPHY

1. Affirmative Action

It is the policy of Bayonne City School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, Section 504 of The Rehabilitation Act of 1973 and N.J.A.C. 6:4 – 1.1 et.seq.

The Board of Education has adopted an Affirmation Action Plan for Personnel and Contracts, an Affirmative Action Plan for School and Classroom Practices and a 504 Transition Plan. The Plans are on file with:

- 1) Kenneth Kopacz, Affirmative Action Officer for Personnel,
- 2) Office of the Assistant Superintendent of Schools, Administration Building, 669 Avenue A , Bayonne, N.J. (858-5847);
- 3) Thomas Fogu, Agency Compliance Officer, Office of the School Business Administrator, Administration Building- 669 Avenue A, Bayonne, N.J., (858-5560)

2. Function of Secondary Education

The function of the secondary school is to interest pupils in fact and ideas, to guide developing minds to think and to make correct judgments on the basis of their own knowledge, to discipline students to live on the basis of their own knowledge, to discipline themselves to live ethically, to make proper adjustments within the ever-changing social order, and to cooperate with their fellow-man for the common good.

3. Objectives of Bayonne High School

- a. To instill an appreciation for the ideals of our American Democratic society and its relation to the whole country.
- b. To provide the basic skills for obtaining information, solving problems, thinking critically, and communicating effectively.
- c. To develop a depth of understanding for worldwide values, social characteristics, and cultural morals.
- d. To appreciate and improve the family unit and its role in our community.
- e. To provide a broad, varied, and flexible extracurricular program which encourages social, cultural, and physical growth.
- f. To encourage interest in activities that will enable students to enjoy leisure time in a way that will benefit their best interests and those of society.
- g. To provide curricula which will afford the opportunity to reach and understand one's own potentials and limitations as well as worth and abilities.
- h. To teach the importance of personal hygiene and public health - both physical and mental.
- i. To recognize the importance of the dignity of work and to provide the skills required for entry into our society as a responsible worker and consumer.
- j. To impart the skills necessary for a lifetime of continuous learning and adaptation to change.
- k. To develop a strong sense of respect for oneself, family, fellow students and staff.

4. Philosophy of Bayonne High School

The philosophy of Bayonne High School stems from a belief in the dignity of human beings, the need for personal fulfillment, and the acceptance of one's responsibility as a member of a democratic society.

The central support and nurturing of these concepts rests ultimately with the family; yet, their enrichment and full growth can be encouraged in many settings. Primary among these settings is the school. The school's many components strive diligently to realize the school's philosophy.

The teacher, well qualified in a subject area, stimulates students' interest in the subject matter, motivates them to achieve to the best of their ability, promotes high quality thought, and positively enhances self-image. In addition, the teacher encourages open lines of communication among students, parents and others, and enriches the total learning experience. The administration commands authority and supports the efforts necessary to produce desired goals.

The students become involved in the high school's educational process, and this important involvement allows for the presentation and exchange of ideas. This process encourages students to value their dignity as human beings and to respect the individual ethnic, physical, and social differences of others. This concept of dignity supports students' understanding and appreciation of the ideals of our democratic ways of life. As members of a world community, they also receive exposure to cultures, beliefs, and ways of life different from their own. They evaluate and accept their responsibilities as members of a family, a community, a state, a nation, and a world, thus helping to develop moral and ethical values in our pluralistic society.

An array of programs is offered for the personal fulfillment of the students. The mastery of certain fundamental facts or ideas which have proven useful during the course of time is essential for the fulfillment of the "basics" concept so important in today's educational thinking. The students' education requires a mastery of this very basic data in all disciplines useful to modern society. To thrive in the highly technological 21st century, this process must come to grips with change, debate, and argument, and must encourage an open willingness to listen to others, to react imaginatively and creatively. Thus, students are encouraged to develop their intellect to capacity, to think critically, to evaluate, to utilize information and to recognize and solve problems.

5. Sexual Harassment Policy

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report to the Affirmative Action Officer any incident of sexual harassment.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No 5600.

6. Family Educational Rights and Privacy Act (FERPA)

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 of 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 of eligible students believes are inaccurate.

Parents of eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate official), clearly identify the part of the record as requested by the parent or eligible student, the school will notify the parent of the 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. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent of student of the records request unless it states in its annual notification that it intends to forward records on request.)

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 20202-4605

7. Dissection Opt-Out Law

The Department of Education would like to make you aware of recent legislation allowing public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt

out” of these activities.

Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

CHAPTER II PROCEDURES

1. Abbreviated School Day

a. Conditions

i. Students enrolled in the diversified curriculum may have their schedules modified to report to school in the morning or afternoon. No credit will be issued for related work in this area.

ii. Early Release is a program for seniors who, with parental approval and at the discretion of the principal, permits the students to leave one, two or three periods earlier at the end of the day for work if his/her schedule permits and adjustments can be made without causing any negative schedule impact on class size. The student and his/her family should be able to demonstrate financial need for this type of arrangement to be approved as well as provide employer documentation.

b. Verification

i. Students requesting early release must provide proof of their morning/afternoon activity by submitting a letter of verification along with their application to the Vice Principal. After approval is given, the students will be required to have their supervisor/parent/guardian sign a form verifying their activity on a monthly basis. This form is to be returned to the student's House Office. If the form is not returned, this privilege will be revoked and the student will return to school.

- Student initiates the request and the counselor provides the student with a copy of the form. Explanation of procedures and advisability are discussed with the student.
- Student completes forms and obtains written parental approval.
- Student returns a copy to the counselor for his/her review.
- Counselor checks completeness of form, indicates any adjustments to be made, dates the form and forwards the copy to the Vice Principal.
- Principal reviews form, signifies his/her approval or disapproval and returns the copy to the counselor for implementation or further counseling.
- Counselor implements the schedule change, notes implementation and date in the upper right corner, gives one copy to the Guidance Secretary, two copies to the House Office and mails one copy to the parents/guardians.
- House Office sends one copy to the Main Office and the Attendance/Security Office.

2. Assemblies

Assemblies are an important part of the total school program. They are presented by various individuals and groups for the education and entertainment of all students. Students must sit in their assigned areas. It is expected that the rules of good conduct will prevail at all times during the presentation of assembly programs. Objectionable noises are not considered to be in good taste. Violators will be removed by the teacher or Vice-Principal in charge and dealt with accordingly.

The Student Council assists with the assembly programs. Any suggestions pertaining to the

assemblies should be made to a member of the Student Council. Freshman orientation assemblies will be held at the beginning of each school year.

SEE APPENDIX PAGES FOR ASSEMBLY PROTOCOL AND SEATING

3. Attendance

The Bayonne Board of Education provides a full educational program for each student in the district. The Board directs that each student enrolled shall attend the entirety of each day's program at his/her grade level in order to:

- *Receive the benefits of the entire educational program.

- *Minimize disturbances of the classroom routine caused by entering or leaving at non-standard times.

- *Avoid needless repetition of subject matter by teachers.

A. Policy

REQUIRED ATTENDANCE: Students may not exceed 10 absences in one school year.

WARNING PROCEDURES: Written warning notices will be sent to the parent/guardian/student on the 4th, 8th, and 10th days of absence. The Attendance Committee reviews the records of students with absences in excess of 10 days. Written notification of the Attendance Committee's decision will be sent to the parent/guardian/student and guidance counselor.

B. Student/Parent/Guardian Responsibilities

1) Absence/Personal Illness

Parent or guardian should call their child's V.P. or secretary to report each and every absence. Immediately upon return to school a note from the parent/guardian or medical documentation must be presented to the homeroom teacher. Note should reveal student's name, homeroom, date(s) absent, reason for absence and parent/guardian or physician's signature. Authenticity of these notes can be challenged by your teacher, V.P., medical department or attendance committee. After an absence of three or more consecutive school days because of personal illness, students are required to report to the Health Office to be screened by the nurse. They should report with a pass from their homeroom teacher and a note from their parent or guardian explaining their absence.

Upon returning to school, students who have been absent for personal illness for five consecutive school days or more, are required to present a doctor's certificate to the nurse.

All doctor's certificates should note when seen by the doctor, state a diagnosis, a date to return to school, and be signed by the physician. The homeroom teacher will give the student a health pass stating the number of consecutive days absent. If the student returns without a doctor's certificate, after an absence of 5 days, the homeroom teacher will send the student to the respective Vice Principal. If the absence was due to personal illness, the student will be excluded from school until a doctor's certificate is filed in the student's cumulative health record in the school health office.

2) Warning Notice

Upon receipt of 4, 8, and 10-day notices, parent/guardian should contact the appropriate Vice Principal. The 10 day notice is an URGENT notice advising that the next absence violates the attendance policy.

Following the 11th absence, a student's attendance will be reviewed by the Attendance Committee. All documentation concerning absenteeism will be examined and a decision reached. The written results will be sent to the parent/guardian/student and guidance counselor.

If the student remains in violation, he/she and the parent/guardian are notified of their right to a hearing before the Principal and the scheduled date and time of that hearing. If unable to attend, it must be rescheduled by calling 201-858-5900. Failure to do so could result in forfeiting your right to appeal. All necessary and pertinent information should be available for presentation at the hearing.

If a student remains in violation after a hearing, the student will lose all credit for the entire year and be required to repeat all courses.

C. School Sponsored Activities

If you are absent from a class /school because of a school sponsored activity such as a field trip, musical or drama performance, athletic event, debate, student council meeting, etc., it will be recorded as an excused absence from class/school. However, it shall be your sole responsibility, prior to being excused from a class for any of the above reasons, to see each teacher whose class will be missed in order to fulfill the class assignments.

SEE APPENDIX PAGES FOR SUGGESTED ABSENCE NOTE

D. Suspension Days

All out-of-school suspension days will be held against the Bayonne High School attendance policy. Students are suspended out-of-school for serious policy infractions or for chronic rules violations for which they have previously been disciplined.

E. Religious Holidays

Religious excuse forms must be picked up and signed for after 2:40 P.M. in your House Office (48) Hours in advance. If you return a signed form to the House Office and there is no record of your signing out the form, the request will not be honored and marked absent. The (48) hours is needed to verify with the parent and/or guardian that this is their wish. The parent/guardian will be required to sign this form. A student that is taking more than 2 days must have a parent come to school to sign a religious excuse.

F. Required Visits

Students participating in a required visit to a post-secondary institution or prospective place of employment shall follow the procedure stated below.

NOTE: A note must be presented for verification to the Vice Principal prior to the post-secondary institution or employment visit. A follow-up note must be submitted. Students are required to make up all assignments missed.

G. Perfect Attendance Awards

This award is given to students who are present in school or on a school sponsored activity every day of the school year.

4. Bulletins and Announcements

Bulletin boards have been placed in strategic locations in and around the campus to inform students of special activities, scholarships and work opportunities, etc. In addition, electronic bulletin boards are located in both main cafeterias and outside the main office to provide additional information and updates. Bulletins are announced regularly during homeroom period. Listening to each announcement is of utmost importance. Also, the district has global call capability.

Announcements or posters pertaining to personal matters and non-school activities cannot be posted on any school bulletin board or on any school walls. All posters, bulletins and announcements posted within the school or on school property must relate to approved school events. Posters are not to be affixed to painted surfaces.

5. Changing Classes

Students will be allowed four minutes to change classes. This is sufficient time for a student to get to any part of the building. During the changing of classes, students are to walk, not run, and to be courteous not only to administration and faculty, but also to their fellow students. When students arrive at their next class, they should enter the room promptly. A warning tone will sound 1 minute prior to the start of class.

6. Commencement

A. Ceremony

Under state law the commencement exercises cannot be held until the completion of the 180th day of school. Graduation will take place in the early evening and be held at the Don Ahern Veterans Memorial Stadium (weather permitting) or the Bayonne Community Education Center.

- 1) The sequence includes the following:
 - a. Processional
 - b. National Anthem
 - c. Welcoming Address
 - d. Valedictorian Address
 - e. Other Addresses
 - f. Presentation of the Class
 - g. Awarding of Diplomas
 - h. Recessional
- 2) Students who are members of the National Honor Society are recognized in the written program and wear gold braids.
- 3) Students who have received the Activities Award are recognized in the written program and wear gold tassels.
- 4) Awards won by members of the graduation class are not to be announced at the commencement exercise but will be listed in the program. A senior awards program is held annually to honor students for their high achievement in scholarship, for active participation in school, community life, and for excellence in athletics.
- 5) Students' conduct and behavior are to be proper and fitting during graduation ceremonies. Outbursts, whistling, name-calling and the throwing of mortarboards are not permitted.
- 6) Students must dress appropriately. Shorts and jeans are not permitted. However, all other conditions of the dress code must be followed. Students may only wear the mortarboard and gown over their clothing. No other insignia or garment may be worn on the gown or cap.
- 7) Students must satisfy all graduation requirements to participate in commencement.

NOTE: Fulfilling academic requirements does not assure a student's participation in the graduation ceremonies. Good citizenship, appropriate attitude and behavior, attendance and consistent punctuality to school and general observance and regard for school policies are also considered. In addition, all student obligations must be fulfilled, e.g. books and equipment returned, fines paid, etc.

B. Graduation Credits Committee

The Graduation Credits Committee was organized for the express purpose of judging the right of students to receive diplomas from Bayonne High School. It informs parents when seniors are in danger of not graduating because of failure, but most importantly it ensures that no student receives a diploma who has not met all requirements. Students must satisfy all graduation requirements to participate in commencement.

C. Requirements

Students must pass the state competency tests and obtain the required credits to receive a Bayonne High School Diploma. In addition, each student must:

1) Acquire the following credit hours:

Subject	
English 9, 10, 11, 12 or ESL equivalent	4 credit years
Social Studies	3 credit years including US I&II & World Hist.
Mathematics	3 credit years including Alg 1 for students entering Gr 9 in 2008-09 and Alg 1 & Geometry for students entering Gr 9 in 2010-11
Science	3 credit years including lab biology for students entering Gr 9 in 2008-09 & an additional lab science for students entering Gr 9 in 2010-11
World Language	1 credit year
Physical Education	1 credit year for each year of enrollment
Fine or Performing Arts	1 credit year
Practical Arts	1 credit year
Financial Literacy	2.5 credits (Starting w/Class of 2014)
*Service Learning	20 hours
Credit Requirements	125 credits, must pass the state competency test & must satisfy the Attendance Policy

NOTE: Technology literacy consistent with the New Jersey core curriculum standards is integrated throughout the curriculum.

- *Ten (10) hours of service learning must be completed before September 1 of the beginning of Sophomore year
- *Fifteen (15) hours must be completed by September 1 of the beginning of junior year.
- *Twenty (20) hours must be completed by September 1 of the beginning of Senior Year

If these deadlines are not met, student's will not be permitted to attend club or activity meetings, participate in extracurricular school activities, including, but not limited to: sports, plays or concerts (non-curriculum related), class dances or proms, senior day or graduation ceremonies.

- 2) Passing grade on all sections of the state competency test- Reading, Writing and Mathematics
- 3) Any junior who has not passed all sections of the state competency test will be required to enroll in an appeals program, when offered, prior to their senior year. If they do not enroll and subsequently do not pass all sections of the state competency test during their senior year, they will be denied graduation until completion of the appeals program after their senior year.

7. Courses of Study/Promotion Requirements

The courses of study at Bayonne High School serve the varied objectives of the local community. With the help of the student's guidance counselor, parents, and teachers, students will select a course of study that is attainable, meaningful and useful. To be placed in the next year's homeroom, a student must accrue:

Sophomore Homeroom:	30 credits
Junior Homeroom:	60 credits
Senior Homeroom:	90 credits

Failure to accrue these credits will cause a student to be reassigned to the same year homeroom. Also, violation of the attendance policy will cause a student to lose credit for the entire year and be required to repeat all courses.

NOTE: Any extenuating circumstances pertaining to the above will be reviewed by school administration.

8. Time Schedule

Daily Time Schedule

Period 0		7:55 AM	8:35 AM
Homeroom		8:39 AM	8:48 AM
Period 1		8:52 AM	9:32 AM
Period 2		9:36 AM	10:16 AM
Period 3		10:20 AM	11:00 AM
Period 4	Lunch	11:04 AM	11:44 AM
Period 5	Lunch	11:48 AM	12:28 PM
Period 6	Lunch	12:32 PM	1:12 PM
Period 7		1:16 PM	1:56 PM
Period 8		2:00 PM	2:40 PM

Assembly Schedule

Period 0		8:03 AM	8:35 AM
Homeroom		8:39 AM	9:25 AM
Period 1		9:29 AM	10:01 AM
Period 2		10:05 AM	10:37 AM
Period 3		10:41 AM	11:13 AM
Period 4	Lunch	11:17 AM	11:57 AM
Period 5	Lunch	12:01 PM	12:41 PM
Period 6	Lunch	12:45 PM	1:25 PM
Period 7		1:29 PM	2:01 PM
Period 8		2:05 PM	2:37 PM

Early Release Day Schedule

Period 0		7:55 AM	8:35 AM
Homeroom		8:39 AM	8:47 AM
Period 1		8:51 AM	9:20 AM
Period 2		9:24 AM	9:53 AM
Period 3		9:57 AM	10:26 AM
Period 4	Lunch	10:30 AM	10:59 AM
Period 5	Lunch	11:03 AM	11:32 AM
Period 6	Lunch	11:36 AM	12:05 PM
Period 7		12:09 PM	12:38 PM
Period 8		12:42 PM	1:11 PM

10-Minute Extended Homeroom

Period 0		7:55 AM	8:35 AM
Homeroom		8:39 AM	8:58 AM
Period 1		9:02 AM	9:32 AM

Periods 2 through 8 are the same as a regular daily schedule

Delayed Entry Schedule

No Period 0		-	-
Homeroom		10:15 AM	10:28 AM
Period 1		10:32 AM	10:52 AM
Period 2		10:56 AM	11:16 AM
Period 3		11:20 AM	11:40 AM
Period 4	Lunch	11:44 AM	12:24 PM
Period 5	Lunch	12:28 PM	1:08 PM
Period 6	Lunch	1:12 PM	1:52 PM
Period 7		1:56 PM	2:16 PM
Period 8		2:20 PM	2:40 PM

NOTE: School schedules are subject to change.

9. Dismissal

School is dismissed regularly at 2:40 p.m. Students not on school business must leave the complex by 3:00 p.m. All students dismissed earlier than 2:40 p.m. must leave the campus within ten (10) minutes.

10. Early Excuses

Students are not permitted to leave during school hours unless approval has been given by the Vice Principal. A note from home must be presented before homeroom and a phone call from a parent or guardian explaining the reasons for the early excuse and the time a student is requesting to leave the building. Students under 18 years old must be picked up by a parent or designated adult. A maximum of three early excuses may be granted during the school year, unless there are extenuating circumstances. You must be present until 12:30 on a regular schedule and 12:39 on an assembly schedule in order to receive credit for the day. Any 18-year-old signature is acceptable in lieu of a parent; however, they still need Vice Principal permission to leave the building.

11. Early June Dismissal

Students will not be granted permission to leave school prior to the closing date in June or be granted early exam privileges except for approved educational purposes.

12. Emergency School Closing Information/Delayed Opening Information

In the event of poor weather or other emergency, three possible adjustments to the school day schedule may be necessary:

- a. Classes would be canceled.
- b. A 10:00 A.M. delayed opening would occur.
Bayonne High School: 10:00 A.M. to 2:40 P.M.
Lunch served.
- o An abbreviated school day would be held with dismissal at 1:11 P.M. Lunch would be served, if possible, prior to dismissal

Radio Stations:

School closings or delayed openings will be announced on the following radio stations beginning at 6:00 A.M.: WINS - 1010 AM, WCBS - 880 AM.

Television:

New Jersey Network's Channel 12 will announce Bayonne closings or delayed openings beginning at 6:00 A.M.

Cablevision:

School closings or delayed openings will also be announced on Cablevision's Channel 77 beginning at 6:00 A.M.

Global call from Superintendent and you can check the Bayonne Board of Education website www.bboed.org for more information.

13. Fines

A student must pay all fines assessed against him/her by the designated time. These may include such items as textbooks, loss or damage fines, library fines, I.D. fines, laboratory breakage fines, shop material fines, loss or damage to other school property, etc. Schedules for the following year will be withheld until these responsibilities are resolved. Seniors will not be allowed to participate in graduation ceremonies.

14. Grading System

The grading system adopted by the Bayonne Board of Education calls for each of the four marking periods to carry a value of two-ninths (2/9) of the total grade, and the final examination to be valued at one-ninth (1/9) of the total grade. Though it is weighted less, you will now receive your actual exam grade. The new grading system can best be illustrated by using the following formula:

Midterm Average:

$$4(\text{MP1}) + 4(\text{MP2}) + ((\text{DA1} + \text{DA2})/2) / 9$$

Final-Year Average:

$$[2(\text{MP1}) + 2(\text{MP2}) + 2(\text{MP3}) + 2(\text{MP4}) + ((\text{DA1} + \text{DA2} + \text{DA3} + \text{DA4})/4)] / 9$$

The grading system calls for each of the four marking periods to carry a value of two-ninth (2/9) of the total grade, and the final examination to be valued at one-ninth (1/9) of the total grade. Though it is weighted less, you will now receive your actual exam grade. The new grading system can best be illustrated by using the following formula:

Example:

1 st Marking Period Grade	=	84
2 nd Marking Period Grade	=	87
3 rd Marking Period Grade	=	90
4 th Marking Period Grade	=	81
*Final Exam 90	Total	342
		Multiply x 2
	Total 684 + 90 =	774
	Divided by 9 =	86

A. Definition of Grades

Grades which are placed in the progress column:

95 or above	Superior
90 to 94	Excellent
85 to 89	Good
80 to 84	Above Average
75 to 79	Average
70 to 74	Below Average
69 or below	Failing

INC The INC (Incomplete) mark is given when a student has been absent more than half the number of school days in a given marking period and has not made up all work for that marking period. The INC must be changed to a numerical grade by the end of the next marking period. An INC mark for the fourth marking period or the final must be converted to a numerical grade before the close of the school year.

NOTE The exception to the above marking scheme will be permitted if a student is not returning to school before the end of the term for medical reasons. In this case, all previous grades may be averaged to achieve the final grade.

WF	Withdrawn with a failure. Student is officially removed from class, no credit issued and no summer school permitted for that class. Doubles may be permitted in that subject area.
WP	Withdrawn with a pass. Student is officially removed from class, no credit issued and no summer school permitted for that class. Doubles may be permitted in that subject area.
W	Given for a legitimate change in class (no penalty as it is merely an adjustment in curriculum).
WN	Student is withdrawn from the class. No summer school permitted for that course. In addition, if eligible for graduation, the student may not participate in the ceremony. This grade counts as a 50 in the cumulative average. This grade can be issued for cutting, behavioral problems, total resistance to putting forth an effort, as well as other documented occurrences. No doubles will be allowed in subject area the following year.
S/U	Satisfactory or Unsatisfactory grades will be issued for all semester courses in lieu of numerical grades. In addition, an S/U grade will reflect student conduct in the cafeteria, and/or study.
HI	Home instruction grade will be provided by the home instructor teacher and recorded by the classroom teacher. Guidelines for this procedure are available upon request.

B. General Minimum Requirements

- 1) The minimum requirement for the successful completion of each course is the attainment of an overall average of 70% in the proficiencies established for that individual course.
- 2) Student Evaluation is based on:
 - a. Teacher-made tests and district assessments.
 - b. Homework assignments.
 - c. Classroom assignments.
 - d. Classroom participation.
 - e. Any other activities specifically prescribed for a particular course.
- 3) The Bayonne Board of Education believes that the material covered in each class session is an integral part of the course. Therefore, each student is required to complete make-up assignments for all absences, whatever their cause. Time allowed to make up work should not exceed the amount of time absent. Arrangements to make up work must be initiated by the students.

15. Homeroom

Homeroom starts at 8:39 A.M. Teachers report to homeroom at 8:35 A.M. Students should arrive between 8:35 and 8:39. If the student arrives after the 8:39 homeroom bell, he/she will be marked late by the homeroom teacher. If returning from an absence a note from parent/guardian or medical documentation is required and an admittance slip must be issued by the homeroom teacher. Any student who arrives after 8:45 will receive a tardy slip from the attendance officer at the front desk. This slip indicates one day of SASH has been assigned. The student will report directly to period one and give the slip to the period one teacher. The period one teacher could issue an additional detention for lateness to class. Chronic homeroom lateness will result in out of school suspension.

Each morning at 8:39 A.M., the public address system is used for opening exercises, which include the Pledge to the Flag, National Anthem, and announcements concerning guidance activities, athletic events, and bulletins.

The law requires that all students stand and show full respect for the flag as the Pledge of

Allegiance is recited and the anthem played. Students who have conscientious scruples against such a pledge or salute, or are children of accredited representatives of foreign governments extended diplomatic immunity, shall not be required to render such a salute and pledge but shall be required to show full respect to the flag while the pledge is being given. N.J.S.A. 18A:36-3 is the New Jersey statute dealing with the pledge to the flag.

Any student arriving AFTER 9:30 a.m. must report to the main security desk and will be considered ABSENT. He/she will lose attendance credit for the entire day. A sign-in sheet will be given to the student and he/she must attend classes for the remainder of the day. These absences could be waived by the Attendance Committee if the student is present for 4 hours. All sign-in sheets must be returned to this security desk or their vice principal by 3:00 of that day.

NOTE: Unexcused lateness to school that results in excessive lateness (es) will count as cuts and subject the students to disciplinary actions as noted in the cut policy.

16. Homework Philosophy

The Bayonne Board of Education has always maintained the belief that the assignment of work to be done at home is an important part of the educational program. Work that is assigned should be a review of work that has been taught or is closely related to classroom activity. Since classwork and homework complement each other and together build a firm educational background, homework must be assigned and taken seriously.

The development and maintenance of sound homework procedures require the cooperative efforts of teachers, students, parents and administrators. Each must share in the performance of this component of the learning process, to ensure that the assignments support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experience.

Amount of time required for homework each night will vary from individual to individual; assignments for grades 9-12 should reflect an understanding that a student's schedules often include 6 or 7 subjects. Homework assignments are relative to the requirements listed in the proficiencies of each course. For the average student, 20-40 minutes per subject should be considered as a maximum amount of time.

A. Fundamental Responsibilities of Parents and Guardians

As a parent or guardian, you bear a responsibility to participate actively in your child's education. Inherent in the concept of homework is the fact that each parent or guardian must play an active role in helping the student accept his/her responsibilities regarding homework. It is the responsibility of the Parent or Guardian to:

- 1) Provide a study area. The important elements are adequate lighting, comfortable seating and sufficient work surfaces. Be sure there are no distractions such as phone, television or stereo.
- 2) Plan a specific time. Setting aside the same time each day develops the discipline most children need.
- 4) Encourage and supervise homework regularly. Assist your child when necessary, but don't do the homework for him/her. See that it is completed in all subject areas. Encourage your child to work hard and do his/her best. Most important -- "be positive" -- your attitude towards homework can influence your child's success.
- 5) If students have difficulty with homework, you should urge your child to notify the teacher. Do not complain to your child; this may cause lack of confidence in the teacher, or worse, loss of interest in school. Check with the teacher first. In those cases where a student continually contends that there is no homework, parents should contact the guidance counselor sooner rather than later.

B. Fundamental Responsibilities of Secondary Students

Students must share responsibility for their own academic progress. It is the responsibility of the student to:

- 1) Obtain and complete homework on time.
- 2) Keep a written record of all homework assignments and grades.
- 3) Obtain the assignment in the event of absence or suspension.
- 4) Communicate to teachers any problems encountered with homework.
- 5) Budget time for ongoing assignments (term papers, book reports, etc.).

17. Honor Roll

A grade point average of 85 with no grade lower than 80 is necessary to qualify for the Second Honor Roll and a grade point average of 90 or above with no grade lower than 85 qualifies the student for the First Honor Roll.

NOTE: Principal's Honors are bestowed on the three students per grade level who receive the highest averages.

18. Leaving School Due to Illness

Only the Vice Principal and/or the School Nurse have the authority to excuse students due to illness in school pending parent/guardian notification. If the student leaves the building without approval, appropriate disciplinary action will be taken.

19. Lockers

A specific locker is assigned to each student for his/her personal use during the school year. Each locker is the personal responsibility of the student to whom it has been assigned.

A word of caution: A student should not store valuable items or money in his/her locker and should not share his/her locker with other students. Students should not reveal the combination of their locker to anyone.

The only time a student may go to his/her locker is before and after school and before and after his/her lunch and gym periods. Students are not to go to their lockers at any other time.

Under the Constitution, all citizens are protected from unreasonable searches and seizures; however, this does not mean that the pupil is legally protected from search and seizure of all materials in their locker, which is school property. Inspection of student lockers and their contents is a right and responsibility of school administrators, especially when there are reasonable grounds supporting such search. In order to protect the due process rights of the pupils, signs are posted in conspicuous places in the corridor stating that all lockers are school property and are subject to search. When necessary, the police canine unit may be deployed.

20. Lost or Stolen Items

In case of loss or theft of personal and/or school items, report the loss to the Vice Principal. If the incident is not reported, we cannot help the student to recover the missing items and the student will be liable for the cost of books. The school is not responsible/liable for items lost or stolen. If a break-in is determined, a police report can be filed.

21. Lunch Periods

Three lunch periods are used to accommodate all students in the cafeterias. Bayonne High School has a closed lunch. Students are assigned and required to attend one of the three lunch periods and attendance is taken each period, each day. As with all classes, students are expected to be on time and behave in an orderly manner. Students are not permitted to roam from one cafeteria to another during their lunch period. They are assigned seats for attendance purposes and may be required to sit in those seats for the entire lunch period at the discretion of the vice-principal.

in charge. Additionally, nuisance behavior and overt disrespect or potentially dangerous attitude and actions can result in their removal from the cafeteria and loss of the privilege to eat with classmates. Such students will be required to eat lunch under staff supervision in an assigned area.

No food or drink of any kind can be taken from the cafeterias without a food pass. No food shall be eaten in the halls or unauthorized rooms of the school at any time. Students must keep their tables clean.

No passes to eat lunch at home will be issued unless for medical reasons. Special hardship cases will be reviewed by the administration.

The high school serves students low cost nutritional meals daily, which includes breakfast and/or lunch. Details and applications are available from the student's homeroom teacher or Vice Principal.

22. Make-Up Work

The Bayonne Board of Education believes that the material covered in each class session is an integral part of the course. Therefore, each student is required to complete make-up assignments for all absences whatever their cause, to include early excuses.

Time allowed to make up work should not exceed the amount of time absent, and arrangements to make up work must be initiated by the student.

Students cutting class or otherwise found truant will not receive credit for the period(s) of time missed. All class work will be graded a zero(0) for that period.

Students may make up work for time missed because of actions initiated by the authorities of the school, i.e. suspensions, exclusions, etc.

23. Parent Conferences

The district welcomes and encourages visits to school by parents/guardians/ surrogates. A visit may be either a class or a conference with a teacher or administrator. To allow the educational program to continue undisturbed when visitors are present, and to preclude the intrusion of disruptive persons into the schools, it is necessary to establish the following procedures:

- Any parent/guardian/surrogate wishing to visit a public school for a teacher conference must make arrangements in advance with the assistance of their child's guidance counselor, who in turn, will inform the vice-principal and/or director. A conference provides time for discussion with the appropriate teacher(s) and/or administrator(s). The building principal or vice-principal must grant approval for all visitations, and will monitor their scheduling and duration in keeping with the philosophy stated above.
- To ensure the safety and well being of the students and/or staff, all visitors must obtain a visitor's pass from the security desk at the beginning of their visit. Unauthorized persons found in the school building will be considered as trespassing and appropriate action will be taken.
- A parent/guardian/surrogate-teacher conference will give you an opportunity to (1) learn more about the curriculum; (2) discuss your child's strengths and weaknesses; (3) present any important information that will help your child's school program; and (4) become acquainted with your child's teacher.

24. Parking

Student parking on school property is prohibited. No students are allowed to go to their car during school hours.

25. Passes

Students may not leave a classroom, study, cafeteria or homeroom without an official school pass issued or signed by the teacher or substitute. No student may leave a class to go to his/her locker to get books, assignments, etc.

*Guidance: Only the official Guidance pass initiated by the counselor will be honored. When appropriate, a staff member may send the student to his/her counselor.

*Student Center: Only Student Center passes initiated by Student Center personnel will be honored. When appropriate, a staff member can send a student to the Student Center with a pass.

*Health Office: Only the official Health Office pass will be honored. In a medical emergency, personnel will document crisis needs.

*Cafeteria: Only passes to the lavatory will be issued. However, students in special study groups will still be excused using a special card system.

26. Ranking

A. Philosophy

The ranking procedure is based upon a premise that students who enroll in courses which are academically demanding and intellectually challenging should be rewarded for their efforts in successfully completing difficult and complex course requirements. This philosophy further emphasizes that students who successfully complete courses of greater demand and challenge (Honor Courses), for ranking purposes only will have their grade point average in these subjects multiplied by 1.1. Those courses, with lesser levels of demand and challenge, will be multiplied by 1.0 or as noted in course proficiencies. All students, however, should be encouraged to enroll in those courses which require maximum utilization of their potential for educational development consistent with their goals and aspirations.

B. Procedures

SEE APPENDIX PAGES FOR RANKING PROCEDURES

27. Scheduling

One of the functions of the Guidance Department is to assist the student in the selection of sequential courses relevant to his/her personal growth and career plans. This registration process usually begins in early February. After students have carefully made their selections, parents are offered the opportunity for changes when the registration sheets are delivered to them for signatures. Courses selected may be changed and modified through the last day of school and adjustments for failures should be made at that time.

Errors in schedules will be corrected during the summer by the Guidance Counselor at scheduled times. Errors are: courses in the schedule that were not requested, missing requested courses, resolution of conflicts, adjustment in course selection needed because of end of the year failures, a failure in a prerequisite subject and failure with a teacher in the same course (except in courses taught by only one teacher).

Misplacement in courses will be determined by the curriculum area director, guidance counselor and teacher based on multiple criteria -- including grades, test scores and the teacher's experiences with the student. If the student is misleveled and the level is changed, the grade will follow. If there is no appropriate course, the course may be dropped and a W will be issued. This can be done until the end of 1st M.P. or the end of the 3rd M.P. of a second semester course. After that time any removal from a course carries with it a WF or WN grade.

28. Summer School

Bayonne High School encourages students who fail courses to make them up in a BHS approved summer school. However, if students receive a W, WN, or WF, throughout the year they are denied permission to attend summer school in a specific subject area. Permission of the counselor and V.P. are required to attend summer school for a repeat subject. Summer school must

be approved by the Guidance Department to ensure that the curriculum and the number of hours are in line with the course offerings of BHS and the requirements of the State of New Jersey Department of Education.

The maximum credit load for any summer session is ten (10) credits of academic subjects and five (5) credits of Physical Education subjects. This policy applies to all 9th, 10th, 11th, and 12th grade students.

In addition to receiving a W, WF, WP or WN, the opportunity to attend summer school can be denied to any students who: frequently and consistently show a blatant disregard for school policies; exhibit inappropriate behavior to other students or staff; and class lateness policy on a consistent basis. Freshman, sophomores and juniors who fail a course with below a 60 average will not be allowed to attend summer school for that course.

Seniors will be allowed to attend summer school with below a 60 average as long as it is approved by the vice-principal. Also, if a student is denied summer school because of an average below 60 they are eligible for doubles the following year.

****NOTE:** Students absent from school 30 or more days after all reviews or hearings are completed, may be denied summer school for any courses.

****NOTE:** The principal has the authority to use discretion in all matters related to attending Credit Recovery.

29. Care of School Property & Textbooks Policy

This policy outlines both the teachers' and students' responsibilities with regard to proper care of school property and proper use of school facilities, equipment, instructional materials and textbooks. In particular, it outlines students' responsibilities with regards to the textbooks that are issued by their teachers. Further information about the policy is available in every vice-principal's or director's office.

Books are assigned to a student for his/her personal use. Each student is responsible for the care, protection and return of books and will be required to reimburse the school for damage beyond normal wear or loss of the books. If books are not returned or fines paid, schedules will be withheld. *For further information, please consult the Acceptable Use Policy (AUP).*

30. Welfare and Safety

For the safety and well-being of our students and staff, Bayonne High School is equipped with a fire alarm and smoke detector system as well as magnetic locking doors and video surveillance.

ID cards and lanyards must be worn and visible are required to gain access to the building. If students do not report to school with an ID, they must report to Door #1 for a temporary ID slip (students in Houses 4, 5, and 6 will be sent to Door #1). Bayonne High School will issue the first ID card and lanyard at no cost.

Entry for Bayonne High School Students will be as follows:

7:30 A.M. to 8:45 A.M.

East Center Main Entrance between 27th and 28th & Ave A. (Door #1): Houses 1, 2, and 3

Northeast Auditorium Entrance at Avenue A & 30th Street (Door #5): House 4, 5, and 6

After 8:45 A.M.

Entrance can only be gained through the buzzer-intercom-camera system at the East Center Main Entrance between 27th and 28th Streets & Ave. A.

Note: Students who arrive at 9:30 AM or later will be considered absent for the day. They must report to the main security desk at Door #1 for further instruction.

If lateness to school is related to an emergency situation or medical matter, the student must see their Vice-Principal before proceeding to class.

It is important to note that lateness to school that results in lateness to zero period or any period thereafter is included towards the violation of our cut policy.

A. Classroom Safety

Safety is taught in all classrooms, shops and laboratories of the school. Each shop or laboratory has its own set of safety rules. The student must familiarize himself/herself with the safety rules of the shops and laboratories he/she attends. Students will be disciplined for failure to follow basic and necessary safety precautions as outlined by the teacher. They can be disciplined more seriously and/or removed from class with a WN/WF for purposeful violations that endanger other students or the teaching staff.

All our equipment is safeguarded by the devices approved and recommended by the State Department of Labor, and their inspectors frequently inspect our shops. Students must make sure they become familiar with all safeguards and make proper use of them. Only the self-trained and efficient worker is the safe one.

Every shop teacher will indicate to the student the type of clothing he/she is to wear in the shop/laboratory. Students must provide themselves with this clothing as soon as possible. Students must take shop/laboratory clothing home as frequently as is necessary for cleaning purposes.

B. Emergency Bomb Threat Procedures

Should a bomb threat be called in to any office, the main office will initiate the standard procedure. When the announcement is made, all students and staff are to follow designated routes to exit the building. ALL students and personnel must move one block away from the building. After all searches are completed the administrator in charge will then declare an all clear via radio communication and signal for classes to return. As in the area of locker searches, if appropriate, a police canine unit may be deployed. *For further details please refer to Page 86 of the School Safety and Security Plan.*

C. Lock Down Drills

In the event of specific emergency situations, a lockdown procedure has been established and posted in every room next to the fire exit plan and every staff member's sub pack.

D. Fire Drill Procedures

At the sound of the alarm, students and staff are to move in an orderly fashion and exit the building according to the route displayed in all classrooms and other areas of the complex. All students and personnel must move at least one block away. Hats, CD players, and entertainment devices should not be on students' person and certainly should not be in use. Cell phones must not be used during fire drills. Upon return to the building, students and staff are to return to the class that they were in when the alarm sounded and wait for further information. Appropriate disciplinary measures will be taken as necessary. *For further details please refer to Page 96 of the School Safety and Security Plan.*

E. Photo Identification Cards

All students shall be issued a photo identification card. The card is issued to insure a controlled access to school system facilities. All students are required to have their identification card with them and visible on a lanyard at all times. The card is required to gain access to the school building

and to recreational facilities of both the school district and the community. It will also access the student to BHS library services and free and reduced lunch programs.

Failure to do so will result in the following:

Repeated or excessive occurrences will result in SASH or suspension.

**Students who arrive at school without an I.D. will be directed to the front entrance area for processing. Once the appropriate clerical work has been completed, students will be returned to class. They are responsible for all work missed. Repeat offenders will be subject to the specific disciplinary measures for cutting classes.

CHAPTER III SERVICES

1. Child Study Team Services

Students experiencing educational, emotional, or adjustment problems may be referred to the Child Study Team to determine the possible need for a special education instructional program. The Child Study Team can include a School Psychologist, Learning Disability Specialist, School Social Worker, School Nurse, Student Personnel Services Director, Counselor, Vice Principal and Child Study Team Coordinator.

2. College Entrance Examinations

Many colleges require applicants to take the Scholastic Aptitude Test (SAT) and Achievement Tests constructed and distributed by the College Entrance Examination Board located in Princeton. Applications and explanatory booklets for the SAT and Achievement Tests are available in the Guidance Office. Students should discuss their plans for taking these tests with their Guidance Counselor. Most students are advised to take these tests in the spring of their Junior Year and/or in the fall or winter of their Senior Year. (SAT & ACT are administered at BHS in Oct., Dec., May and June.)

The Preliminary Scholastic Aptitude Test (PSAT) is administered at Bayonne High School in October. All college bound sophomores and juniors should plan to take the PSAT. Juniors taking PSAT are eligible for the National Merit Scholarship Program. Sophomores may also take the PSAT, but are not eligible for National Merit Scholarships.

Some colleges require applicants to take the ACT, an aptitude test constructed by the American College Testing Program. Registration forms and information about this series of tests are available in the Guidance Office. Students may consult with Guidance regarding the AP tests.

3. Health Offices

Registered nurses are available during school hours in each Health Office. A school doctor is assigned to do routine physical examinations for students. In addition, physical examinations are given prior to participation in school athletics and for the purpose of obtaining working papers.

The Board of Education requires proof of immunization against: Polio, Diphtheria, Pertussis, Tetanus, Rubeola (Measles), Rubella (German Measles), and Mumps. Most students will require a ten-year booster for Diphtheria and Tetanus during their high school years. The student will be notified by the school nurse when this immunization is due. Failure to comply could result in exclusion. A Tuberculin Test (Mantoux) is also required for students who have no record of a Mantoux Test or are transferring from out of country, state, or other designated cities in New Jersey.

Health Office Regulations:

- a. Students requiring health evaluations will report to the school health office immediately after morning announcements.

- b. Injuries other than those received on school property or during school activities should not be referred to the school nurse for treatment. School nurses will give first aid for sudden illness and accidental injury but they are not authorized to give subsequent treatment.
- c. A health office pass issued by the class teacher or vice-principal is necessary for admittance to the Health Office at all times except in an emergency.
- d. After an absence of three or more consecutive school days because of personal illness, students are required to report to the Health Office to be screened by the nurse. They should report with a note from their parent or guardian explaining their absence and a pass from their homeroom teacher.
- e. On returning to school, students who have been absent for personal illness for five consecutive school days or more, are required to present a doctor's certificate to the nurse. The doctor's certificate should state the date seen by the doctor, state a diagnosis, a date to return to school, and be signed by the physician.
The homeroom teacher will give the student a health office pass stating the number of consecutive days absent. If the student returns without a doctor's certificate, the homeroom teacher will send the student to the respective Vice Principal. If these absences are due to medical illness, the student will be medically excluded from school until a doctor's certificate is presented. All doctor's certificates will be filed in the student's cumulative health record in the school health office.
- f. Students requesting to be excused from school for a medical or dental appointment are to be referred to their respective Vice Principal.
- g. If, in the professional opinion of the school nurse, it is necessary for a student to be excluded from school because of illness or some other medical emergency, the nurse will send an exclusion slip to the office of the respective Vice Principal so that his/her teachers can be notified. No student will be sent home by the Health Office without parent notification and approval. Disciplinary action will be taken if a student leaves the building without proper authorization.
- h. Any student who is excluded from the Health Office before 12:30 P.M. with a non-school related injury, or who has been sick before coming to school will be marked absent for that day.
- i. Upon returning to school following medical department exclusion, the student will show the exclusion slip to his/her teachers.
- j. Any student returning to school wearing an orthopedic device such as a cast, sling, or using such aids as a cane or crutch must present a doctor's certificate which stipulates that the student may return to school with such a device and is mobile and able to move from class to class. The certificate must also indicate the diagnosis, any specific limitations, particularly regarding physical education, and the approximate length of time the aid will be required.
- k. Students are not permitted to take any medicine in school. In exceptional cases arrangements must be made through the health office so as to preclude endangering the health of any youngster.
- l. Students who suffer from asthma and are required to self medicate with an inhaler must also make arrangements to carry the inhaler through the school Health Office.

4. Home Instruction

The Board of Education will provide home instruction in lieu of classroom instruction to students whose requests by attending physicians are approved by the Board's Chief Medical Inspector.

The Board reserves the right to withhold instruction when the reason for the student's confinement is such as to expose a teacher to a health hazard/danger, when a parent or other

responsible adult is not present during the hours of instruction, or the condition of the student is such as to preclude benefit from such instruction.

It is the responsibility of the parent/guardian to contact the home instruction office if a student's absence is expected to exceed ten (10) school days.

Requests for home instruction must be made by the attending physician and must contain a diagnosis, treatment plan, expected length of absence and a specific request for home instruction. The parent/guardian must submit the physician's request to the office of home instruction.

In order to return to school from home instruction, a student must present a physicians' certificate stating that the student may return to school and indicate the return date. The homeroom teacher is to send the student directly to the Health Office.

There can be situations whereby a Vice-Principal requests that a disorderly student be placed on Home Instruction. This authority rests with the Superintendent.

5. Library

A. Circulation

Books may be borrowed for two weeks. Pamphlets, clippings, and pictures may be borrowed by students when the borrower makes special arrangements with the librarians. Students are required to have their ID card to utilize library services.

B. Fines

A fine of ten cents for each school day is charged for overdue books. No fines are charged for Saturdays and Sundays. No fines are charged for holidays, but books falling due during a holiday must be returned on the first school day following the holiday. Failure to return books, pay for lost books or pay fines for overdue books could result in withholding of schedules for the new year and/or exclusion from activities/ceremonies.

C. Hours

The Library is open to students from 7:55 A.M. to 2:40 P.M. Students may use the library during study periods and cafeteria periods by reporting to the library at the beginning of the period and signing in on the appropriate forms.

D. Resources

The library is equipped with a computerized card catalog and 25 student PC workstations, a picture collection, a vertical file for pamphlets and clippings, approximately 18 thousand volumes selected to meet the needs of high school teachers and students, and a variety of current magazines and daily newspapers. Additional resources include back-issue of magazines on-line, videos, compact discs, cable and a satellite dish.

6. Lost and Found

A Lost and Found is located in each House Office and the Main Office. All items found should be taken to the nearest House Office or the Main Office.

Anyone wishing to claim an item may do so from 8 A.M. to 3:30 P.M. Books will remain in the Lost and Found for a period of two weeks, after which, if they are not claimed, they will be returned to Curriculum Directors.

7. Scholarships

A. Information

Information regarding student scholarships can be obtained from these sources:

- 1) Guidance Counselors
- 2) College Catalogs
- 3) Reference books on scholarships in the high school library and guidance office
- 4) Posters on display in the guidance office

- 5) Scholarship announcements in the guidance memoranda
- 6) Guidance and Library computers

B. Local Scholarships

Various organizations provide scholarship assistance in amounts varying from \$100 or more. Information can be obtained from the student's guidance counselor.

C. Method

Financial aid forms are available from the respective college admissions office.

Scholarship applications are available in the Guidance Office. Announcements are made at the time they are received, and seniors should check with their guidance counselors to get the necessary forms if they plan to apply.

8. School Store

The School Store is located across from the South Cafeteria and is run by the Business Education Department. The School Store is open in the morning during 0 Period, homeroom and some lunch periods.

9. Student Center/After School SBYSP Programs

Student Center/SBYSP Program is designed to assist high school students and their families who are in need of coping with the everyday life of adolescence. Individual, family and group support is available during the school day. After school programs include recreational activities, ie ... Table tennis, Archery and Success 101. Staff at the Student Center encourage students to come to the student friendly office where everything is confidential and we look forward to helping those who can use our assistance.

10. Student Personnel Services - Guidance Services

The Bayonne Board of Education strives to provide the best possible guidance facilities and staff services in the State of New Jersey.

Facilities include private offices for counselors and a wide variety of reference materials to assist students and their parents in educational, vocational, and personal decision-making.

The guidance staff consists of a director, counselors, and clerical assistants. The counselors are chosen for their genuine interest in young people and for their ability to work effectively with them, their parents, and the teaching staff. All counselors on our staff are fully certified and have had appropriate graduate training in guidance and counseling techniques.

Each student is assigned to a counselor who will work with that student during his/her entire high school career. Counselors are prepared to assist students in educational, career, and personal matters; the Student Personnel Service Director is also available to counsel students and their parents upon request.

Students who wish to see their counselors should schedule an appointment with the guidance secretary. Also, counselors are available to students in homeroom areas from 8:39 A.M. to 8:48 A.M. In addition to student initiated requests, counselors will call all students for a conference periodically. Students are encouraged to make extensive use of their counselors and of Guidance Office facilities.

The Guidance Resource Center is located within the Guidance Suite. It is designed as a resource for students and counselors working individually and in small groups as they plan high school programs, post secondary education and careers. Extensive collections of computer software information and printed material including college catalogs, videos, reference books and Internet access are available for student use in the center. Students will be provided with instruction in the use of all materials.

11. Tutoring

If help is needed in any subject, the student should take responsibility for making an appointment to meet with the teacher before or after school. Teachers may be available before or after school to provide assistance to students who require their help. Although teachers may not be available everyday due to other professional activities, they are available on certain days and, therefore, appointments should be made. During 0 period each morning, tutorial assistance is offered in many curriculum areas. Ask your teacher, counselor or Vice Principal for these locations and times.

12. Working Papers

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacation. Inquire at the Working Paper Office to obtain forms. Students may not apply for papers unless he/she has a specific job promised. Working papers are issued only for a specific job and are not transferable from job to job. A copy of a birth certificate, as well as a physical history sheet is a requirement.

CHAPTER IV STUDENT CONDUCT AND SCHOOL CITIZENSHIP

Good behavior in the classroom provides an atmosphere for learning to take place. Student self-discipline includes a positive understanding and acceptance of school rules. Such student self-discipline will promote education, provide respect and rights for all, improve safety, help ensure success in the world of work, and develop good citizens for community life. Student self-discipline through mature choices reduces disciplinary action being imposed. At all times, school rules apply to all students on school property and during school-sponsored activities.

Students should:

- Prepare them mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for their own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as members of a group.
- Meet the unique requirements of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school-related matters.

1. Cutting Class

Whereas Bayonne High School continues to raise academic standards, and whereas each student must ultimately learn to accept the responsibility and consequence of his/her decisions and actions, we have established the following policy:

First Offense:	One (1) SASH session issued by the Vice Principal and parent notified.
Second Offense:	Parent conference / 2 SASH sessions
Third Offense:	One (1) Suspension. Student on notice for a WN (withdraw no credit). Student placed in study. Grade of 50 recorded on Transcript.

Twenty (20) minute tardiness to class constitutes a cut.
Summer School denied for that subject. If a student is a senior, participation in graduation ceremonies will be denied.

2. Detention

Any student who is assigned detention must report to the designated location by 7:55 A.M. or at 2:45 P.M. (All detentions are 40 minutes in duration).

Failure to attend an assigned detention may result in SASH / Detention or Suspension. Students are to bring schoolwork to the detention area and remain busy for the duration of the detention period. The student's signature on the completed detention form will certify his awareness of the assignment.

3. Hall Discipline

Students are permitted to talk while changing classes, but they are not to shout, push, run or in general do anything which will cause undue disturbance. They are not to be in the halls during classes unless they have an official pass. Corridors should be cleared at 3:00 P.M. unless an approved after school activity is in session.

First Offense:	SASH
Second Offense:	2 SASH sessions / Suspension
Third Offense:	Suspension and parent conference

4. Off-Limit Areas

During school hours, the following areas are off-limits except during a fire drill or other emergency.

- First floor lobby at rear of auditorium.
- Second floor stairwell at rear of auditorium balcony.
- All entrances at south side of BHS main building.
- Front entrance by the Board Secretary's Office.
- Center Avenue A entrance to the main building.
- Any other area so designated by a sign.
- Except while in transit, all stairways and landings.
- Students are prohibited from faculty rooms and the Faculty Dining Room.

During school hours students must be in their assigned classrooms within Bayonne High School and cannot be on the Bayonne High School grounds fronting on Avenue A (27th, 28th, 29th, and 30th Streets) nor on 30th Street between Avenue A and Newark Bay.

First Offense:	SASH
Second Offense:	2 SASH sessions / Parent Notification
Third Offense:	Suspension /Parent Conference

Bayonne High School is equipped with magnetic locking doors and video surveillance. Anyone compromising the security of Bayonne High School will be subject to a 10 day out-of-school suspension. No student shall keep a door ajar for the purpose of re-entry to the building or hold a door open during unauthorized times. Doors may be held open as a courtesy to other students during the four (4) minutes change of class. Any student caught kicking, slamming or otherwise forcing the magnetic doors open will be suspended immediately for up to ten days and can be required to reimburse the district for subsequent repair costs.

5. Electronic Devices

Electronic Devices are not permitted in the classroom without teacher permission.

1st Offense:	SASH
2nd Offense:	2 SASH sessions and parent conference

3rd Subsequent Offense: Suspension

6. Fighting Violence

Bayonne High School has a zero tolerance policy for fighting and/or violence. Unless there is proof of an assault or that a participant acted purely in self-defense, all students involved are subject to the disciplinary measure of up to 10 days out of school suspension.*

First Offense: Parent/Guardian contacted. Four - ten days out of school suspension.

Second Offense: Parent/Guardian contacted. Four - ten days out of school suspension / possible home instruction

Third Offense: Ten days out of school suspension / parent notified / home instruction and possible expulsion.

*Students on out of school suspension for more than four days will receive Home Instruction for the duration of the suspension.

7. I.C.E. (Isolated Classroom Experience)

Students can be assigned to I.C.E. for a variety of infractions. While in this room, monitored by an assigned teacher, students are required to have with them all materials necessary to complete the assignment given to them by their teachers. Misbehavior or unnecessary distractions can lead to out of school suspensions. Failure to do assignments or refusal to do assigned work could lead to out-of-school suspension. All work is to be returned to the teacher and graded. Failure to return work will result in a zero grade.

As a disciplinary measure, an assignment to I.C.E. can be for from 1 to 8 periods a day and for the number of days as determined by the vice-principal.

8. Student After School Hours (S.A.S.H.)

S.A.S.H. is an after school detention program to help correct infractions of school rules. Students will report to the S.A.S.H. room at 2:50 p.m. and will remain until 4:50 p.m. Students will be required to be on task for these two hours with homework assignments, projects, study work or to preview upcoming curriculum material. Parents/guardians will be notified by the Vice Principal. Failure to attend S.A.S.H. or to be on task for the two hours will result in out of school suspension and S.A.S.H. reassigned.

9. Rights and Responsibilities of 18-Year Old Students

All students 18 years or older will be treated as adults and are afforded all the rights and responsibilities of an adult according to law. However, adult students who have not been fully emancipated are still required to bring certain documentation from a parent/guardian.

10. Smoking

Bayonne High School is a SMOKE FREE CAMPUS. This means that all students and staff as well as visitors to our campus are prohibited from smoking in and around all buildings.

Students are prohibited from carrying cigarettes or other smoking materials such as tobacco, electronic cigarettes, pipes or cigarette rolling papers while on school property.

Anyone who violates the provision of this policy shall be subject to appropriate disciplinary measures.

First Offense: Substance will be confiscated and discarded. Parent/Guardian conference. Possible four days out of school suspension. Failure to turn over items to security or staff members could lead to further disciplinary measures and possible \$100 fine.

Second Offense:	Substance will be confiscated. Parent/ Guardian conference. Four day out of school suspension and possible \$100 fine.
Third Offense:	Substance will be confiscated. Ten day out of school suspension. Parent/Guardian conference. Referral to counseling and a possible \$100 fine (N.J.S.S.A. 25:3d-20).

VAPING: SEE APPENDIX IN BACK OF HANDBOOK.

11. Dress Code/Uniform Policy Secondary School

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will impose its judgment on pupils and parents or legal guardians only when a pupil's dress and grooming affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own education objectives because of blocked vision or restricted movement. The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

All students are required to arrive at school each day well groomed and neatly dressed in a mandatory uniform. It is the student's responsibility to dress according to the approved and reasonable regulations of the Bayonne Board of Education.

With the above in mind, these specific guidelines have been developed for students in grades nine through twelve:

Clothing and Accessories:

1. Are to be neat, clean, worn as intended, and of proper fit;
2. Should neither expose the wearer nor others to the possibility of physical harm or injury.
3. Should not be frayed, tattered or torn.
4. Long or wide pants must not touch the floor as to become a possible safety hazard.
5. All denim/jeans are not permitted.
6. Sharp, studded or extreme jewelry worn on or about the body is prohibited.
7. Pants, skirts or shorts that are so low cut as to be judged immodest are not to be worn. Shorts and skirts must reach mid-thigh or extend beyond the fingertips of the wearer, whichever is longer. Athletic shorts, beachwear, lycra/spandex are not permitted.
8. Sleepwear/flannel pants are not permitted.
9. Hats, sunglasses, goggles, costume contact lenses, headbands/sweatbands or bandannas are not permitted. Bandannas are not to be worn on or about any part of the student's body or clothing. The wearing of headwear inside the building is prohibited except for religious purposes or health reasons with notice from the vice principal. While inside the building students are required to keep hats in their backpack or locker.
10. Footwear should not promote a safety hazard to the wearer or others. They must have a back and laces tied. Flip-flops, plastic beach thongs, excessively high heels or platform shoes or shoes without backs, slides are not permitted.

11. Coats are not to be worn during class time.

Shirts/tops will include the following styles: golf (polo) shirt, oxford, crew neck, mock turtleneck, regular turtleneck, and sweatshirts. Shirts/tops without collars must have a T-shirt type crew neck. All shirts/tops must have long or short sleeves. Shirt/tops colors must be SOLID WHITE, BLACK, GRAY or GARNET (maroon). Each shirt/top must have a SCHOOL LOGO, "B" in block lettering permanently affixed. The logo may not be applied to a non-uniform shirt. If a uniform outer garment such as a v-neck or cardigan sweater is worn, the shirt/top underneath must be in accordance with our dress code. Pants/bottoms (shorts, skirts, etc.) must be SOLID BLACK, GRAY or KHAKI (tan), no jeans or denim material. Any style permitted as long as it conforms to current policy on length and proper fit.

PLEASE NOTE: Non-uniform outerwear may be worn to and from school, but may not be worn during class periods.

EXEMPTIONS FROM UNIFORM POLICY

A student may be exempt from compliance with the Uniform Policy in the following situations:

1. Accommodation will be made when it is demonstrated that the uniform, or components of the uniform, would interfere with a student's sincerely held religious beliefs. It will be determined on a case by case basis and is to be handled in the same manner as a request for a religious exception to the dress and grooming policy that prohibits students from wearing hats in school.

2. A student who has a medical condition that prevents them from coming into contact with the materials contained in the school uniform will be allowed to wear a uniform of alternative materials or non-uniform clothing upon presentation of proper medical documentation approved by the Chief Medical Inspector of the school district.

UNIFORM POLICY ENFORCEMENT

Enforcement of the Mandatory Uniform Policy starts with each parent and student exercising responsibility and good judgment. All professional staff members have the obligation of reporting Mandatory Uniform Policy violations. Consequences for non-compliance with the Mandatory Uniform:

FIRST OFFENSE

1. Warning from Vice Principal
2. Student receives dated warning notification to parent
3. Parent notification by phone

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

SECOND OFFENSE

1. Vice Principal conference with student
2. Parent notification by phone
3. Student: Detention and dated warning notification to parent

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

THIRD OFFENSE

1. Vice Principal conference with student
2. Parent notification by phone
3. Student: SASH (Student After School Hours) and dated warning notification to parent

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

FOURTH OFFENSE

1. Vice Principal conference with student

2. Parent notification by phone/personal conference scheduled
 3. Student: SASH (Student After School Hours) and dated warning notification to parent
- Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

FIFTH OFFENSE

1. Vice Principal conference with student
2. Parent conference in person/if possible
3. Student: SASH (Student After School Hours) and dated warning notification to parent

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

SIXTH OFFENSE

1. Vice Principal conference with student
2. Parent conference in person/if possible
3. Student: SASH (Student After School Hours) and dated warning notification to parent

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

SEVENTH OFFENSE

1. Vice Principal conference with student
2. Parent conference in person/if possible
3. One (1) day suspension

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

EIGHTH OFFENSE

1. Vice Principal conference with student
2. Parent conference in person/if possible
3. Student: SASH and dated warning notification to parent
4. Student excluded from any club, team or other school activity
5. Student excluded from prom and graduation ceremony
6. Student denied attendance at summer school (seniors exempt)

Under normal circumstances the student should be in compliance the next school day. This is under administrative discretion.

SASH WILL BE ASSIGNED FOR ALL SUBSEQUENT OFFENSES.

12. Graffiti/Vandalism

Students are expected to show respect for the property of the school and others. Deliberate attempts to deface/destroy or damage will result in the following disciplinary measures:

- | | |
|-----------------|----------------------------------------------------------------------------------|
| First Offense: | SASH/Suspension/reimbursement |
| Second Offense: | SASH/Suspension/reimbursement |
| Third Offense: | SASH/Suspension/reimbursement/possible home instruction for the rest of the year |

13. Bullying, Harassment and Hazing

The Board of Education believes that harassing, intimidating, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, intimidating, bullying, and/or hazing behavior at any time on school premises, at school-sponsored functions or on any school bus.

"Harassment" means repeated unprovoked aggressive behavior of a physical or psychological nature, carried out against an individual or the group. To be considered harassment, the behavior must be unwelcomed by the recipient and have the effect of creating a hostile environment.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

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

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances or events that might include harassment, intimidation, bullying and hazing. A person who detects harassment, planned harassment, intimidation, planned intimidation, bullying, planned bullying, hazing and/or planned hazing shall immediately inform the pupils involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the building principal.

The building principal will report to the Affirmative Action Officer and the Superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The building principal will also report information received from anonymous sources, however, any formal disciplinary action will not be taken solely on the basis of an anonymous report.

There will be no reprisals or retaliation against any person(s) making such report of harassment, intimidation, bullying and/or hazing behavior. Any allegations of reprisals or retaliation shall be reported directly to the Superintendent or designee, who will investigate such allegations and take appropriate action if the allegations are confirmed and/or if the person is found to have falsely accused another as means of retaliation or as a means of harassment, intimidation, bullying and/or hazing.

A school employee who promptly reports an incident of harassment, intimidation, bullying and/or hazing to the building principal, in accordance with N.J.S.A. 18A:37-1 et seq., is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The building principal or designee will immediately investigate any report of hazing. If the investigation determines hazing behavior was planned or was present, the administration will take reasonable, age-appropriate and effective corrective action to end the behavior which may include, but is not limited to, counseling, warning and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was hazed to remedy the hazing behavior.

Nothing in this policy prohibits the Affirmative Action Officer from complying with the requirements of the district's Affirmative Action Program as outlined in Policy 1550 and N.J.A.C. 6:4-1.1 et seq.

The building principal, in conjunction with the Affirmative Action Officer, will develop and conduct training and information programs, in conjunction with building principals and support staff supervisors, for all school staff, pupils, parents and interested community members on the

district's Hazing Policy.

Any pupil organization that seeks to organize and perpetuate itself by taking in members based on the decision of the membership of the organization, rather than from the free choice of any pupils who are otherwise qualified to fill the special aims of such organization is prohibited.

This Policy shall be published in pupil and staff handbooks upon its adoption by the Board. The Board will seek school community input prior to the initial adoption and any revisions to this Policy.

14. Student Grievance Procedure

A. Preamble

It is the policy of the Board of Education that no activities which interfere with and disrupt the educational process will be tolerated. However, it is not the policy of the Board of Education to stifle dissent or debate nor to ignore grievances or criticism. In this regard the Board, together with its staff, has carefully formulated a student and parent grievance procedure. It is felt that this will provide an orderly means which must be followed to bring complaints or grievances to the attention of the staff and Board of Education.

B. Individual Grievances

The grievance or complaint affecting an individual student shall continue to be heard and processed through conference and consultation with the teacher, guidance counselor, Vice Principal and/or Principal with or without the parent present.

C. Processing of Institutional Grievances

In order to provide a procedure for the orderly presentation of grievances which are concerned with school or institutional process, the following principles shall be observed.

- 1) Beyond the informal stage, all requests shall be fully documented in writing.
- 2) All discussions shall be carried out in an atmosphere of mutual good will and respect.
- 3) Final decisions shall be based on the criteria of what is best for the education of all students in the school, not for the personal desire of an individual or small group of students.
- 4) No step shall be bypassed on the way to a higher step.

D. Steps

- 1) The student (or committee of students - not to exceed three) presents the grievance in writing to the Student Council Grievance Committee. This Committee will discuss the grievance with the appropriate authority. The Committee will then review the grievance. A recommendation is then forwarded to both parties.
- 2) In the event the grievance cannot be informally resolved, the delegation shall within five (5) school days request a meeting with the Principal. The Principal shall have a written copy of the grievance and of all action prior to this step at least three days before the meeting. Said meeting shall be held within five days after the receipt of the request. The Principal shall deliver his decision in writing within five school days after the holding of the meeting. Prior to the rendering of his decision, the Principal shall consult with any affected staff member or group.
- 3) In the event the grievance is not resolved, the Committee shall, within five school days after receipt of the written decision of the Principal, file the grievance with the Assistant Superintendent of Administration or with his designee. The filing of the grievance shall be in written form setting forth all the facts and shall include the written decision of the principal. The Assistant Superintendent or designee

shall meet with the delegation within fifteen (15) school days after holding the meeting. Prior to rendering a decision the Assistant Superintendent shall consult with any affected staff member or group.

- 4) In the event the grievance is not resolved at Step 3, the Committee may file the grievance with the Board of Education. The grievance shall be filed within five (5) school days after receipt of a written notice by the Assistant Superintendent of Administration and shall include specific facts of the grievance and the written decision of the Principal and Assistant Superintendent. The Board of Education may decide the matter based upon the written material submitted, or at its option may meet with the student delegation. The Board shall render its written decision within thirty school days after receipt of the grievance. Prior to rendering its decision, the Board of Education may consult with any affected staff member or group.

Parents may participate at any of the steps beyond Number 2, but the number of parents shall be limited to parents of the student committee.

15. Substance Abuse

The Board of Education will take necessary steps to protect the school community from harm and from exposure to drugs. Any violation of Board policy is a serious offense, and any pupil violating this policy will be disciplined accordingly. Suspended and/or specifically identified students will be required to be involved in the Student Assistance Program and/or referred to an outside agency counseling program as a condition for their return to school. These students will be required to follow all requirements and directions of these programs, including a medical examination/drug screen. The Board will comply with federal and state confidentiality requirements.

Classified pupils will be dealt with according to the laws that regulate discipline of classified pupils, and the disposition of their academic placement will be determined by the Child Study Team.

Suspendable offenses include:

- 1) Pupils suspected of substance abuse on school premises. (mandatory testing)
- 2) Pupils in possession of CDS (including anabolic steroids) or alcohol on school premises.
- 3) Students distributing and/or selling CDS (including anabolic steroids) or alcohol on school premises.
- 4) Students found in possession of drug paraphernalia on school premises.

Complete parent/guardian cooperation is required.

All suspended and/or identified students will be prohibited from all extracurricular activities. They are required to complete school assignments while on suspension.

Law enforcement officials may enter school under certain circumstances. If questioned by the police, private space for interrogation will be provided for the student. Every effort will be made to have the pupil's parent / guardian present along with the appropriate administrator.

A complete, detailed statement of the policy may be obtained from the building Principal and/or Vice Principal.

16. Random Drug Testing Program

At the June 26, 2006 Board meeting, the Bayonne Board of Education passed a resolution to institute random drug testing in Bayonne High School in September of 2006. Board Policy

5531.

The goal of this program is to provide:

- A safe and drug-free environment
- Tools for intervention and treatment
- Refusal skills
- Deterrent

This program is non-punitive and seeks to work cooperatively with the home in sending our students a strong message against drug use. This program will allow us another opportunity to identify and help those students who are involved with alcohol, steroids, and illegal drugs. It is a proactive approach aimed at prevention, identification and intervention of substance abuse.

Random drug testing affects the following students:

- Anyone participating on an athletic team.
- Anyone who is a member of an extra-curricular or co-curricular activity, including all clubs and organizations.
- Any student who violates the substance abuse policy of the district.
- Any student who volunteers to participate with parental approval.

Students will be given the appropriate forms from their advisors, coaches, or the Testing Coordinator. The forms must be completed prior to participation in the activity. Parents who would like to volunteer to place their child in the program may do so by requesting and completing the consent form and having the student return it to his/her homeroom teacher.

See Appendix pages for a copy of the Consent to Test form.

17. Suspension-OUT OF SCHOOL (OSS)

A student may be temporarily suspended from school or classes for committing a major infraction of the school regulations or for repeated misbehavior. This suspension may have a definite time limit or may be only until the parent comes to the school for a conference with the Vice Principal. A student may be recommended to the Board of Education for expulsion after continual misbehavior.

Any student who is suspended during the year for a major school infraction or repeated misbehavior may be denied the privileges of participating in any or all activities and extracurricular activities. If the student is a senior this could include exclusion from senior trips, prom and commencement exercises.

NOTE: Excessive absences may exclude you from the graduation ceremony.

Suspension-IN SCHOOL (ISS)

A student may be assigned in-school suspension as an alternative to OSS. The students reports to door #1 at 2:00 PM on the assigned day and is escorted to an 8th period physical education class. He/she is then escorted to a House 4 classroom to complete assignments that have been collected by the ISS coordinator. The student will be dismissed at 6:00 PM. Failure to attend ISS will result in out of school suspension.

18. Tardiness To Class/Homeroom

A. Tardiness to Class

Tardiness to class will not be tolerated since it does not ensure 40 minutes of education per class period. Detention will be issued by the classroom teacher.

- Three lates (3) = One (1) SASH
- Six lates (6) = Two (2) SASH
- Nine (9) lates = Three (3) SASH
- Twelve (12) lates = One (1) day suspension

OVER TWELVE (12) LATES EXCLUDES STUDENT FROM SCHOOL ACTIVITIES, INCLUDING PROM AND GRADUATION, ATHLETICS, CLUBS.

B. Tardiness to Homeroom

- On the 5th cumulative late to homeroom, students will be assigned one (1) SASH.
- On the 10th cumulative late to homeroom, students will be assigned two (2) sessions of SASH.
- On the 15th cumulative late to homeroom, students will be assigned one (1) OOSS.
- On the 20th cumulative late to homeroom, you must meet with the School Principal (201) 858-5900.
- On the 25th cumulative late to homeroom, you must meet with the School Principal (201) 858-5900.
- On the 30th cumulative late to homeroom, a mandatory conference with the Vice Principal is necessary for your child to return to school. **YOUR CHILD MAY NOT PARTICIPATE IN CLUBS, ACTIVITIES AND THE GRADUATION CEREMONY.**

On the:

5 th	1 SASH session
10 th	2 SASH sessions
15 th	1 day OOSS
20 th	Meeting with School Principal
25 th	Meeting with School Principal
30 th	<u>Students will be denied participation from school activities such as sports, clubs, prom and graduation activities.</u>

NOTE: If a student misses homeroom in its entirety, SASH will be assigned at the student entrance.

19. Truancy / Unexcused Absence

These absences are those which do not come under any of the definitions of excused absences. Students who have been determined to be truant may be denied make-up privileges. Whenever you are absent for two consecutive days or are suspected of being truant, the Attendance Office shall inform your parents by phone and a truant slip will be generated through the Attendance Officer or Vice Principal.

A student is truant when he/she is absent without a valid excuse. After the first offense, it is necessary that the parent consult with the person in charge of attendance or the Vice Principal. The student is subject to SASH and possible suspension. 18A:38-26

NOTE: If a student is absent from school for any reason, entry to school or any school activities will be considered a breach of school rules.

First Offense:	SASH. Parent/Guardian notification.
Second Offense:	2 SASH sessions. Parent/Guardian notification.
Third Offense:	Suspension. Parent / Guardian / Vice Principal conference.

SEE APPENDIX PAGES FOR DISCIPLINE AT-A-GLANCE

20. Board of Education Policy #5501 - Off School Grounds Conduct or After School Hours Conduct

Students may be disciplined for conduct which occurs outside of school hours and off school grounds. A student may be disciplined for off school grounds, non school hours behavior if such conduct has a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff. A student's due process rights will be recognized by the Board prior to the imposition of discipline of the student for off school conduct.

If a vice-principal has been informed of a potential disruptive situation, an investigation will follow. The students and parents will be notified and interviewed. Everyone determined to be involved will be warned of the consequences should the disruptive behavior or fight take place. Because of the possibility of off school grounds/non-school hours problems continuing once students and friends return to school, disciplinary measures will include suspensions of up to ten (10) days.

CHAPTER V ACTIVITIES AND AWARDS

1. Activities

A. Activity Statement

Extracurricular activities have an important place in the educational program. When properly organized and operated, the extracurricular activities are expected to achieve the following goals:

- 1) Extend and reinforce the instructional program.
- 2) Give students practice in democratic self-government.
- 3) Build student morale and a spirit of respect and positive support for the school.
- 4) Provide an opportunity to demonstrate outstanding student achievement.
- 5) Provide wholesome social and recreational activities.

B. Philosophy

Student activities have long been recognized as a valuable adjunct to the curriculum because they:

- 1) Play an important role in the civic and social education of high school students.
- 2) Allow students to blend various aspects of their academic learning into personal action.
- 3) Promote the development of self-esteem, self-confidence, social cooperation and leadership skills.
- 4) Give students the ability to learn the practices of a democratic self-counseling program.
- 5) Build student morale and school spirit.
- 6) Provide wholesome social and recreational activities.
- 7) Strengthen the students' overall high school transcript, thus providing a great opportunity for admission to competitive colleges, businesses, professional schools, and the workforce.

C. Policy

Bayonne High School provides equal opportunity for all students regardless of race, color, creed, religion, sex or national origin. To guide the certified staff and students in organizations, the Board of Education sets forth the following policy:

- 1) The eligibility requirements for all clubs and activities are governed by our Bayonne High School attendance policy and the NJSIAA academic eligibility standards as noted in the section devoted to athletics.
- 2) School clubs and societies will be recognized as authorized school organizations if they are organized by the school, sponsored by school personnel composed completely of current student body members, hold all meetings at school, have a democratic plan for selection of members, establish aim which are educational, of school interest or community interest and meet all those conditions hereinafter set forth for recognized school-sponsored organizations. Any night meetings are to be cleared with the coordinator of Student Activities.
- 3) Secret Societies:
Membership in secret fraternities, sororities, and clubs is prohibited. The Principal is authorized to develop procedures concerning disciplinary action to be taken for violations of this policy.
- 4) Non-School Clubs:
All other clubs of a non-secret nature whose membership is composed for the most part of students from one school, that are sponsored by other than school personnel, that meet outside school hours at places other than educational, of school interest, or community interest, are considered to be non-school clubs and beyond the jurisdiction of school authorities. However, should these groups (non-school clubs) conduct activities on school property, at school sponsored activities or as a carry-over into the school day or reflect onto the reputation of the school, the Superintendent is authorized to develop procedures concerning disciplinary action to be taken. Activities which are contrary to the best interests of the school and reflect on the reputation of the school include the following:
 - a. Initiation and hazing on school grounds or at school sponsored events.
 - b. Indulging in group functions that violate city ordinances or county, state or federal laws.

2. Activities Award

Any senior who earns fifty activity points over his/her four years of high school and maintains a satisfactory scholastic average is eligible for the Bayonne High School Activities Award. Activity advisors are responsible for assigning points by signing students' activity cards.

3. Activity Point System

A. General

Membership in Activity, Club or Sport	1-5
Team Captain	1-5
Class Officer	1-5
Club Officer	1-5
Committee Chairman	1-3
Committee Member	1-2
Publication Editor	1-7
Staff Member	1-5
Messenger	1-5

National Honor Society	1-3
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B. Special Areas

State Officer	5-7
National Officer	7-10
Elks Leadership Program	1-2
Rotary/Kiwanis Participation	1-2
Boys and Girls State	1-2
HOBYS	1-2
Oratory Contests	1-3
Governor's School	1-2
Presidential Scholar	1-2
Century III	1-2
Contests	1-2
Teen Arts Festivals	1-2
Special Programs	1-2

4. Athletics

The Bayonne Board of Education subscribes to the philosophy that the development of both mind and body of our youth is equally important in making the individual a meaningful, contributing member of our society.

To achieve that aim, the Bayonne School District offers to all its students a wide range of athletic activities, and the high school competes in H.C.I.A.A. and N.J.I.S.A. and is in the Group 4 Division of the State.

A. Athletic Offerings

The following athletic activities are offered at Bayonne High School:

Baseball	Indoor Track
Basketball	Soccer
Bowling	Softball
Cheerleading	Steppers
Cross Country Track	Swimming
Fencing	Tennis
Football	Track & Field
Golf	Volleyball
Ice Hockey	Wrestling

B. Eligibility - Requirements of NJSIAA

To be eligible to represent Bayonne High School in athletic competition or to try out, a student must:

- 1) Be an amateur
- 2) Be a full time student and a bona fide resident of Bayonne.
- 3) Be in compliance with the school district's attendance policy at the beginning of the season. This applies to all activities and clubs.
- 4) Not be 19 years of age before September 1 of each school year.
- 5) Not have been expelled from school during the sports season in which he is competing.
- 6) Be present in school the day of a game or practice session.
- 7) Have not been in school for more than four seasons in any one sport.
- 8) Have taken and passed a medical examination.

- 9) Have the approval of the principal and athletic director
- 10) Earn the number of credits required. This applies to all activities and clubs.

Class	Attain & Pass the Prior School Year	Attain & Passing By Half Year of Current Sch. Yr.
9th gr.	*00	15
10th gr.	30	15
11th gr.	30	15
12th gr.	30	15

If a senior, on target to graduate, pursues less than a full schedule (takes only the credits needed to graduate) he/she must pass all courses in the Fall/Winter in order to be eligible for Spring NJSIAA competition.

**No credit requirement for incoming students who have graduated from elementary school. However, there is an age requirement to play freshmen sports. A student must not be more than 16 years of age before September 1 of each school year.

C. Athletic Code of Conduct

The Board of Education promotes good sportsmanship, as defined in Policy 5570, at all youth sports events in the district. For the purposes of this Policy, "Youth sports event" means a competition, practice or instructional event involving one or more interscholastic and intrascholastic sport teams sponsored by this Board of Education and as defined in accordance with N.J.S.A. 5:17-2 et seq.

In accordance with N.J.S.A. 5:17-2 et seq. any person who:

- 1) Engages in verbal or physical threats or abuse aimed at any pupil, coach, official or parent; or
- 2) Any person who initiates a fight or scuffle with any pupil, coach, official, parent or other person

if the conduct occurs at or in connection with a school sponsored youth sports event, shall be banned from being present at subsequent events.

In accordance with N.J.S.A. 5:17-2 et seq., the Board will require all pupils, coaches, officials, and/or parent(s)/legal guardian(s) of pupil(s) as a condition of participation in all Board sponsored athletic programs sign a Code of Conduct that would require those persons to refrain from verbal or physical threats or abuse aimed at any pupil, coach, official or other parent, or from initiating any fight or scuffle with any person.

In accordance with the Code of Conduct, the Board will ban an individual's presence at any subsequent school sports events for violating the Code of Conduct. In the event of an individual is banned from attendance in accordance with the Code of Conduct, that individual may petition the Board for permission to resume attendance. Prior to being permitted to resume attendance, the Board will require the individual to present proof of completion of anger management counseling through a public or private source.

The Board will comply with requirements of the New Jersey Attorney General, who will promulgate a model Code of Conduct to be used by school districts and will develop the minimum requirements for anger management counseling as required in this Policy and N.J.S.A. 5:17-2 et seq.

5. National Honor Society

The National Honor Society is an organization of high school students sponsored by the National Association of Secondary School Principals. All student members of this organization are required to follow all rules established by N.A.S.S.P.

Bayonne High School juniors or seniors are to be selected for membership in the National Honor Society based on the following criteria:

- a. Students need to have been registered at Bayonne High School for a minimum of one full school year (September to June).
- b. Juniors will be eligible to apply for membership in the National Honor Society based on their cumulative average of an 85 or above over a 2 ½ year period of secondary school.
- c. Seniors will be eligible to apply for membership in the National Honor Society based on their cumulative average of an 85 or above over a 3 ½ year period of secondary school.
 - Method of computing the average will be the same as currently utilized for class ranking.
 - Physical Education and related Physical Education classes are not computed.
- d. Juniors or seniors applying should have accrued a minimum of 15 activity points (activities/clubs/sports) from prior full school years. Activity points during application year will not be counted (activity points are determined at the end of each school year).
- e. Service Learning must be completed prior to applying: minimum of 15 hours for junior applicants, minimum of 20 hours for senior applicants.
- f. Applicants must be in compliance with the Bayonne High School uniform/dress code, attendance policy, lateness policy, and random drug testing policy.
- g. It is solely the student's responsibility to initiate application to the society. Applications will be available after the 2nd marking period from the NHS advisor.
- h. Notification of acceptance will be sent to all candidates in April.
- i. The formal induction ceremony will take place sometime in mid-April.
- j. If a member falls below the standards of the Society, he/she will receive a written warning. The faculty advisor to the National Honor Society is the person responsible for reviewing, monitoring and sending these notices. Upon warning, the student's grades will be reviewed at the next ranking period. At that time the student will either be removed from the Society or be allowed to continue as an active member of the society.

NOTE: A member is allowed only one warning period and once a member is dismissed, he/she is no longer eligible for membership in the National Honor Society.

6. School Sponsored Activities

- a. On the day of a school-sponsored activity, attendance in school is mandatory, however administrative permission may be granted for unique circumstances. Admission to or participation in the activity is denied to any student on suspension.
- b. No one is admitted to any activity after 10 P.M., (concert, dance, etc.)
- c. Smoking, alcohol or drug use and possession is prohibited from any school related activity.
- d. All students are responsible for their actions at all school-sponsored activities. Any and all events are continuations of the school day and all regulations apply.
- e. Once a student leaves an activity, for any reason, he/she is not permitted to re-enter.
- f. Activities are held periodically during the year. They are advertised via the

morning announcements or by posters found throughout the school.

7. Senior Awards

The awards are presented at a Senior Awards Program. Each award's criteria can be found in the Activities Office.

A. Academic Excellence Awards:

Valedictorian - The senior who achieves the highest general average at the time of his/her senior ranking at Bayonne High School is declared the valedictorian.

Salutatorian - The senior who achieves the second highest general average is declared the salutatorian.

NOTE: There is a stipulation in declaring the Valedictorian and Salutatorian.

The recipient must be continuously enrolled in Bayonne High School prior to the end of the first marking period of sophomore year.

APPENDIX

ASSEMBLY/AUDITORIUM PROTOCOL

Audience members are expected to:

- Sit as close to the front as possible when you enter or sit in your assigned seats.
- Remove all headgear
- Remember that feet are not permitted on the chairs.
- Refrain from loud, distracting behavior
- Remember that no electronic devices are allowed (walk-man, beepers, phones, games)
- Remember that the only appropriate response is applause, yelling or calling out is inappropriate behavior.

ADMINISTRATIVE DISCIPLINE AT A GLANCE

This chart contains a multitude of infractions, violations of school policy and generally unacceptable behavior. It does not, however, limit disciplinary measures to only those situations listed. Behavior/conduct that is not specifically addressed in this code will be addressed on a case-by-case basis and discipline will be determined by the severity of the offense by the students' Assistant Principal or the Assistant Principal involved with the incident. In being consistent with the provisions of corporal punishment of pupils, pursuant to N.J.S.A. 18:6-1. No Person employed or engaged in a school or educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution; but any such person may, within the scope of his employment, use and apply such amounts of force as is reasonable and necessary

- 1) To quell a disturbance, threatening physical injury to other;
- 2) To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil;
- 3) For the purpose of self-defense; and
- 4) For the protection of persons or property; and such acts, or any of them, shall not be construed to constitute corporal punishment within the meaning and intendment of this section. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a pupil attending a school or educational institution shall be void

	INFRACTION	DEFINITION	1 st	2 nd	3 rd
1.	Assaulting a Student	Striking a student without physical provocation.	PC S2-10	PC S4-10	PC S10/HI/E
2.	Assaulting a Staff Member	Putting a staff member in a state of fear, panic or apprehension	PC S5-10	PC S4-10	PC S10/HI/E
3.	Battery of a Staff Member	Striking a Staff Member	PC S10/HI/E	PC S10/HI/E	PC HI/E
4.	Bias Incident/Crime	Conduct directly or indirectly Causing harm..	PC S2-4	PC 2 SASH/S 4-10/HI	PC S10/HI/E
5.	Breaking/Entering/Trespassing	Unauthorized presence on school property.	PC S4	PC S10/HI	PC S10/HI/E

6.	Bullying	Hassling, threatening, intimidating a student	PC SASH/S2-5	PC 2 SASH/S3-5	PC S4-10/HI
7.	Compromising School Security	Compromising School Security	PC OSS/2-10	PC OSS/2-10	PC OSS/2-10
8.	Conduct Unbecoming a Student	Acting in a way that disrupts the order of the school or interferes with teaching/learning.	PC DET/SASH/ICE/S2-10E	PC, 2 SASH/ ICE/S4-10	PC S10/HI/E
9.	Cutting Class	Cutting entire period	PC 1 SASH	PC 2 SASH	S1 Possible WN
10.	Cutting ICE, SASH or Misbehavior at either	Unauthorized absence, disruptive behavior, failure to be on task	PC S2-10	PC S4-10	PC S10/HI
11.	Cutting Detention	Unauthorized absence from detention; failure to complete promptly	PC SASH	PC 2 SASH/S2	PC S4-10
12.	Directing Profanity at or obscene gestures at school personnel (whether in or out of school)	Directing Profanity at or obscene gestures at school personnel (whether in or out of school)	PC SASH/ICE S2	PC S3-5	PC S4-10/HI
13.	Dishonesty, Lying, Cheating, and Forging	Dishonesty, Lying, Cheating, and Forging	PC D/SASH S2-10	PC ICE S2-10	PC S4-10/HI/E
14.	Display of Affection	Hugging, kissing, etc., on school grounds.	PC D/SASH S2-10	PC ICE S2-10	PC 2SASH/ICE/ S2-10
15.	Fighting	Punching/wrestling with intent to injure	PC S4-10	PC S4-10/HI	PC S10/HI/E
16.	Gambling	Gambling or simulating games of chance activities [dice/cards with money being exchanged]	PC SASH/ICE/S2	PC ICE/S3-5	PC S4-10/HI
17.	Gang Activity/ Involvement	Group related violence, graffiti, vandalism or harassment.	PC SASH/ICE S 2-5	PC 2SASH/ICE /S4-10	PC S10/HI/E
18.	Harassment	Physical, verbal, written threats, meant to make one feel harm.	PC SASH/ICE	PC 2 SASH/ICE/ S2-5	PC S4-10
19.	Identification Card Violations	Not in student's possession upon entering/during the school day.	PC D/PROC/ SASH	PC D/PROC/ SASH	PC 2 SASH/S2
20.	Improper Attire	Wearing clothing that violates the dress code.	PC PROC/D	PC PROC/D/ SASH	PC PROC/2 SASH S2

21.	Improper Hall Behavior	Shouting, pushing, running or creating unnecessary disturbance.	SASH	2 SASH/ICE/S	PC ICE/S3-5
22.	Improper Restroom Behavior	Improper Restroom Behavior	PC OSS/2-10	PC OSS/2-10	PC OSS/2-10
23.	Insubordination / Defiance of Authority	Not following directions of a teacher, administrator or staff member.	D/SASH/ICE/S2	PC 2 SASH/ICE/S3-5	PC ICE/S5-10
24.	Jeopardizing the Safety and Order of the School	Endangering others or disrupting the school.	PC SASH/ICE/S2-10	PC ICE/S4-10	PC S10/Hi/E
25.	Leaving School Without Permission	Leaving School Without Permission.	PC SASH/S2	PC 2 SASH/S3-5	PC S4-10
26.	Littering	Throwing food, garbage, litter anywhere on school grounds.	D2/SASH/ICE	PC SASH/ICE	PC S2-10
27.	Use of Electronic Device	Use of Electronic Device without authorization	1 SASH	PC 2 SASH	PC S1
28.	Possession of a Controlled Substance on or off School Grounds	Possession of a Controlled Substance on or off School Grounds	PC S10/DC/POLICE	PC S10/DC/Hi	PC S10/DC/Hi/E
29.	Possession of Weapons, items that could be Perceived as Weapons	Possessing a knife, gun, razor, or simulated object that can be used as a weapon or to threaten.	PC S10/POLICE	PC S10/POLICE	PC S10/Hi/POLICE
30.	Racial or Ethnic Slurs	Verbal or written derogatory Comments based on race, ethnic Background or culture.	PC SASH/ICE/S103	PC 2 SASH/ICE/S3-5	PC S5-10/Hi
31.	Sexual Harassment	Unwanted/demeaning comments of a sexual nature, advances, suggestions, or contact.	PC 2 SASH/ICE/S2	PC S3-10/Hi	PC S10/Hi/E
32.	Sharing lockers	Sharing lockers	DI	D2/SASH	2 SASH/S1-2
33.	Smoking in the building or on school grounds	Smoking in the building or on school grounds	PC S2/possible fine	PC S4/possible fine	PC S10/possible fine
34.	Loitering	Being in a restricted area or an area at an inappropriate time. Not leaving the building or grounds upon request	D2/SASH	SASH/D2	2 SASH/S2-5

35.	Stealing	Stealing	PC 1,2 SASH/ S2-10/ Police Report	PC S2-10/HI/ Police Report	PC S10/HI/E Police Report
36.	Tardiness to Homeroom (each 5 TH time)	Late arrival to homeroom.[after 8:39 am]	PC SASH	PC 2 SASH on 10 th time	PC 3 SASH on 15 th 4 SASH on 20 th 1 OOSS on 25 th 30 th Denied participation from clubs, activities, grad ceremony
37.	Tardiness to Class	Late to class	3L=1SASH 6L=2SASH	9L=3SASH,	12L=S1
38.	Truancy	Unauthorized absence from school without parental knowledge.	PC D3/SASH	PC 2 SASH	PC S2-10
39.	Unauthorized sale of Tickets, Raffles, etc. in or on school grounds	Unauthorized sale of Tickets, Raffles, etc in or on school grounds	PC D2/SASH	PC SASH	PC 2 SASH/S2- 10
40.	Under the Influence of a controlled Dangerous Substance	Under the Influence of a controlled Dangerous Substance on or off school grounds	PC S10/DC	PC S10/HI/DC	PC S10/HI/E
41.	Using Profanity or Obscene Gestures	Using Profanity or Obscene Gestures	D2/SASH/ICE	PC 1,2 SASH/ ICE/S2	PC S3-10/HI
42.	Vandalism/Graffiti	Any act which defaces/ destroys or in any way damages the school or school property.	PC R/SASH/ICE/ S2-10	PC R/2 SASH/ ICE/S2-10	PC R/S5- 10/HI/E
43.	Possession of entertainment device	Possessing radio, CD player cassette, walkman, head phones or electronic games	PC SASH	PC SASH S2	PC C/S3-10
44.	Kicking, slamming into magnetic door to open doors.	Kicking, slamming into magnetic door to open doors.	PC S2-10	PC S2-10	PC S10/HI
45.	Away From Assigned Area, Misuse of Staff Pass	Roaming halls, outside building, not in area specified by pass	SASH	I.C.E. PC	S PC
	R	Reimbursement			
	C-P	Confiscate, if possible			

	PC	Parent contacted
	S	Suspension
	HI	Home instruction
	DC	Drug counseling
	E	Expulsion
	D	Detention
	WN	Withdraw/no credit
	ICE	Isolated Classroom Experience
	PROC	Clerical process for entering without ID card or dress code violation
	SASH	Student After School Hours

*This chart contains a multitude of infractions, violations of school policy and generally unacceptable behavior.

TEACHERS' GUIDE						
BHS DISCIPLINE CODE – TEACHER RESPONSIBILITY						
DISCIPLINE-AT-A-GLANCE						
			CONSEQUENCES			
	INFRACTION		DEFINITION	1 st	2nd	3 rd
1.	Assaulting a Student		Striking a student without physical provocation.	Report Immediately - Discipline Report		
2.	Assaulting a Staff Member		Putting a staff member in a state of fear, panic or apprehension	Report Immediately - Discipline Report		
3.	Battery of a Staff Member		Striking a Staff Member	Report Immediately - Discipline Report		
4.	Bias Incident/Crime		Conduct directly or indirectly Causing harm..	Report Immediately - Discipline Report		
5.	Breaking/Entering/ Trespassing		Unauthorized presence on school property.	Report Immediately - Discipline Report		
6.	Bullying		Hassling, threatening, intimidating a student	Report Immediately w/Discipline Report		
7.	Conduct Unbecoming a Student		Acting in a way that disrupts the order of the school or interferes with teaching/learning.	D2,3/DR	Discipline Report	
8.	Cutting Class		Cutting the entire period	DR (for lates)	Discipline Report	
9.	Directing Profanity at or obscene gestures at school personnel (whether in or out of school)		Directing Profanity at or obscene gestures at school personnel (whether in or out of school)	D2,3	Discipline Report	
10.	Dishonesty, Lying, Cheating, and Forging		Dishonesty, Lying, Cheating, and Forging	D2,3/Zero Grade	Discipline Report	
11.	Display of Affection		Hugging, kissing, etc., on school grounds.	D2,3/DR	Discipline Report	
12.	Fighting		Punching/wrestling with intent to injure	Report Immediately - Discipline Report		
13.	Gambling		Gambling or simulating games	Confiscate items D2,3/DR		Discipline Report

		of chance activities [dice/cards with money being exchanged]		
14.	Gang Activity/ Involvement	Group related violence, graffiti, vandalism or harassment.	Report Immediately - Discipline Report	
15.	Harassment	Physical, verbal, written threats, meant to make one feel harm.	D2,3/DR	Discipline Report
16.	Identification Card Violations	Not in student's possession upon entering/during the school day.	D1	D2/DR Discipline Report
17.	Improper Attire	Wearing clothing that violates the dress code.	Report Immediately - Discipline Report	
18.	Improper Hall Behavior	Shouting, pushing, running or creating unnecessary disturbance.	D2,3/DR	Discipline Report or Report Immediately, if necessary
19.	Improper Bathroom Behavior More than 1 student per stall	Improper Bathroom Behavior More than 1 student per stall	Report to V.P.	Report to V.P.
20.	Insubordination / Defiance of Authority	Not following directions of a teacher, administrator or staff member.	D2,3/DR	Discipline Report
21.	Jeopardizing the Safety and Order of the School	Endangering others or disrupting the school.	Report Immediately - Discipline Report	
22.	Leaving School Without Permission	Leaving School Without Permission.	Report Immediately - Discipline Report	
23.	Littering	Throwing food, garbage, litter anywhere on school grounds.	D1, 2	D2, 3 Discipline Report
24.	Loitering	Being in a restricted area or an area at an inappropriate time.	D1, 2	Discipline Report Report ASAP, if necessary
25.	Use of Electronic Device	Use of Electronic Device without authorization	Discipline Report	
26.	Possession of a	Possession of a	Report ASAP - Discipline	

	Controlled Substance on or off School Grounds	Controlled Substance on or off School Grounds	Report	
27.	Possession of Entertainment Device	Having Walkman, CD or Cassette, Radio, Electronic Game, etc.	Discipline Report	Discipline Report
28.	Possession of Laser Pointer	Possession of Laser Pointer	Report ASAP - Discipline Report	
29.	Possession of Weapons, items that could be Perceived as Weapons	Possessing a knife, gun, razor, or simulated object that can be utilized as a weapon or to threaten.	Confiscate, if possible – Report ASAP Discipline Report	
30.	Racial or Ethnic Slurs	Verbal or written derogatory Comments based on race, ethnic Background or culture.	D2/DR	Report ASAP, if necessary Discipline Report
31.	Sexual Harassment	Unwanted/demeaning comments of a sexual nature, advances, suggestions, or contact.	Report ASAP - Discipline Report	
32.	Sharing lockers	Sharing lockers	Discipline Report	
33.	Smoking in the building or on school grounds	Smoking in the building or on school grounds	Confiscate, if possible – Report ASAP Discipline Report	
34.	Stealing	Stealing	Report ASAP - Discipline Report	
35.	Tardiness to Homeroom (each 5 TH time)	Late arrival to homeroom.[after 8:39 am]	HR-Report on bubble sheet	
36.	Tardiness to Class	Late to class	Late to Class Report	
37.	Truancy	Unauthorized absence from school without parental knowledge.	Discipline Report	
38.	Unauthorized sale of Tickets, Raffles, etc. in or on school grounds	Unauthorized sale of Tickets, Raffles, etc in or on school grounds	Confiscate, if possible Report ASAP – Discipline Report	
39.	Under the Influence of a controlled Dangerous Substance	Under the Influence of a controlled Dangerous Substance on or off school grounds	Confiscate, if possible Report ASAP – Discipline Report	

40.	Using Profanity or Obscene Gestures	Using Profanity or Obscene Gestures		Report ASAP - Discipline Report and/or 2/3 detention
41.	Vandalism/Graffiti	Any act which defaces/ destroys or in any way damages the school or school property.	D2/ Discipline Report	Discipline Report Report ASAP, if necessary
42.	Possession of entertainment device	Possessing radio, CD player cassette, walkman, head phones or electronic games	DR Report ASAP	Report ASAP Discipline Report
43.	Kicking, slamming into magnetic door to open doors.	Kicking, slamming into magnetic door to open doors.		Report ASAP - Discipline Report
44.	Away from Assigned area/ misuse of Staff Pass	Roaming Halls, outside Building, not in Area Specified	D2/ Discipline Report	D2 / Discipline Report
	C	Confiscate		
	PC	Parent contacted		
	S	Suspension		
	HI	Home instruction		
	DC	Drug counseling		
	E	Expulsion		
	D	Detention		
	WN	Withdraw/no credit		
	ICE	Isolated Classroom Experience		
	PROC	Clerical process for entering without ID card or dress code violation		
	SASH	Student After School Hours		
	DR	Discipline Report		

*This chart contains a multitude of infractions, violations of school policy and generally unacceptable behavior.

APPENDIX

Format for Absence Note:

Today's Date

Student's Name and Homeroom

Reason for absence(s) or lateness:

Date of absence(s) or lateness:

Print name of person writing this note:

Relationship to student:

Signature:

APPENDIX

Procedures for Class Rank:

Subjects included for determining grade point average for ranking purposes:

- A. All courses with a numerical final average, except Physical Education and related health.
- B. All courses completed in summer school are included, with the exception of Physical Education and related health or safety courses.
- C. With mathematics in tenth grade, the mid-year average is the final average for Geometry H and is used as such for ranking purposes. The Algebra 2 H grade at the end of the year is then also considered a final average.

Procedures for Determining Grade Point Average:

- A. The final averages for all courses must be totaled. When a student fails and then repeats the subject during summer school or during the school year both final averages are included. This total of final averages is then divided by the total number of courses included. (When a student fails a course and then repeats, this is considered as two subjects.)
- B. No final average lower than 50 is used. Final averages lower than 50 are rounded to 50 for ranking purposes.
- C. For determination of 1 through 10 in Class Rank, averages shall be carried out to 3 decimal places-no further.
- D. “WF” or “WN” grades receive a 50 Grade Point Average for ranking purposes.

Determination of Class Rank

- A. In determining rank all students with the same Grade Point Average receive the identical rank. However, the next rank takes into account the total number of students receiving the previous rank, i.e. if the five students have a Grade Point Average of 95.51 they would be ranked #21. The new and transferring student with a Grade Point Average of 95.42 would be ranked #26.
- B. First Ranking:
 - 1. First Ranking, based on Grade Point Average through junior year, is completed in September of Senior Year. This completion date is to accommodate summer school results and any homeroom changes.
- C. Second Ranking
 - 1. The Second Ranking is completed as of the end of MP #2. The ranking is completed for every student eligible to graduate in June.
 - 2. Second Ranking is calculated in the same manner as First Ranking. Added to this is the average the student presently holds in each subject during senior year. This average is the mid-year average as shown on report cards.

3. The Second Ranking will be used for the determination of Valedictorian, Salutatorian and Circle of Ten. Only students who entered Bayonne High School prior to the end of the first marking period of sophomore year are eligible to be valedictorian, salutatorian or a member of the Circle of Ten.

BAYONNE BOARD OF EDUCATION
RANDOM DRUG AND ALCOHOL TESTING PROGRAM
PUPIL CONSENT TO TEST FORM

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the Bayonne Board of Education and the sponsors for the activity in which I participate.

I authorize the Bayonne Board of Education to conduct a test on saliva or urine which I provide on-site to test for alcohol and/or drug use if my name is drawn from the random pool. Pursuant to the Regulation for the Pupil Random Drug and Alcohol Testing Policy 5531, I also authorize the release of information concerning the results of such tests to designated District personnel.

I understand that this consent remains in effect during my time at Bayonne High School. I further understand that the testing will only be done on student contact days.

<hr/>	<hr/>	<hr/>	<hr/>
Pupil Name (Print)	Homeroom	Grade	Student #
<hr/>			
Pupil Signature		Date	
<hr/>			
Parent/Guardian (Print)		Work Phone	
<hr/>			
Parent/Guardian Signature		Date	
<hr/>			
Home Phone		Cell Phone	
<hr/>			

.....

I plan to participate in one or more of the following:

_____ Athletic Program/Team: _____

_____ Extra/Co-curricular Activity or School Club Activity _____

_____ I am volunteering to be placed in the testing pool.

Distribution: White: Testing Coordinator Yellow: Athletic Director/Activity/Coordinator
Pink: Parent

APPENDIX

5512.02 - Cyber-Bullying

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

Definitions

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A.

18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

Adopted: 23 July 2009

5701 PLAGIARISM

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers, and exchanging information with other students orally, in writing or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism in term papers, themes, essays, reports, images, take-home examinations, and so forth. Plagiarism is defined as stealing or use without acknowledgment the ideas, words, formulas, textual materials, or online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and so forth.

B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties from reprimand to loss of credit for all of the work that is plagiarized.

C. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
2. If warranted, file a written complaint against the student with the curriculum director, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the curriculum director.
3. The curriculum director will determine if further discipline of the pupil is appropriate,

POLICY

BAYONNE BOARD OF EDUCATION
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PLAGIARISM

and will determine the nature of the discipline on a case by case basis.

4. If the pupil is not in agreement with the disciplinary action of the curriculum director, he/she may appeal the action to the principal. If the pupil is dissatisfied with the principal's disposition of the case, he/she may grieve the action in accordance with policy 5710, Pupil Grievance.

Adopted: 28 July 1997



BAYONNE BOARD OF EDUCATION

BAYONNE HIGH SCHOOL

Medical Department

667 Avenue A
Bayonne, New Jersey 07002
Phone 201-858-5926-27
Fax 201-858-5924

John Dedousis, M.D.
Medical Director

Orthopedic Device

Any Student returning to school wearing an orthopedic device such as a cast, sling, brace or using aids, such as a cane or crutch must present a doctor's certificate to the school nurse.

This Certificate must stipulate:

1. **Medical Diagnosis**
2. **The student may safely return to school with the device.**
3. **That he/she has been instructed in the use of device**
4. **The student is able to safely manage the stairs and is step ready**
5. **Restrictions including physical education and approximate length of time the aid/device will be required**

A student may not be admitted to school using an orthopedic device if the medical department considers it to be unsafe for the pupil to be in school.

If a student has an injury that will require an extensive amount of time with orthopedic assistance they may be considered for home instruction.

Home instruction may be requested by a physician in writing to both the Chief medical officer and the home instruction department.

The request must include:

1. The medical diagnosis along with any medical concerns or limitation
2. The need for home instruction
3. The planned length of time for absence

The office for home instruction can be reached at 201-243-2473.

Please feel free to contact the school health department with any questions.

GRADUATION REQUIREMENTS

Subject/Course:	Required:
<ul style="list-style-type: none"> NJ Department of Education Required Assessments 	<u>Class of 2019, 2020, 2021 and 2022</u> NJSLA / PARCC Assessments in ELA 10 AND Algebra 1
<ul style="list-style-type: none"> Language Arts Literacy 	20 Credits in English 9, 10, 11, 12 <u>OR</u> ESL Equivalent
<ul style="list-style-type: none"> Mathematics 	15 credits of mathematics including: 1. Algebra 1 <u>AND</u> 2. Geometry <u>AND</u> 3. Algebra 2 <u>OR</u> Pre Calculus OR Probability and Statistics <u>OR</u> Discrete Math
<ul style="list-style-type: none"> Science 	15 credits of a Lab Based Science including the following: 1. Biology <u>AND</u> 2. Chemistry <u>AND</u> 3. Physics <u>OR</u> Environmental Science
<ul style="list-style-type: none"> Social Studies 	15 of a Social Studies including the following: 1. World History <u>AND</u> 2. United States History 1 <u>AND</u> 3. United States History 2
<ul style="list-style-type: none"> Financial Literacy 	2.5 Credits
<ul style="list-style-type: none"> World Language 	5 Credits
<ul style="list-style-type: none"> Fine or Performing Arts 	5 Credits
<ul style="list-style-type: none"> Career Education & Consumer, Family & Life Skills 	5 Credits
<ul style="list-style-type: none"> Physical Education / Health 	5 Credits
GRADUATION Credits	125 Total Credits Required
<ul style="list-style-type: none"> Service Learning Requirement 	20 Hours of Service Learning is Required

STUDENT PROMOTION REQUIREMENTS

For Promotion To...	Credits Needed...
Sophomore Homeroom	30 Total Credits
Junior Homeroom	60 Total Credits
Senior Homeroom	Must be eligible to graduate the following June

ELA and Mathematics Assessment Graduation Requirements for the Classes of 2019, 2020, 2021, and 2022

This document reflects the high school graduation assessment requirements for the Classes of 2019, 2020, 2021, and 2022, pursuant to amended Consent Order received by the NJDOE from the Appellate Division of the Superior Court of New Jersey on June 5, 2019.

The requirements for the Class of 2019, including the cut scores, remain unchanged from the requirements that were applied to the Classes of 2017 and 2018. These requirements now apply to the Classes of 2020, 2021, and 2022.

Pathways Available	English Language Art/Literacy (ELA)	Mathematics
First Pathway: Demonstrate proficiency in the high school end-of-course NJSLA/PARCC Assessments in ELA-10 and/or Algebra 1	NJSLA/PARCC ELA Grade 10 > 750 (Level 4)	NJSLA/PARCC Algebra 1 > 750 (Level 4)
Second Pathway: Demonstrate proficiency in English language arts and/or mathematics by meeting the designated cut score on one of the alternative assessments	NJSLA/PARCC ELA Grade 10 \geq 750 (Level 4), or NJSLA/PARCC ELA Grade 11 \geq 725 (Level 3), or SAT Critical Reading (taken before 3/1/16) \geq 400, or SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450, or SAT Reading Test (taken 3/1/16 or later) \geq 22, or ACT Reading ACT PLAN Reading 1 \geq 16, or ACCUPLACER WritePlacer ESL \geq 6, or ACCUPLACER WritePlacer ESL \geq 4, or PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) \geq 22, or ACT Aspire Reading E1 > 422, or	NJSLA/PARCC Geometry > 725 (Level 3), or NJSLA/PARCC Algebra 2 > 725 (Level 3), or SAT Math (taken before 3/1/16) > 440, or SAT Math Section (taken 3/1/16 or later) > 400, or SAT Math Test (taken 3/1/16 or later) > 22, or ACT or ACT PLAN Math 1 > 16, or ACCUPLACER Elementary Algebra > 76, or Next-Generation ACCUPLACER Quantitative Reasoning, Algebra and Statistics (QAS) (beginning January 2019) > 225, or

	ASVAB-AFQT Composite ≥ 31	PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) > 22, or ACT Aspire Math 1 > 422, or ASVAB_AFQT Composite > 31
Third Pathway: Demonstrate proficiency in English language arts and/or mathematics through Portfolio Appeals	Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

1 Test is no longer administered but can be used for the graduating year.

2 Beginning on **Monday, January 28, 2019**, classic ACCUPLACER tests were no longer available. QAS replaced ACCUPLACER Elementary Algebra.

For questions or concerns, please reach out to assessment@doe.nj.gov.

School Based Youth Services Program Student Center/Teen Center Bayonne High School 667 Avenue A Bayonne, NJ 07002 201-858-5925 REFERRAL LIST				
The following listing of local support services is an attempt for parents/guardians who are interested in counseling services for their child.				
*We cannot guarantee the accuracy of phone numbers and locations as they frequently change.				
COUNSELING SERVICES				
Name	Address	City, State	Phone	Notes
Mobile Crisis Response Unit			201-915-2210	
Bayonne Community Mental Health Center	601 Broadway	Bayonne, NJ	201-339-9200	www.bayonnementalhealth.org
Children's Crisis Intervention Services (CCIS)@ChristHospital	169 Palisade Ave.	Jersey City, NJ	201-795-8375	Inpatient Services
Bayonne Medical Center-Behavioral Health Services	29 East 29th St.	Bayonne, NJ	201-858-5285	
Christ Hospital-Behavioral Health Services	176 Palisade Ave.	Jersey City, NJ	201-795-8375	
Hoboken University Medical Center-Behavioral Services	308 Willow Ave.	Hoboken, NJ	201-792-8200	Psychiatric Emerg. Screening 24/7 (Pediatric)
High Focus		Paramus/Cranford	800-877-3628	www.highfocuscenters.com

JCMC-Child/Adolescent Behavioral Health Services	355 Grand St.	Jersey City, NJ	201-915-2272	
Perform Care			877-652-7624	Family Assistance (in-home counseling, mental health services, etc.)
Youth Consultation Services (YCS)		Jersey City, NJ	201-209-9070	Special Needs Assistance
City Hall Health Clinic	27th St. & Ave. C	Bayonne, NJ	201-823-1250	
PRIVATE PRACTITIONERS				
<u>Name</u>	<u>Address</u>	<u>City, State</u>	<u>Phone</u>	<u>Notes</u>
Paul Hriso, MD (Northstar Health Systems)**	654 Ave. C	Bayonne, NJ	201-437-1775	www.northstarhealth.org
Brian Nandy, LPC**	95 W 13th St., FL2	Bayonne, NJ	201-668-1001	www.bncounseling.com
Brian Della Pesca, MA LPC**	473 Bway, Ste. 215	Bayonne, NJ	973-980-2955	*no Medicaid/Medicare
Lynne Miller Guss, LCSW, ACSW**	654 Ave. C	Bayonne, NJ	201-436-0518	Social Worker
Larry Dumont, MD**	70 W 32nd St.	Bayonne, NJ	201-339-9614	Child Psychiatrist
Jacob Jacoby, MD**	654 Ave. C	Bayonne, NJ	201-339-0323	Psychiatrist
Barbara Byrd, PhD.	930 Kennedy Blvd.	Bayonne, NJ	201-437-8549	Psychologist
Eric Gewolb, MD	830 Kennedy Blvd.	Bayonne, NJ	201-339-0200	Psychiatrist
Marybeth Mackin, PhD.**	497 Broadway	Bayonne, NJ	201-437-4200	Psychologist
Scott Aftel, MD**	28 E 32nd St.	Bayonne, NJ	201-437-9711	Psychiatrist
Charles Daly, PhD.**	70 W 32nd St.	Bayonne, NJ	201-339-1833	Psychologist
Peter Benanti, ACSW	707 Broadway	Bayonne, NJ	201-858-3122	Social Worker
Gerard Figurelli, PhD. & Frank Kowalski, CAC**	479 Ave. C	Bayonne, NJ	201-339-0412	(Comm. Psychotherapy Assoc.)
Maria Padron-Gayol, MD	433 66th St.	Guttenberg, NJ	201-861-7639	Child Psychiatrist
Alternatives Group Counseling Center	11 W 42nd St.	Bayonne, NJ	201-823-9442	
Alvaro Gutierrez, MD**	223 Bloomfield Ave.	Hoboken, NJ	201-222-1370	Child Psychiatrist
Sonya Kulczycky, LCSW	51 Newark St.	Hoboken, NJ	201-216-0077	
Sallie Norquist, PhD.	51-53 Newark St.	Hoboken, NJ	201-659-3060	
Elsa Arellano, LCSW & Dulce Carto, LCSW**	615 Pavonia Ave.	Jersey City, NJ	201-610-9466	(Bilingual Psychotherapy Assoc.)
Rossi Psychological Group-Hudson County EAP	2954 Kennedy Blvd.	Jersey City, NJ	201-430-9503	
Don Mendoza, LPC**	219 Montgomery	Jersey City, NJ	201-425-0906	
**Accepts BBOED Insurance (Horizon BCBS)				

SUBSTANCE ABUSE				
New Pathways	995 Broadway	Bayonne, NJ	201-436-1022	
University Hospital-Giant Steps Program	527 Clinton St.	Hoboken, NJ	201-792-8290	
Community Psychotherapy Association	479 Ave. C	Bayonne, NJ	201-339-0142	18 and older
Christ Hospital-Substance Abuse	170 Palisade Ave.	Jersey City, NJ	201-795-8375	
NorthStar Health Systems	654 Ave. C	Bayonne, NJ	201-437-1775	www.northstarhealth.org
High Focus (Admissions)		Paramus/Cranford	800-877-3628	www.highfocuscenters.com
Treatment Dynamics	256 Columbia Tpke.	Florham Park, NJ	973-593-0090	www.treatmentdynamics.com
Treatment Dynamics	83 Spring St., Ste. 101	Newton, NJ	973-940-7306	www.treatmentdynamics.com
Summit Hospital	19 Prospect St.	Summit, NJ	908-522-7000	
DayTop Village	80 West Main St.	Mendham, NJ	973-543-5656	www.daytop.org
Integrity House	595 County Ave.	Secaucus, NJ	201-537-5317	www.integrityhouse.com
White Deer Run		Allenwood, PA	877-907-6237	www.whitedeerrun.com
Evergreen Treatment Center-Bergen Med. Ctr.		Paramus, NJ	800-730-2762	
AA Meeting Information			800-245-1377	
Addictions Hotline			800-238-2333	
NJ Teen Drug Rehabilitation Center-Hope Links			877-873-4221	
HOTLINE NUMBERS (1-800)				
Drug Hotline	448-4663		448-4668	Youth Crisis/Runaway
Gambling	225-0916		642-2268	Eating Disorders
Ala-Call	322-5525		231-6946	Runaway
AIDS	624-2377		333-4444	Suicide/Rape
National AIDS Information	342-2437		367-6274	Self-Help Clearinghouse
STD	2278922		225-0195	NJ Drug Hotline
Statewide Domestic Violence	572-7233		201-646-9226	Suicide Hotline
Poison Control	962-1253		201-744-8686	Al-Anon/Alateen
Narcotics Anonymous	992-0401		245-1377	Alcoholics Anonymous
MISCELLANEOUS				

Division of Child Protection & Permanency (DCP&P)	690 Broadway, FL4	Bayonne, NJ	877-652-2873	Abuse/Neglect-Local Office 201-823-5500
AstraHealth Center	564 Broadway	Bayonne, NJ	201-468-8888	Urgent Care/Drug Testing
Covenant House	797 Westside Ave.	Jersey City, NJ	201-433-0234	Homeless
Salvation Army Center	562 Bergen Ave.	Jersey City, NJ	201-435-7355	Homeless
Anthony House	246 2nd Ave.	Jersey City, NJ	201-420-1070	Homeless Mothers & Children
St. Lucy Shelter	Grove & 15th St.	Jersey City, NJ	201-656-7201	Homeless
MASSH	945 Garfield Ave.	Jersey City, NJ	201-434-1316	Homeless
The Center-LGBT	208 W 13th St.	NYC, NY	646-556-9290	gaycenter.org
Hudson Pride Connections Center	32 Jones St.	Jersey City, NJ	201-963-4779	LGBT
Newark LGBTQ Community Center	11 Halsey St.	Newark, NJ	973-424-9555	LGBT
First Choice Women's Resource Center	10 Paterson St.	Jersey City, NJ	201-656-6120	Women's Health
Metropolitan Family Health	935 Garfield Ave.	Jersey City, NJ	201-478-5827	Women's Health
Liberty Health	953 Garfield Ave.	Jersey City, NJ	201-915-2545	Women's Health (JCMC)
Partnership for Maternal & Child Health	65 Ruby Brown Ter.	Jersey City, NJ	201-876-8900	Pregnancy/Parenting
Kenmore Pregnant & Parenting Teens	81 Washington Ave.	Jersey City, NJ	201-413-9280	Pregnancy/Parenting
Eating Disorder Center & Mental Health Care	70 W Allendale Ctr.	Allendale, NJ	800-736-3739	Eating Disorders
Probation Hudson County	595 Newark Ave.	Jersey City, NJ	201-217-5362	
NJ State Police			973-881-1228	Street Gang Unit
NJ Immigrant Policy Network	972 Broad St.	Newark, NJ	973-622-6448	
Urban League of Hudson County	779 Bergen Ave.	Jersey City, NJ	201-451-8888	Child Care
Hudson County Protective Services	100 Clinton Pl.	Jersey City, NJ	201-295-5160	
Probation Department	595 Newark Ave.	Jersey City, NJ		
Northeast New Jersey Legal Services	574 Summit Ave.	Jersey City, NJ	201-792-6363	

BAYONNE BOARD OF EDUCATION
Administration Building
669 Avenue A
Bayonne, NJ 07002

John J. Niesz
Superintendent of Schools

Tel: (201) 858-5817
Fax: (201) 858-6289

Bayonne Board of Education: Acceptable Use Policy (AUP) for Students and Staff

General

The Bayonne School District ("District") provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing the technology resources is to improve learning and teaching through research, teacher training, collaboration, and the dissemination and the use of global communication resources. The District reserves the right to monitor all activity on network/computer facilities/computers.

Because of the complex association between so many government agencies and computer networks/computers, the end user of these computer networks/computers must adhere to strict regulations. Regulations are provided here so that staff, community, and student users, as well as the parent(s) or legal guardian(s) of students, are aware of their responsibilities. The District may modify these regulations at any time by publishing modified regulations on the network and elsewhere.

Students and staff are responsible for good behavior on computer networks/computers just as they are in a classroom or on other school grounds. Communications on the computer network/computers/online resources are often public in nature. Policies and regulations governing behavior and communications apply. The District's networks, Internet access and computers are provided to students and staff for educational purposes only. Access to the District's computer networks/computers is a privilege, not a right. Individual users of the District's computer network/computers are responsible for their behavior and communications over the computer network/computers/online resources. Users will be required to comply with District standards and will abide by the agreements they have signed.

The District is not responsible for the actions of individuals utilizing the computer network/computers who violate the District's policies and regulations.

Electronic file storage areas shall be treated in the same manner as other school storage facilities. District administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.

Prohibited Activity

Users of District computers/computer networks/internet access are prohibited from engaging in behavior including, but not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Engaging in any conduct which violates existing District policy;
3. Attempt to or successfully log into network administrative accounts, services, emails, log files, etc.;

4. Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
5. Using or accessing inappropriate content, as defined in section 2256 of Title 18, United States Code;
6. Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image files or other visual depictions that taken as a whole and with respect to minors;
7. Harassing, demeaning, insulting, defaming, discriminating against or attacking others;
8. Sending, displaying or receiving lewd, indecent, profane, vulgar, rude, threatening, racist, offensive or inflammatory speech or material;
9. Knowingly and recklessly posting false information;
10. Engaging in activities that could materially or substantially interfere or disrupt the operation of the District, the District's educational mission or other students' rights;
11. Attempting to or accessing District network admin credentials;
12. Sharing or distributing WIFI access credentials;
13. Attempting to or accessing staff or student username and/or passwords other than your own;
14. Damaging computers, computer systems or computer networks;
15. Intentionally compromising the integrity of District data;
16. Intentionally disrupting network traffic or crashing the network;
17. Violating intellectual property laws, including, but not limited to, copyright and or trademark infringement;
18. Using District resources to commit fraud;
19. Using another's password, account or identity, or forging email messages;
20. Trespassing in another's folders, work or files;
21. Intentionally wasting limited resources;
22. Employing the computer network/computers for unauthorized commercial purposes;
23. Obtaining and or disclosing, without proper authorization, confidential pupil information including but not limited to names, addresses, telephone numbers, attendance records, email addresses, building locations and other personally identifiable information;
24. Obtaining and disclosing, without proper authorization, personal information relating to staff and family members of staff and or pupils.
25. Engaging in personal business or personal communications during school hours;
26. Accessing or using personal email accounts during school hours, unless said conduct is being done in connection with, or in the furtherance of, an educational purpose;
27. Gaining or seeking unauthorized access to the network, files of others and any electronic District data; and
28. Engaging in other activities that do not advance the educational purposes for which the computer network/computers are provided.

Internet

District staff shall supervise student use of the Internet. Students shall immediately notify a staff member if anyone attempts to initiate any inappropriate personal contact with them while they are using the District's Internet access.

Electronic Communication Between Staff and Students

1. Email: In accordance to District Policy 3283 and 4283 staff is required to maintain their District email accounts as a means of communication with administration, staff, parents, and other educational contacts. At no time should staff and students communicate via personal email accounts. All communication should be done through the District email. If a teacher receives an

email from a student's personal email account, the staff member is to respond with their District email and inform the student that all communication moving forward should be done through district email.

2. Cellular Telephone: In accordance to District Policy 3283 and 4283 personal cellular telephone communication is prohibited between staff and students, unless the teaching staff member has approval from their building administration to use their personal cellular telephones to communicate directly related to professional responsibilities. Any approved communication shall not extend beyond the approved activity.
3. Text Messaging: In accordance to District policy 3283 and 4283 text messaging and or website messaging communication is prohibited between staff and students, unless the teaching staff member has approval from their building administration to use text messaging and or website messaging to communicate directly related to professional responsibilities. Any approved communication shall not extend beyond the approved activity.

Professional Social Media

In accordance to District policy 3283 and 4283 teaching staff may engage in professional social media activities – such as those dedicated to homework, study guides, activities, teams and clubs – after securing proper approvals. Staff members who decide to engage in professional social media activities should maintain separate professional and personal email addresses. As such, staff should not use their personal email addresses for professional social media activities. The professional social media presence should utilize their District email address.

Staff should treat professional social media space and communication like a classroom and/ or professional workplace. The same standards expected in the District's professional settings are expected on professional media sites. If a particular type of behavior is inappropriate in the classroom, that behavior is also inappropriate on the social media site.

Staff should exercise caution, sound judgment and common sense when using professional social media sites. Staff should use privacy settings to control access to their professional social media sites to ensure that the communications

reach only the intended audience. However, staff should be aware of limitations to privacy settings and that communications can easily become public. Staff has an individualized responsibility to understand the rules of the social media site being used.

Professional social media communication should be in accordance with District policies, rules and regulations, as well as with applicable laws including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language. No personally identifiable student information may be posted by staff on social media websites, including student photographs, without the consent of the students' parents. Students who participate in professional social media sites may not be permitted to post photographs featuring other students.

Personal Social Media

In accordance with District policy 3283 and 4283 staff will not communicate ("friend," "follow," "comment," etc.) with students who are currently enrolled in District schools via personal social media sites or websites. Communication between staff and students through personal social networking

websites is only permitted (a) when both the staff member and the parent of the child put in writing to their building administration that the staff member and child are relatives and communication through social media websites is allowed; and (b) if an emergency situation requires such communication, in which case the staff member should notify his/her building administration of the contact as soon as possible.

Staff utilizing personal social media websites must represent themselves professionally. They are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, staff should be aware of limitations to privacy settings and that communications can easily become public. Staff has an individualized responsibility to understand the rules of the social media site being used.

Personal Devices

Staff is allowed to use their personal devices for instruction purposes only during the school day. Staff is expected to silence all handheld devices and put away during instructional time unless using for educational purposes. The Bayonne Board of Education is not responsible for the damage, vandalism, loss, or theft of any personal devices brought on school grounds.

Students will keep all cellphones and other handheld devices silenced and put away during school hours, unless instructed by staff to use for educational purposes. The Bayonne Board of Education is not responsible for the damage, vandalism, loss, or theft of any personal devices brought on school grounds.

No student or staff member can expect privacy in any content stored or accessed through the District network. District email and all computer hardware and subscriptions are the property of the District. All users are hereby put on notice that any and all content stored on the District network or computers is subject to review and inspection, including emails and personal and/or professional files. All users are advised that all Internet activity, including email and websites visited, is monitored and archived.

The District makes no warranties of any kind, neither expressed nor implied, for the computer resources and Internet access that it provides. The District will not be responsible for any damages users may suffer, including but not limited to loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information gathered from District-provided Internet access. The District will not be responsible for personal property used to access district computers or networks, or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided Internet access. The District reserves the right to limit the use of personal electronic devices that disrupt the educational environment for students and or staff.



Bayonne Board of Education:
Staff & Student Acceptable Use Policy



All students and staff within the Bayonne School District will adhere to the rules, regulations, and procedures of the [Acceptable Use Policy](#) as they pertain to the various technologies outlined below, as well as the District Board Policies #2360, 2361, 3282, 3283, 4282, 4283, 7523, 7523 and the District Internet Safety Plan. I understand that it is my responsibility to review all forms LISTED above before signing this document.

All forms can be found online at: <https://www.bboed.org/Page/486>

By signing below, I acknowledge that I visited, read, understand and accept the Acceptable Use Policy, District policies #2360, 2361, 3282, 3283, 4282, 4283, 7523, 7523 and the District Internet Safety Plan.

Full Name of Student or Staff Member:

Signature of Student or Staff Member: _____

Date: _____

ELEMENTARY STUDENTS ONLY

Parent Signature: _____

Date: _____

School: _____

Homeroom Teacher: _____ HR #: _____



**BAYONNE BOARD OF EDUCATION
ADMINISTRATION BUILDING
669 Avenue A
Bayonne, New Jersey 07002**

KENNETH KOPACZ
ASSISTANT SUPERINTENDENT

Tel: (201)858-5847
Fax: (201)339-7431

September

Dear Parent/Guardian:

Welcome to the Bayonne Board of Education! All students attending the Bayonne Public Schools are required to wear a school uniform each day.

Elementary School: Grades Pre-K - 8

Uniform shirts must be purchased from one of our designated vendors. Shirts must be navy blue or white. Gym shirts are navy blue or khaki and all shirts must have a school logo. All khaki or navy-blue pants, shorts and skirts may be purchased from the store of your choice. Sweaters and sweatshirts are optional, but must be navy blue or khaki and free of any writing or logo. The only acceptable logo is the Board of Education.

Bayonne High School: Grades 9 - 12

Shirts/tops will include the following styles: golf (polo) shirt, oxford, crew neck, V-neck, mock turtleneck, regular turtleneck and sweatshirts. All shirts/tops must have long or short sleeves. Shirts/top colors must be SOLID WHITE, BLACK, GRAY OR GARNET (maroon). Each shirt/top must have a SCHOOL LOGO "B" in block lettering permanently affixed. The logo may not be applied to a non-uniform shirt. If a uniform outer garment such as a V-neck or cardigan sweater is worn, the shirt/top underneath must be in accordance with our dress code.

Pants/bottoms (shorts, skirts, etc.) must be SOLID BLACK or KHAKI (tan)... no jeans or denim material. Any style permitted as long as it conforms to current policy on length and proper fit.

Please Note: Non-uniform outerwear may be worn to and from school but may not be worn during class periods.

The entire school uniform policy/regulations may be reviewed on the school website www.bboed.org.

Uniform shirts may be purchased at three vendors in Bayonne:

- | | |
|------------------------------------------------------------------------------------------------------|-------------------------------|
| ● Herbert's – www.herbertsarmyandnavy.com | 468 Broadway |
| ● Orsini Custom Screen Printing – orsinicustomtees.com | 5 West 8 th Street |
| ● Titan Tactical Gear – www.titantacticalgearnj.com | 708 Broadway |
| ● B Uniform – www.buniform@outlook.com | 427 Broadway |

Sincerely:

Kenneth Kopacz
Assistant Superintendent

/mf

BAYONNE HIGH SCHOOL

VAPING OR POSSESSION OF A VAPE (OR VAPE PRODUCTS) IS STRICTLY FORBIDDEN.

POSSESSION OF A VAPE OR VAPING PRODUCTS

1ST OFFENSE	2 Day out-of-school suspension/parent notified
2ND OFFENSE	4 Day out-of-school suspension/parent notified
3RD OFFENSE	10 Day out-of-school suspension/parent notified

VAPING

1ST OFFENSE	2 Day out-of-school suspension/parent notified. Mandatory drug testing. Negative result - suspension remains at 2 days. Positive result - out- of-school suspension extended to 10 days.
2ND OFFENSE	4 Day out-of-school suspension/parent notified. Mandatory drug testing. Negative result - suspension remains at 4 days. Positive result - out of school suspension extended to 10 days.
3RD OFFENSE	10 Day out of school suspension/parent notified. Mandatory drug testing. Negative result - suspension remains at 10 days. Positive result - out of school suspension remains at 10 days.

WITH EACH OFFENSE - STUDENT MUST FOLLOW STUDENT CENTER PROTOCOL TO RETURN TO SCHOOL.