BARD

HIGH SCHOOL • EARLY COLLEGE

A BARD COLLEGE - NEWARK BOARD OF EDUCATION PARTNERSHIP

BARD HIGH SCHOOL EARLY COLLEGE NEWARK (BHSEC - NEWARK)

STUDENT HANDBOOK

321 Bergen Street, Newark, NJ 07103 | (973) 733- 8363| www.bard.edu/bhsec/newark

*revised as of July 2026

Dear Bard Scholars and Families,

Welcome to Bard High School Early College Newark! Whether you are joining us for the first time or returning for another year, I am excited to welcome you to our school community. As New Jersey's only early college high school where students earn both a high school diploma and an Associate in Arts (A.A.) degree, Bard offers an extraordinary opportunity to begin your college journey while in high school. Our rigorous academics, supportive faculty, and vibrant school community are designed to prepare every scholar for success in college, career, and life.

This handbook serves as your guide to our academic expectations, school policies, student supports, and extracurricular opportunities. I encourage you and your family to review it together and refer to it throughout the school year.

At Bard, we are committed to fostering a culture of scholarship, leadership, integrity, and belonging. I look forward to working alongside you as we continue to build a community where every scholar is challenged, supported, and inspired to reach their fullest potential. Welcome to the Raptor family. Let's make this an exceptional year together!

With great pride,

Shadin Belal

Dr. Shadin Belal
Principal
Bard High School Early College Newark

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BARD HIGH SCHOOL EARLY COLLEGE NEWARK 2026-2027 CALENDAR

Dates subject to change; please consult the NPS website for the most up-to-date information.

Aug. 24-28	Summer Bridge Program
Aug. 27	Year 1 and Year 2 Orientation
Aug. 28	9th Grade and 10th Grade Orientation
Sep. 1	Staff Development #1
Sep. 2	Staff Development #2
Sep. 3	Organization Day - Faculty Only
Sep. 7	Holiday: Labor Day
Sep. 8	First Day of School - Writing & Thinking Workshops begin
TBD	All Student Convocation
TBD	First day of Regular Class Schedule
Sep. 22	Back to School Night – 6:00-8:00 PM
TBD	Deadline to add/drop college classes
Oct. 12	Holiday: Indigenous Peoples Day (Observance)
Oct. 21	Staff Development Day #3 - No School for students
Nov. 5-6	NJEA Convention - No school
Nov 11	Holiday: Veterans Day
Nov. 18	Parent/Teacher Conference (1:00 Dismissal for Students)
Nov. 20	Holiday: Puerto Rico Heritage Day (Observance)
Nov. 25	Early Dismissal – 1:00 PM for students and staff
Nov. 26-27	Holiday: Thanksgiving
Dec. 23	Early Dismissal - (1:00 PM for Students and Staff)
Dec. 24-30	Winter Recess
Dec. 31	Holiday: New Year's Eve
Jan. 1	Holiday: New Year's Day
Jan. 4	Classes Resume
Jan. 18	Holiday: Martin Luther King Jr's Birthday (Observance)
Jan. 27	Staff Development Day #4 - No School for Students
Feb. 8	Parent/Teacher Conference (1:00 Dismissal for Students)
Feb. 15	Holiday: President's Day (Observance)
Feb. 24	Staff Development Day #5 - No School for Students
Mar. 10	Holiday: Eid-al-Fitr (Observance)
Mar. 26	Holiday: Good Friday
Mar. 29-31	Spring Recess
Apr. 1-2	Spring Recess (continued)
May 31	Holiday: Memorial Day (Observance)
Jun. 18	Holiday: Juneteenth (Observance)
Jun. 28	Last Day of School – Early Dismissal - 1:00 PM (In-service for staff) High School Commencement

DIRECTORY OF STAFF & FACULTY

Bard High School Early College Newark - Administrative and Student Support Staff			
Role	**Name**	**BHSEC Email**	**NBOE Email**
Principal	Shadin Belal, Ed.D.	shadin@bhsec.bard.edu	sbelal@nps.k12.nj.us
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A SHORT HISTORY OF BHSEC

Bard High School Early College Newark opened in September 2011 as the third campus in the Bard High School Early College network, through a partnership between Bard College and the Newark Public Schools (Newark Board of Education). The BHSEC model is rooted in Bard's belief that many bright, motivated young people are ready to do serious college work by age sixteen. It is inspired in part by Bard College at Simon's Rock, founded in 1966, which was the nation's first early college and continues to offer students the opportunity to begin full-time college studies after the 10th or 11th grade.

BHSEC Newark offers a four-year program: students complete accelerated high school coursework in grades 9–10, then—while still enrolled in high school—take full-time Bard College courses in Years I–II. These college courses carry dual credit, fulfilling remaining high school requirements and earning up to 60 Bard College credits toward the Associate in Arts (A.A.). The New Jersey high school diploma is awarded at the end of Year II (the fourth year).

BHSEC Newark demonstrates that a rigorous, college-level liberal arts education can effectively engage a diverse population of students and better prepare them for success in higher education than traditional models.

Early Milestones

- **2011 Launch:** Founded to expand access to rigorous, college-level education for Newark students, particularly those from underrepresented communities.
- **2015 First A.A. Cohort:** 72% of graduates earned both the high school diploma and the Bard A.A. degree.
- **Federal Recognition (2016)**: Selected for the U.S. Department of Education's Pell Grant Dual-Enrollment pilot, underscoring its access mission.
- **Community Investment:** Partially supported by philanthropic funding, including a high-profile donation from Mark Zuckerberg aimed at innovative schools in Newark.
- **Continued Excellence:** The class of 2026 graduated 89% of its scholars with their AA Degree and 100% earned their high school diploma.

BHSEC NEWARK MISSION

Bard High School Early College Newark helps students start college early through a free program in the liberal arts and sciences. We give students strong support, challenging classes, and caring teachers so they can do well in college and in life. Our school also builds knowledge, character, creativity, and leadership in every student.

BHSEC NEWARK VISION

Our vision is to be a school where Newark students can earn college credits while in high school and gain a world-class education. We want every student to discover their voice,

grow their confidence, and be ready to take on big challenges and lead in their communities and beyond.

WHERE DOES OUR MISSION & VISIONS STATEMENT DERIVE?

Bard Early College Network MISSION
Bard Early College seeks to improve the transition from high school to college and increase access and success in higher education. We do this by offering high school-age students, particularly those from low-income and historically underrepresented communities, a tuition-free college program of study in the liberal arts and sciences, and by working to influence and lead a national movement for early college education focused on quality and equity.

Bard Early College Network THEORY OF CHANGE
The bridge between high school and college is weakest for the young people for whom the gap between the two is also the widest. The Bard Early College addresses this gap by offering an education built upon four core beliefs:

- Immersing young people in **authentic college study** is the best post-secondary preparation;
- Providing college at **no cost** to students and with **robust, tailored support services** significantly increases students' chances of success;
- An undergraduate **liberal arts education** program is inspiring and valuable for civic life and a range of professional pathways; and
- Students – when **taken seriously and empowered** in an **inclusive classroom** – will rise to meet extraordinary challenges. High school students across the United States should have the opportunity to start college at an earlier age, and Bard's programs and students can be leading agents for this change.

Newark Board of Education MISSION
Our mission is to deliver an academically rigorous and culturally responsive instructional program that prepares every student for success and builds knowledge, strengthens character, cultivates ingenuity, and fosters leadership.

Newark Board of Education VISION
Our vision is to build a new educational ecosystem that provides a world-class education for every child in Newark.

Newark Board of Education CORE VALUES

- **Children at the Center -** Every child is a genius and it is our responsibility to keep their dreams and needs at the center of all decisions.
- **Commitment to Excellence -** We commit to continual, strategic, innovative, and research-based improvement in order to demonstrate excellence at all levels of the organization.
- **Reciprocal Relationships -** We provide opportunities for impactful collaboration within and beyond the organization resulting in student success.
- **Cultivating Agency -** We empower students to become advocates for themselves

and for others.
- **Equity -** We disrupt and rebuild every practice, policy, resource distribution, and system that may act as a barrier to opportunities for all.

CODE OF CONDUCT

COMMUNITY RIGHTS AND RESPONSIBILITIES

Bard High School Early College is committed to fostering a community where a wide range of perspectives, experiences, and ideas can be expressed, discussed, and respectfully debated. All members of our community—students, faculty, and staff—are expected to act in accordance with public law, the Newark Public Schools district policies, and BHSEC's mission and regulations.

Our community includes people of diverse races, ethnicities, national origins, languages, religions, gender identities, gender expressions, sexual orientations, ages, and abilities. We value and celebrate this diversity as a source of strength, enriching our academic, social, and cultural life.

We are dedicated to maintaining an environment free from all forms of discrimination, harassment, and intimidation. Disagreements are a natural part of learning and growth; when they occur, we expect they will be addressed through respectful dialogue, active listening, and collaboration—never through force, hostility, or exclusion.

Everyone at BHSEC has the right to express themselves in ways that honor the dignity and rights of others. We prohibit behaviors that infringe upon those rights or undermine our shared mission. By choosing to be part of BHSEC, each member commits to these standards of care, civility, and mutual respect, ensuring that our community remains a safe, welcoming, and intellectually vibrant place for all.

STATEMENT OF NON-DISCRIMINATION

The Bard High School Early College Community includes people from diverse backgrounds, religions, races, ethnic ancestries, sexual orientations, gender identities and gender expressions. We recognize the value of such diversity and insist that everyone is entitled to tolerance, respect, dignity, and understanding. BHSEC is committed to freedom of thought, speech, and debate in an atmosphere free of unlawful discrimination. Therefore, the members of the BHSEC community have the right to be free of discrimination and harassment based on race, age, gender identity and expression, sexual orientation, religion, national/ethnic origin, or disability. Any behavior that violates this policy will be investigated and disciplined in accordance with school and district policies as well as state and federal laws.

REMOTE LEARNING EXPECTATIONS

Bard High School Early College is committed to academic excellence in a positive and supportive environment. All students must adhere to the code of conduct whether in

person or online. This amendment serves to identify violations of the code of conduct specific to remote learning. Violations of the code of conduct are subject to disciplinary action by BHSEC and the Newark Board of Education. Those violations include but are not limited to:

Misuse of Technology in Virtual Classrooms

- Inappropriate sharing of Webex class codes
- Webex bombing (i.e., the intentional disruption of a Webex video conference or meeting)
- Misuse of the chat feature
- Academic dishonesty

Violations of Privacy and Respect

- Taking screenshots or screen recordings of virtual classrooms
- Creating or posting images of class meetings using screenshots or screen recordings of any member of the faculty, staff, student body, or administration
- Derogatory posts, memes, or similar content targeting any individual or group
- Cyberbullying

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Harassing, intimidating, and bullying behavior not only violates district and school policy, in some cases, it is against the law. Consequences for such behavior can be severe, because it hurts the entire community in addition to those persons involved in such incidents.

HIB is defined as any gesture; any written, verbal or physical act; or any electronic communication – whether it be a single incident or a series of incidents – that:

- Is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- Takes place on school property, at any school-sponsored function, or on a school bus; or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- or has the effect of insulting or demeaning any student or group of students;
- or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

NEW JERSEY CYBER HARASSMENT STATUTE

January 17, 2014; P,L, 2013, c.272. "A person commits the crime of cyber-harassment if, while making a communication in an online capacity via any electronic device or through a social networking site and with the purpose to harass another, the person:

- Threatens to inflict injury or physical harm to any person or property of any person;
- Knowingly sends, posts, comments , requests, suggests or proposes any lewd, indecent. or obscene material to or about a person with the intent to emotionally harm a reasonable person or place a reasonable person in fear of physical or emotional harm to his person or
- Threatens to commit any crime against the person or the person's property

Violations of District's prohibition against harassment, intimidation, or bullying are deemed a "Level III" offense under the District's Discipline Plan and Policy, subject to the administrator's case by case consideration of the following factors:

- the nature and circumstances of the act;
- the level of harm;
- the nature of the behavior;
- past incidents or past or continuing patterns of behavior;
- the context in which alleged incident(s) occurred;
- the development and maturity levels of the parties involved; and
- the relationships between the parties involved and the context in which the alleged incidents occurred

It is only after meaningful consideration of these factors, and any other relevant factors, that an appropriate consequence of discipline is determined, consistent with the District's Discipline Plan Policy.

Any such behavior should be reported to a responsible adult in the community.
BHSEC Newark's **Anti-Bullying Specialist is Ms. Felicia Foster,** School Counselor, in Room 120 who can be reached at Phone: (973) 733-8248 Email: ffoster@nps.k12.nj.us

SEXUAL HARASSMENT POLICY

Title IX – Sexual Harassment Policy

Bard High School Early College Newark (BHSEC Newark) is committed to providing a learning and working environment free from discrimination based on sex, in compliance with **Title IX of the Education Amendments of 1972** and all applicable federal, state, and local laws. Title IX prohibits discrimination on the basis of sex in any BHSEC Newark education program or activity, including admissions, academics, athletics, and employment.

Sexual harassment—including sexual assault, dating violence, domestic violence, and stalking—is a form of sex discrimination and will not be tolerated. These protections apply

to **all students, employees, applicants, and participants** in BHSEC Newark programs and activities, whether the conduct occurs on or off campus, in person, or through electronic means, if it has an impact on the BHSEC Newark educational environment.

Definition of Sexual Harassment under Title IX

Sexual harassment includes:

1. **Quid Pro Quo:** A BHSEC Newark employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.

2. **Hostile Environment:** Unwelcome conduct determined by a reasonable person to be **so severe, pervasive, and objectively offensive** that it effectively denies a person equal access to BHSEC Newark's education program or activity.

3. **Sexual Violence:** Sexual assault, dating violence, domestic violence, and stalking, as defined in the Clery Act and the Violence Against Women Act.

Examples may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature that meets the above criteria.

Title IX Coordinator

BHSEC Newark's Title IX Coordinator is responsible for overseeing the school's compliance with Title IX, including the response to and resolution of sexual harassment complaints.

Felicia Foster
Title: Title IX Coordinator
Office Location: 120A
Phone: 973-733-8363
Email: ffoster@bhsec.bard.edu, ffoster@nps.k12.nj.us

Reports may be made in person, by phone, by email, or by mail at any time, including outside normal business hours.

Reporting and Complaint Procedures

- Any person who believes they have experienced or witnessed sexual harassment may submit a complaint to the Title IX Coordinator or any school administrator.

- A **formal complaint** must be filed by the complainant or signed by the Title IX Coordinator to initiate the grievance process.

- Upon receiving a report, BHSEC Newark will promptly offer **supportive measures** to both the complainant and respondent, such as counseling, academic

accommodations, schedule changes, and no-contact directives.

- BHSEC Newark will follow its **Title IX grievance procedures**, which include a prompt, fair, and impartial investigation, an opportunity for both parties to present evidence and witnesses, and a determination made by a trained decision-maker.

- The **standard of evidence** used will be *preponderance of the evidence*.

- Retaliation against anyone who makes a report or participates in an investigation is strictly prohibited.

False Allegations

Filing a knowingly false complaint is a serious offense and may result in disciplinary action. This does not apply to complaints made in good faith that are not substantiated.

Training and Publication

All BHSEC Newark Title IX personnel, including the Coordinator, investigators, and teachers, staff, parents, and students receive annual training on the definition of sexual harassment, the scope of the school's education program, investigation procedures, and the grievance process. Training materials are publicly available on the BHSEC Newark website.

This policy is published in the Student Handbook, Faculty Handbook, and on the BHSEC Newark website to ensure broad awareness of rights and responsibilities under Title IX.

UNIFORM POLICY

According to Newark Public Schools policy, school uniforms are **REQUIRED** for all students, and grades. School uniforms enhance school safety, promote school pride, create a sense of unity among students, improve the learning environment, bridge socioeconomic differences between children, promote good behavior, improve children's self-respect and self-esteem, and produce cost savings for participating families.

Uniform items are available at
Kids Place: 311 Ferry Street, Newark – (973) 344-3300

The Bard High School College uniform consists of the following clothing items with the BHSEC logo:

- Burgundy or white polo shirts (long/short sleeves)
- White oxford shirts (long/short sleeves)
- Burgundy cardigan sweaters/blazer
- Burgundy sweatshirts (no hood)
- Black or khaki dress pants

- Black or khaki shorts (not shorter than 4 inches above the knee)
- Black or khaki skirts (not shorter than 4 inches above the knee)
- Bard Athletic/Spirit wear

The Bard High School Uniform Policy **prohibits** the following clothing items:

- **Black shirts** regardless of the style (except for black Bard shirts on Spirit Day)
- Sleeveless shirts, T-shirts, or belly/crop tops
- **Black leggings** or biker shorts
- Jeans (except on spirit days)
- **Hooded garments or apparel with attached hoods**
- Shorts, skirts, skorts, or jumpers that are more than 4 inches above the knee
- Clothing with **rips or tears**, including ripped black or khaki pants.
- **Open-toe or open-heel shoes**, including clogs, Crocs, flip-flops, or bedroom slippers
- Hats, hoods, sweatbands, bandanas, or sunglasses (unless worn for religious reasons)
- Pants must be worn at the natural waist

Students who arrive at school in violation of the uniform policy will have their parent/guardian contacted to either bring the appropriate uniform or pick up the student. The student will remain in the main office until proper attire is provided or they are dismissed.

Repeated or chronic offenses may result in a parent conference and loss of privileges, including but not limited to end-of-year activities and school functions.

Any questions or concerns regarding this policy should be referred to Shaviece Osborne, Dean of Students, via email – sharmon@bhsec.bard.edu). For questions or concerns regarding uniform acquisition, contact Cindy Duran at 862-227-2998 or via email cduran@bhsec.bard.edu.

SUBSTANCE USE POLICY

The distribution, possession, and use of alcohol or any illegal substance are prohibited within the BHSEC campus or at any school-sponsored event. The consequences for a drug/alcohol infraction include, but are not limited to, out-of-school suspension, academic/social probation, suspension of college privileges, exclusion from commencement activities, expulsion from BHSEC, and notification to law enforcement.

The possession, use, or distribution of electronic smoking devices—including but not limited to vape pens, e-cigarettes, and cartridges of any kind—is strictly prohibited on school grounds, in school buildings, on school buses, and at any school-sponsored activity, in accordance with N.J.S.A. 18A:40-12 and related district policies.

Any violation will be addressed under the school's Substance Use and Abuse Policy and will trigger the Substance Use Protocol as required by New Jersey law, which includes

immediate confiscation of the device, parent/guardian notification, and referral for appropriate intervention and/or disciplinary action.

ATTENDANCE POLICY

Attendance goal = 100% Every Day

Homeroom begins at 8:15 a.m. All students must be in the school building by 8:10 a.m. At ingress, students will be screened by security and students should use the SWIPE K12 scanner to record their entry and receive a late slip, if necessary. All high school students must stay in the building until dismissal at 3:05 p.m. Students can enter the building by the main entrance or Door 2. Any student arriving after 9 a.m. must be accompanied by an adult listed in their Powerschool account.

Students are expected to attend all scheduled classes. Except for recognized religious holidays, there are no officially excused absences. All other absences will be considered unexcused unless otherwise documented and approved in advance. Students observing a religious holiday must notify their instructors in advance and are responsible for making up any missed assignments or classwork. **In the case of illness or emergency, students should communicate with their instructors as soon as possible to arrange make-up work and stay current with class responsibilities.** Doctor's appointments and college visits are not considered officially excused absences, even if a parent/guardian or administrator grants permission for the student to leave the building. Students are responsible for reviewing individual course policies to understand how absences may affect their grades. A parent's/guardian's note does not exempt a student from course requirements or missed work. Because class participation often makes up a significant portion of the course grade, any absence—regardless of the reason—may impact a student's ability to earn credit.

NOTE TO PARENTS/GUARDIANS AND STUDENTS: There may be rare urgent circumstances when it is necessary for parents/guardians to pick up their children from school before 2:40 pm. **To ensure student safety, only authorized caretakers in Power School can sign a student out of the building**. **Any unauthorized person will be refused permission by Security or the operations managers in the Main Office**. Therefore, it is important at the beginning of the school year that all parents/guardians or authorized caretakers complete the emergency contact forms and confirm that the appropriate parties are noted in PowerSchool. Students who are 18 or older are **not permitted to sign themselves out of school** unless, under rare circumstances, their parents/guardians provide written permission in advance. As noted above, whenever students miss all or part of a class, they are responsible for any work missed.

Classes held immediately before and after vacations are equally as important as all other instructional days, and attendance is required. Students are expected to be present on these days and to schedule vacations strictly according to the dates outlined in the BHSEC academic calendar.

If a parent/guardian does not want their children to leave school on their own after school, then the parent/guardian must provide a written notice to the Principal that the student will be picked up and by whom. **This person must be one of those noted in Power School.**

NOTE TO COLLEGE STUDENTS: Due to limited space, students are prohibited from parking in the staff parking lot. Students who violate this rule risk exclusion from special events including, but not limited to, field trips and prom.

PASSING TIME (HALLWAY PASSES)

Students are permitted four minutes to pass between each class period. *Students should not linger in the hallways, bathrooms, or stairwells.* All students must have a valid Smart Pass after the allotted passing time to be in the hallway. One student per class will be allowed to create a SmartPass at a time with teacher permission. Hallway passes must be provided to administration, staff, and security at their request.

No SmartPasses can be issued during the first and last 10 minutes of any period. Students are expected to remain in the classroom for the full duration of the class period. Passes are still always at the discretion of the instructor and should only be issued for emergencies. If SmartPass is down, instructors will create hall passes on paper, and will keep a sign-out sheet of bathroom and other passes issued to students. All students must have a pass. Students who are out of class without a pass may face disciplinary action and loss of privileges.

TARDINESS

If a student cuts a class or is frequently late to class (by ten minutes), the missed class time will negatively affect the student's course grade and could lead to students failing a course if class participation counts for a large percentage of the course grade (i.e., Seminar classes). Students should consult their course syllabi for specific repercussions of tardiness for their classes.

"CUT" POLICY

Cutting class negatively affects the student's course grade and could lead to students failing a course if class participation counts for a large percentage of the course grade (i.e., Seminar classes). If a student is found to have **cut class** at the **first instance**, a **call will be made to the home** by the teacher and documented in the student's file. If a student is found to cut class at the **second instance**, the **cut will be documented in the student's file**, **detention** will be given to the student for the day and a **conference will be held** with the student's parents/guardians about the incident and its consequences. At the **third occurrence**, or in the case that a student **does not report to detention**, **in-school suspension will be given** to the student and a conference must be held with the student's parents/guardians about the incident and further consequences. Subsequent offenses will lead to loss of privileges, and disciplinary consequences.

STUDY PERIODS

If Year 1 or Year 2 students have an unassigned period, they must report to room 336, the Early College Student Lounge, and make productive use of their time (i.e., studying, reading, research, homework completion, college or other post-high school planning, etc.). Early College students who may have morning study periods are still required to report to school at 8:10 am. They may go to the Early College Student Lounge. Tenth graders who have a free period will report to the High School Study Hall in Room 205 and make productive use of their time.

MEDIA CENTER (MC)

MEDIA CENTER POLICIES

The BHSEC Media Center is a quiet study space and its resources are available to all the members of the BHSEC community. It has been specifically designed to help students with their academic work and to allow them to research material outside the classroom. Students are encouraged to take advantage of the resources while keeping in mind that these same resources are limited and must be used responsibly and respectfully in order to preserve them. Therefore, there are certain policies that the BHSEC community must honor. The Media Center exists to help students successfully achieve their educational goals in an Early College Program. We support students by offering individualized writing tutoring. The schedule for the Writing Center and Tutoring shall be posted in the learning center.

- Students are expected to respect others working in the Media Center by not engaging in loud conversation or inappropriate and distracting behavior.
- Students are not allowed to bring food and/or drink (aside from water, in lidded, plastic containers) into the Media Center. Water bottles must be stored in backpacks.
- Do not litter. Make sure your workplace is clean before you leave. Recycle by depositing materials in the designated containers.
- Students are expected to handle all Media Center resources (i.e. furniture, books, and computers) respectfully. Students who do not abide by this rule may be asked to leave the learning center.
- Students who lose materials must pay for their replacement, or will lose borrowing privileges. Students who fail to pay for the replacement of lost books will not be able to pick up their report cards or diplomas at the end of year. Fines must be cleared before report cards or diplomas will be issued.
- Students are only allowed in the Media Center during enrichment/study periods, lunch and after school. Unless scheduled for a study period by the Dean of Studies or with written permission from a teacher, high school students (9th-10th grade) are not

permitted in the Media Center during 1st-3rd and 6th-9th periods. They are only allowed in the Media Center before 1st period, during lunch, and after school. Any students found in the learning center during an unauthorized time will be subject to the temporary to semester removal of the privilege of using the learning center. "Cutting" class is defined as a student not present in class during the scheduled time as stated on the student schedule.

  - The first occurrence of "cutting" in the learning center will be the immediate removal of the student for the day.

  - The second occurrence of "cutting" in the learning center will be the removal of privileges for the week.

  - The third and final occurrence of "cutting" will result in suspension of said privileges for the remainder of the semester and will be reinstated once a parent/guardian conference is conducted.

- Students who do not adhere to Media Center rules or act inappropriately to Learning Center staff (i.e, Bard Fellows, faculty, and administrators) are subject to consequences, including being expelled from the Media Center and losing privileges and/or detention.

CHROMEBOOK REPAIR/REPLACEMENT POLICY

The district has adopted the following policies with respect to the fees that will be charged for all damaged/stolen Chromebooks that are being used by students for remote learning. Schools are responsible for the dissemination of the initial Chromebooks, assessment of the damages, the reissuing of the replacement Chromebooks and collection of the applicable fees as noted below.

- Chromebooks that have been damaged but are still under warranty may be returned by the students to the issuing schools for replacements. If the damages to the Chromebooks are deemed to be accidental and not intentional, students will pay no fees and replacement Chromebooks will be issued to them by the schools. If it is deemed that the damages were caused intentionally, a fee of $100 will be charged before a replacement Chromebook can be issued.
- Chromebooks that have been damaged and are no longer under warranty may be returned to the issuing schools for replacements. A fee of $100 will be charged before the replacement Chromebook can be issued.
- Chromebooks that have been stolen or not returned to the schools will require a fee of $250 before replacement Chromebooks can be issued.
- Chromebooks that have expired and are no longer fully functional may be returned to the issuing schools for replacements. No fees will apply to these Chromebooks and replacement Chromebooks will be issued by the schools.
- A fee of $30 will be charged for all missing power cords.
- All applicable fees must be furnished in the form of a Money Order payable to the Treasurer of Schools Monies – Newark Board of Education

GUIDELINES FOR COMMUNITY CONDUCT

In order to ensure the integrity of our community, students must follow a few basic rules of academic and community conduct. For a full list of NBOE rules, please refer to the NPS's "District Policies and Handbook," available on the NBOE website.

Listed below are a few examples of conduct that is subject to disciplinary action (see NBOE policy manual File Code 5131 Conduct/Discipline):

1. Behavior that impedes learning. This includes cutting class, patterns of tardiness, disrespectful language, disruption or prevention of school activities and the educational environment.
2. Plagiarism and cheating.
3. Violation of State, Federal, and Newark Public Schools laws pertaining to the wearing of hats inside the building, smoking, drugs, gambling, weapons, vandalism, computer vandalism, and other illegal activities in the school building as well as in the vicinity of the school.
4. **Bell-to-Bell Prohibition:** Students are prohibited from using **smartphones**, **smartwatches**, and **tablets** during regular school hours, on school buses, and during school-sanctioned events. They will be collected upon entry into the school building and can be retrieved during dismissal.
5. Intimidation, threats, and acts of violence towards any person.
6. Destruction, defacement, or theft of school property, including BHSEC learning center books and textbooks, computer hardware and software, or laboratory equipment.
7. Littering.
8. Writing on bathroom, classroom, or hallway walls.
9. Triggering false fire alarms.

CONSEQUENCES FOR STUDENT MISCONDUCT

Any behavior that does not reflect the values and expectations of the school community will result in one or more of the following consequences:

- **Parental Notification:** Parents/guardians will be informed of the misconduct.
- **Confiscation of Non-Sanctioned or Improperly Used Items:** Items such as hats, hoodies and bonnets that are used inappropriately or not permitted will be confiscated.
    - On a first offense, the student may retrieve the item from the Dean of Students at the end of the school day.
    - On a second offense, a parent/guardian must retrieve the item.
    - Repeated offenses may result in the item being held for an extended period (e.g., until the end of the semester).
- **Detention:** Students may be required to serve detention during lunch, after school, or at another designated time.

- **Exclusion from Field Trips and School Events:** Participation in extracurricular activities including sports teams and school-sponsored trips may be revoked.
- **Restitution for Damaged or Lost School Property:** Students are responsible for the cost of any damaged or lost items, including textbooks and school furniture.
    - Unpaid fines may result in withholding of report cards, diplomas, or transcripts.
    - Students may also be denied textbooks for the following semester until fines are paid or payment arrangements are made payable to the Treasurer of School Monies, and turned in to Mrs. Saint Louis in the main office.
- **In-School Suspension (ISS):** Students may be removed from regular classes and placed in a supervised setting where they are expected to do school work..
- **Out-of-School Suspension:** Suspensions will follow the policies and procedures of the Newark Public Schools.
- **Exclusion from Graduation and Commencement Activities:** Serious or repeated misconduct may lead to loss of participation in these milestone events.
- **Withholding of the A.A. Degree:** In extreme cases, the school may withhold the Associate of Arts degree.

SECURITY

Please keep in mind some general safety precautions as you travel to and from the school building:

1. Students must not leave school before dismissal.
2. Maintain a level of vigilance when going to or from school and report any disturbances/incidents to your parents/guardians and/or school personnel. Avoid public display of valuable items such as jewelry, iPods, or money.
3. Bring only plastic beverage bottles to school. NO GLASS IS PERMITTED. Beverage containers must be EMPTY on arrival through security.

The school security guards are on campus to protect our school community. Please comply with their requests and interact with them respectfully. School security personnel will be performing searches during ingress (metal detectors and scanning bags). Possession of weapons, including tasers, knives/box-cutters, illegal substances, etc. is a dangerous act with serious consequences described below. Pepper spray will be confiscated and parents/guardians will be notified.

CONSEQUENCES FOR FIGHTING AND OTHER DANGEROUS ACTS

For serious offenses, including fighting, carrying a concealed weapon, and other actions jeopardizing the individual and collective safety of the school, consequences can include one, two, or all three of the following:

1) Suspension and/or other consequences, according to the regulations of the Newark Public Schools
2) Exclusion from special events including, but not limited to, field trips, prom, and graduation/commencement activities

3) Removal from eligibility for college credits or the A.A. degree

Consequences in categories 1 and 2 will be determined by the Dean of Students within **48 hours of the incident**. Consequences in category 3 will be determined by the Principal and Dean of Students within **72 hours of the incident.** The period of consequences will start from the date of the incident.

Students not directly involved in the physical component of the fight, but who are involved in harassing behavior leading up to a fight, and/or otherwise promoting or encouraging a fight, including moving toward a fight as a spectator/bystander, and/or obstructing an investigation of a fight, or taking video of a fight are also subject to consequences that can include all three of the above. This includes failing to follow the community procedures for fight response detailed below.

Appeals Process:
If the Principal and Dean of Students give a category 3 consequence (removal of college credit/A.A. eligibility), they will also designate a probationary period of no less than 6 months and no more than 2 years**.** The student's actions inside and outside of the classroom will be carefully monitored during this period. A student who believes he or she has demonstrated exemplary behavior during the probationary period can submit an appeal to the Review Board. The appeal must be submitted to the Review Board after the probationary period, and the three step appeal process must be completed before the A.A. Commencement date for the student's cohort.

The Review Board will consist of the following: Principal, Dean of Students, Dean of Studies, Member of the Administrative Support Team, Teacher Parent Leadership Organization Representative, and Student Alumnus.

Students undergoing this appeal process must make three appearances before the Review Board, and successfully complete three steps.

Step #1: The student must appeal to the review Board for eligibility to begin a restoration process. The student must write, and present orally, a formal appeal for restoration eligibility and explain how he or she has exhibited exemplary behavior to re-earn the community's trust. Prior to this meeting, members of the school community may submit letters to the Review Board either in support of or against the student's appeal.

If the Review Board determines that the student is NOT eligible, the student is permanently ineligible for Bard college credits; if the Review Board decides the student IS eligible to participate in the restoration process, the student must move on to Step #2.

Step #2: A student determined to be eligible for the restoration process will, at the next monthly Review Board meeting, be given a restoration project to complete. Exemplary actions inside and outside the classroom are required throughout the period of the restorative project, generally multiple months in length.

Step #3: Upon completion of the restorative project, the student will present the results of that project to the Review Board which will make a final determination if college credits and, if earned, a complete A.A. degree, will be awarded at the A.A. Commencement. If the Review Board determines that the student is NOT eligible, the student is permanently ineligible for Bard college credits. At this meeting, members of the school community may once again submit letters to the Review Board either for or against the student's restoration of college credit eligibility.

Students must understand that going through Steps #1-3 does not mean they will automatically receive the right to earn college credits or an A.A. degree. That decision rests with the Review Board at the meeting in Step #3, and the Review Board will maintain a high standard for the restoration of credits.

The Review Board is highly unlikely to grant the same student a second chance to recover lost college credits. Moreover, given the length of time needed for the initial probationary period and the three step appeal process, a student is unlikely to have time to complete the process more than once. Year 1 and Year 2 students are unlikely to have time to complete even one full appeal process before the date of Commencement for their cohort. The Review Board will not award credits retroactively after that Commencement date. Bard College reserves the right to all decisions regarding the awarding of college credits and the A.A. degree. Any appeals regarding the restoration of credits must be made to the Principal, Dr. Shadin Belal (shadin@bhsec.bard.edu).

By signing below, I, _____, acknowledge that I have read and understand
PRINT LAST NAME, FIRST NAME
the fighting policy and I am aware of the associated consequences of violating this policy.

Signature: _____ Signature: _____
STUDENT SIGNATURE PARENT/GUARDIAN SIGNATURE

PROCEDURES FOR FIGHTS IN THE BUILDING

Below are the procedures the community will use if there is a fight:

If a fight breaks out in the hallway during a passing period

- Students in the hallway should immediately go quietly into the nearest classroom.
- Students who are already in classrooms should remain there and not go into the hallway.

If there is a fight in a classroom

- Students in the classroom should move to one side of the room, just like in a lockdown drill, away from the students who are fighting.

Prohibited Behaviors

- The consequences for fighting can be severe under district policy and New Jersey law.
- Taking, possessing, or sharing videos or images of a fight is strictly prohibited. Students who record, post, or distribute such images will be subject to disciplinary action consistent with the district's Code of Student Conduct and, if applicable, referral under the New Jersey Harassment, Intimidation, and Bullying (HIB) statute. Consequences may include suspension, loss of extracurricular privileges, and confiscation of the device used.

Please remember that the consequences for fighting can be severe. Students who are not directly involved should never encourage others to jeopardize their opportunity to earn an A.A. degree—or face even more serious consequences.

BHSEC STUDENT CONTRACT

GOOD ACADEMIC STANDING, ACADEMIC PROBATION, AND TRANSFERS

Bard High School Early College offers students a rigorous academic program. Meeting the academic needs of students eager for intellectual challenge, it moves students from the 9th grade of high school through the first two years of college in four years. Bard High School Early College seeks students ready to rise to this challenge and offers various forms of support to any who have difficulty once at the school. In order to enter the early college program, students must have achieved a minimum of a 2.0 average in 9th and 10th grade. Students who have not achieved a 2.0 GPA at the end of their 10th grade year will enroll in modified high school courses for 11th and 12th grade and graduate with only the high school diploma.

ACADEMIC PROBATION

HIGH SCHOOL 9TH AND 10TH GRADERS

To enhance academic success, students are required to turn in all assignments no later than the end of the unit/unit assessment. This requirement is designed to keep students focused on gaining the content knowledge and skills needed to demonstrate mastery on all assessments (e.g., homework, quizzes, projects, exams). This also enables teachers to understand any challenges that students may have with the course material so that they may provide timely support.

To be in good academic standing at the end of a semester, students in the 9th and 10th grades of the high school program must complete the required program of classes with an average of at least 2.0 for the semester. A student who is not in good standing at the end of the semester will be placed on academic probation for the following semester. A student who achieves an average of at least 2.0 for the probation semester will automatically be removed from academic probation at the end of the semester.

At the end of the fall mid-term period and spring mid-term period each year, any student whose average is below 2.0 will be required, with his or her parents/guardians, to attend a meeting with representatives of Bard High School Early College to discuss the student's difficulties and to determine what support is necessary. A similar meeting will be required at the end of the fall semester and spring semester, respectively, if the student's semester average is still below 2.0.

Furthermore, all students on academic probation are required to meet weekly with a BHSEC counselor/advisor and they must meet with members of the BHSEC faculty for tutoring.

EARLY COLLEGE YEAR 1 AND YEAR 2 STUDENTS

A cumulative GPA of at least 2.0 for Year 1 and Year 2 of the early college is required for graduation with the A.A. degree. To be in good academic standing at the end of Year 1, a student must complete the required program of classes with a cumulative GPA of at least 2.0. At the end of the fall mid-term period of Year 1, any early college student whose average is below 2.0 will be required, with his or her parents/guardians, to attend a meeting with a representative of Bard High School Early College to discuss the student's difficulties and to determine what support is necessary. A similar meeting will be required at the end of the fall if the Year 1 student's fall semester average is below a 2.0, and the Year 1 student will be placed on academic probation for the following semester. If the Year 1 student's average is still below 2.0 at the end of the spring mid-term period, the student will again be required, with his or her parents/guardians, to attend a meeting with representatives of Bard High School Early College to discuss the student's difficulties and to determine what further support is necessary. The practice of this procedure applies to the Year II academic year as well.

If the Year 2 student's cumulative average is below a 2.0 at the end of the spring mid-term period, the student will again be required, with his or her parents/guardians, to attend a meeting with a representative of Bard High School Early College to discuss the student's difficulties and the type of degree which the student can realistically expect to receive at the end of the spring semester. Students are expected to graduate from the early college program in four semesters. **Year 2 students (and BHSEC student guests from any other grade) will not have the privilege of attending prom if they are not in good academic standing (i.e. on track to graduate).**

ACADEMIC INTEGRITY: PLAGIARISM AND CHEATING

BHSEC has three basic guidelines for academic conduct:

- Work done at BHSEC or for BHSEC classes will represent the original ideas of individuals who have submitted the work.
- Students will never try to pass off another person's idea as their own.
- Students will neither give nor receive aid on exams.

Exams and other assessments conducted in or out of class must reflect a student's individual work unless the assignment specifies collaboration. Giving as well as receiving unauthorized assistance is unacceptable. All students involved in such an activity will be held accountable. Assignments that are plagiarized (paraphrasing or quoting directly from another writer's work without acknowledging the source) are recorded as an F (53%) and a first letter documenting the plagiarism is placed in the student's file. **A conference will be held with the student's parents/guardians about the incident and its consequences.** If no further instances occur, the letter is removed upon the graduation of the student. Any second instance of plagiarism, either in the class where the first instance took place or in any other class, **automatically results in a loss of college credits for the course if it occurs at the college level. The assignment receives an automatic F (53%), without the possibility of redoing the assignment.** A permanent letter documenting the plagiarism goes into the student's file. Additionally, the administrative team will put together a mandatory intervention plan, tailored to the needs of the student, to support further academic and social growth within our program. Interventions may include but are not limited to mandatory office hours, meetings with Bard Fellows, counseling sessions with social workers or Deans, or peer support groups.

Use of AI

The use of artificial intelligence (AI) tools, including but not limited to generative text, image, or data analysis programs, must comply fully with BHSEC's academic integrity policy. **Students may not present AI-generated work as their own** without proper acknowledgment of the tool used and the ways it contributed to the assignment. Any use of AI must be explicitly permitted by the instructor and must serve as a supplement to—not a substitute for—original thinking, analysis, and creation. Just as with other sources, students are responsible for citing AI tools when their ideas, wording, or outputs are incorporated. Using AI to produce work without attribution, or to gain unauthorized assistance on

assessments, will be considered plagiarism or cheating and subject to the same consequences outlined in the Academic Integrity policy.

The same policy applies to cheating on an exam. The first instance results in a zero on the exam and a letter documenting the cheating in the student's file. **A conference will be held with the student's parents/guardians about the incident and its consequences.** If no further instance occurs, the letter is removed upon the graduation of the student. Any second instance of cheating, either in the class where the first instance took place or in any other class, **automatically results in a loss of college credits for the course if it occurs at the college level. The assignment receives an automatic 53, without the possibility of redoing the assignment. A permanent letter documenting the cheating goes into the student's file. Additionally, the administrative team will put together a mandatory intervention plan, tailored to the needs of the student, to support further academic and social growth within our program. Interventions may include but are not limited to mandatory office hours, meetings with Bard Fellows, counseling sessions with social workers or Deans, or peer support groups.** Students cannot give or receive unauthorized assistance with examinations, including take-home examinations.

Students cannot represent work completed for one course or teacher as original work for another course or teacher.

In addition, students must sufficiently document when they have utilized the ideas, data, or research of another source. This includes the correct citation of direct quotes, paraphrasing, Internet information, interviews, lectures, video and audio, tape, and film.

Disregard for the BHSEC academic integrity policy may result in the withholding of the A.A. degree.

WRITING & THINKING WORKSHOPS AND ADVISORY

Writing & Thinking

What is a foundation, and how is it built? The word foundation derives from Latin *fundus,* meaning 'the bottom'—this is the first part laid down when building a house; in broader terms, it is the groundwork of anything. This question of foundations—intellectual, technical, social, philosophical—is part of the thinking behind the Writing & Thinking Workshop at BHSEC. The Workshop—a four-day intensive held every year prior to the start of fall semester classes—provides students in every grade level with foundational skills in critical reading and writing, upon which they can build future scholarly work. Conceived by Bard College President Botstein and based on the principle that strong writing and close reading enrich and enliven the classroom experience, the workshop sets the stage for the kind of interdisciplinary, intensive work students will tackle during their time at BHSEC.

Faculty members from nearly all disciplines lead section workshops of students in short writing activities, critical reading exercises, and group discussions about the texts at hand—a shared selection of traditional and contemporary poetry, plays, essays, and

fiction—developing a common vocabulary that will serve students well as they continue to grow as readers, writers, and thinkers.

Whether engaged in a ten-minute "focused free-write," or debating the meaning of a line of poetry, students not only work with faculty and with each other to build their critical language skills, they also experience what it means to participate in an intimate intellectual community. They are learning to take initiative, speak up, and think differently while listening to alternative ideas, presenting personal work for feedback, and providing thoughtful criticism on others' work. By the end of the workshop, students produce a piece of polished prose that can become a tool for reflection, skill assessment, and continued development.

Advisory at BHSEC Newark

At BHSEC, Advisory is an important part of our school community. We have advisory approximately twice per month. It's designed to help you feel supported, connected, and ready to succeed—both in school and in life after graduation.

Advisory works in two main ways:

- One-on-One Support
- Each student has a faculty advisor who gets to know you as a person, not just as a student.
- Your advisor is your mentor, advocate, and main point of contact for academic and personal support.
- Advisors also communicate with your parents/guardians to make sure home and school are working together to help you succeed.
- A Supportive Peer Group
- You'll meet regularly with a small group of students and your advisor.
- Advisory is a safe space to share ideas, talk about issues that matter to you, and get support from your peers.
- You'll help shape what happens in Advisory so it reflects your interests and needs.

What Advisory Is—and Is Not
Advisory IS:

- A consistent time each week to build relationships and community.
- A place to get guidance, share ideas, and learn important life skills.
- An opportunity to prepare for college and future careers.

Advisory is NOT:

- A study hall.
- Optional.
- Just a time for announcements or paperwork.
- A space for making up tests, catching up on assignments, or doing unrelated work.
- Attendance in Advisory is required and taken every day.

Advisory helps you:

- Build a stronger connection to BHSEC and feel like you belong.
- Get extra support to stay on track academically.
- Learn study skills, decision-making skills, and conflict-resolution strategies.
- Explore college and career options.
- See new perspectives from peers and adults.

Your advisor will:

- Check in on your academic progress and attendance.
- Communicate with you and your family about how you're doing.
- Help you problem-solve challenges and connect you with extra support if needed.

Advisory activities may include:

- Discussing school culture and policies.
- Workshops on study skills, time management, and test preparation.
- Conversations about current events or topics that matter to youth.
- Planning or participating in service projects.
- Team-building activities.
- College and career planning.

HIGH SCHOOL PROGRAM REQUIREMENTS

English	Grade 9	Literatures of the Americas 1&2
English	Grade 10	World Literatures 1 & 2
Social Studies	Grade 9	The Americas 1 & 2
Social Studies	Grade 10	Global Studies1 & 2
Math	Grade 9	Algebra 1 or Geometry
Math	Grade 10	Geometry or Topics in Math/College Algebra/Precalculus
Science	Grade 9	Biology
Science	Grade 10	Physics
Language	Grade 9	Intro to Language, Spanish 9, or Chinese 9
Language	Grade 10	Chinese 10, Spanish 10
Arts	Grade 9	Introduction to Arts
	Grade 10	Studio Art, Dance, Music Theory
Physical Education	Grade 9	Full year of Physical Education and Health
	Grade 10	Full year of Physical Education and Health
Financial Literacy		One semester of Financial Literacy course

Additional Requirements for Graduation

- Senior Thesis
- 80 Hours of Community Service
- Demonstrating mastery on State Assessments
- FAFSA/NJAFAA

DISTRIBUTION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

Students must maintain a 2.0 GPA, earn no less than 60 college credits during the two years in the college program, fulfill the following distribution requirements and complete all State of New Jersey high school diploma requirements in order to receive the Bard Associate of Arts Degree:

- All four semesters of the Seminar sequence
- Two semesters of laboratory college science *(Note: not every science course fulfills the laboratory requirement)*
- Two semesters of college mathematics
- Two semesters of college foreign language, including one at the intermediate level

- Two semesters of social science and/or literature, including at least one semester in history and at least one semester in literature *(Note: Please consult the Social Science Department for a list of courses that fulfill the history requirement.)*
- Three credits of music, theater, dance, and/or visual art while enrolled in the college program
- Four semesters of Physical Education and/or Health
- Four years of Writing & Thinking Workshop

ACADEMIC OVERVIEW

EVALUATION

As an indication of academic performance, students receive written narratives and letter grades for each course taken. At midterm, these narratives and grades are distributed to students and their families in order to praise scholarly work as well as address particular difficulties. The grades at the end of each semester are recorded in the student's official academic transcript per the district grading policy.

For certain purposes, it is useful to calculate a grade point average (GPA), which is done in the following manner: First, letter grades are translated into grade point equivalents according to the table below. (Note that some courses are graded on a Pass/No Credit basis and do not factor into the GPA. Also note that college courses transferred from another institution do not factor into this GPA.) These grade point equivalents are then averaged; in the case of Year I and Year II students, this average is weighted by the number of credit hours assigned to each course.

The table below shows the correspondence between letter grade, grade point equivalence, and standard of work. It also indicates a translation between grade and percentage score that may be used in some classes at BHSEC.

TRANSCRIPTS

Two (2) transcripts are maintained for BHSEC students:

1. The Newark Board of Education Transcript records all courses taken to satisfy the State of New Jersey high school diploma. This record includes courses taken while at BHSEC as well as courses taken at other New Jersey High Schools.

2. The Bard College Transcript lists only courses taken during the college program that are being applied toward the Associate in Arts Degree and may also include up to six (6) transfer credits if approved by the Dean of Studies.

DROP, ADD, AND WITHDRAWAL (FOR YEAR I AND YEAR II STUDENTS)

Year 1 and Year 2 students are required to take between 14 credits and 18 credits each semester, unless they receive approval of an exception from an academic dean. A student may change programs during the beginning of the semester as long as the resulting schedule meets the course load requirements and will enable the completion of A.A requirements on schedule. The final dates for making such changes are determined by the Dean of Studies.

After the drop deadline, a student in the college program may petition to withdraw from one regular class in each academic year. The course instructor, student's advisor, and an academic dean must approve the withdrawal. Upon withdrawal, a W grade is listed on the student's academic transcript.

Letter Grade	GPA	100 point scale	Explanation
A, A-	4.0, 3.7	100-93, 92-90	Excellent Work
B+, B, B-	3.3, 3.0, 2.7	89-87, 86-83, 82-8	Work is more than satisfactory
C+, C, C-	2.3, 2.0, 1.7	79-77, 76-73, 72-7	Competent work
D	1.0	69-65	Work is poor but deserving of credit
F	0.0	64 and below	Failure to reach the standard required for credit

PASS/FAIL (FOR YEAR 1 AND YEAR 2 STUDENTS)

At one time during the last two years at BHSEC, a student may request to take a single course, excluding Seminar, on a Pass/Fail basis. This grading option must be exercised at the beginning of the term during the Add / Drop period, and is subject to approval by the instructor and an academic dean.

REQUIREMENTS FOR ENTERING EARLY COLLEGE

Students will only be considered for the Early College program if they have maintained a 2.0 or better GPA in the 9th and 10th grades. All high school requirements must have been satisfied. Parents/guardians will be notified at the end of Semester 1 of 10th grade that their child may be in danger of not meeting the requirements to matriculate into the college program. Parents/guardians are encouraged to consider transfer to ensure that the child remains on track to graduate on time.

INDEPENDENT STUDY

Students may earn academic credit by successfully completing independent study projects that are not available through the regular course offerings. Before such a course of study

can begin, a formal written course description as well as a contract of student and faculty responsibilities (including credits, readings, number of meetings, and number and types of assessment) must be submitted and approved by the Dean of Studies no later than the end of the Add/Drop period. It should be noted that because independent studies require additional work and responsibility on the part of the instructor and the students involved, these projects are only considered when they are not available in the regular course description catalog for a given semester.

SERVICE CREDIT

BHSEC students may receive community service credit for performing school service. Examples of school service include tutoring, learning center service, work in the college transfer office and assisting in other administrative offices.

RETAKING A COURSE

High school students who fail a class (receive a grade of 64 or below) during the school year must retake that class. In such a case, both the failing grade and the new grade will be recorded on the student's high school transcript.

TRANSFERRING IN COLLEGE CREDITS

Year 1 and Year 2 students may transfer up to six college credits from another accredited institution of higher learning to be applied towards the 60 credits necessary to graduate with the Associate in Arts Degree. Students should speak with one of the academic deans before taking college courses at another institution, and are responsible for providing documentation (transcript and syllabus) after satisfactory completion of the course.

EXTRACURRICULAR ACTIVITIES AND CLUBS

Students at BHSEC can choose from a variety of exciting student leadership, volunteer, internship, and after school activities. BHSEC students are encouraged to be active participants in the ongoing cultural and social development of our school. BHSEC students in good social and academic standing (minimum GPA 2.0) are encouraged to participate in extracurricular activities.

To start a club, students must complete a club proposal form which can be obtained from the Dean of Students (Room 333A). Additionally, each student club must be sponsored and supervised by a member of the faculty. Finally, the Dean of Students will schedule a school-wide club fair during the first quarter of the year to provide clubs with an opportunity to generate interest and begin to build their club membership.

BHSEC ATHLETICS

Bard encourages broad participation and sportsmanship in their athletic program. Our physical education program stresses lifelong fitness participation and nutrition awareness. Students participate in Yoga and Weight Training regularly.

If BHSEC students wish to join an athletic team and are eligible (see below), they are expected to participate on BHSEC teams. If a sport is not offered at BHSEC, students may notify the BHSEC Athletic Department that they wish to participate in programs offered at other district schools.

ELIGIBILITY FOR PARTICIPATION ON ATHLETIC TEAMS

1. Participation on athletic teams requires that students be in good academic standing. Student athletes on academic probation are ineligible to play or attend practice for BHSEC athletic teams in accordance with NBOE policy.

2. Once the academic probation list is released each marking period, student athletes will have a two-week window to address academic concerns. The Dean of Students will contact all involved members of the faculty at the end of the two-week window, and on a regular basis thereafter, to assess if academic deficiencies have been addressed.

3. At this time, if a student athlete has demonstrated that she or he should no longer be considered on academic probation, the Dean of Students may give written clearance to allow the student to resume participation in athletics.

4. The Dean of Students and the principal will have final authority on any student's eligibility to participate in the athletic program, and may use their discretion to determine a student's eligibility to participate in the athletic program in individual cases.

HEALTH PROCEDURES

If a student is sick, she or he should go to the medical office located in Room 102. Students are required to get a Nurse Pass from their teachers in SmartPass. The school nurse will determine how to treat the illness. She will inform the student's parents/guardians and, if possible, the student's teachers about the illness. Students will receive a SmartPass from the nurse in order to return to class.

If a student is too ill to stay in school, a parent/guardian or authorized caretaker must pick the child up from school. In the event that the student is taken to the hospital, a school representative will accompany the student to the hospital and remain with the student until the parent/guardian arrives.

STUDENT IDS

All students at BHSEC are issued photo identification cards at the start of the school year. ID photos will be taken during August Orientation. Students are required to have their ID cards with them whenever they are in school. Students are required to carry a copy of their class schedule with them at all times. Any student who loses an ID should report to the Dean of Students. Please note that Student ID cards are often the primary form of verification and entry to SAT Suite of Assessment testing appointments. As an added perk, ID cards often entitle students to discounts or free admission to museums.

BUS TICKETS

Students may receive bus tickets if they live beyond 2.5 miles for the school building. All bus tickets are to be distributed at the school from the Dean of Student/main office**. One's receipt of monthly bus tickets is determined by the Newark Public School District. Any questions or concerns regarding status should be made to the Newark Public School's Office of Pupil Transportation (973) 733-7290.**

PARENT INVOLVEMENT

BARD PARENT ASSOCIATION

All BHSEC parents/guardians are strongly encouraged to become members of the Bard Parent Association. Meetings are held on a monthly basis during the school year and provide opportunities for parents/guardians to volunteer in maintaining active roles in the academic and social lives of their students through a collective parent leadership group.

BPA funds are used to support student activities and student clubs at BHSEC, scholarships for student trips, learning center and text books, computer software, and other specific school needs. The BPA Budget is voted on by the General BPA body with support through Title 1 Funding.

The cost for Bard Parent Association Membership is only $10 annually.

All BHSEC parents/guardians are required to attend at least two school meetings per year in order for their child to remain eligible for the Associate's Degree. Those meetings include but are not limited to Back to School Night, Parent Teacher Conferences, PTSA Meetings and Orientations.

POWERSCHOOL PARENT PORTAL

Research shows that when parents/guardians are engaged, students become more active participants in the educational process, which helps mitigate problems, instills better study habits, and addresses issues as they arise – all of which are key factors in academic success.

More than ever, parent/guardian involvement is critical to the academic success of their children.

BHSEC parents/guardians can access their children's PowerSchool information over a secure internet connection, commonly referred to as the PowerSchool Parent Portal. By providing our parents/guardians a way to view student grades and attendance – and more – we are taking yet another step to promote student success.

PowerSchool's Parent Portal provides parents/guardians real time access to information tied to your child(ren), such as attendance, grades, and future assignment descriptions. Parents/guardians will only be able to see information for their own child(ren) through the use of their own PowerSchool Parent Portal account. In addition, PowerSchool's Parent Portal allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

You may gain access to the PowerSchool Parent Portal by contacting our school and by completing the PowerSchool Parent Portal Authorization Agreement that can be found on the school's NPS website. Hard copies of the PowerSchool Parent Portal Authorization Agreement are available at the school.

Tutorials for PowerSchool Parent Portal are offered during Parent Teacher Conferences and select school activities. One on One tutorials are available at the school by request.

SCHOOL LEADERSHIP COUNCIL

The School Leadership Council (SLC) of The Newark Public Schools is a microcosm of the school community and provides a common ground where ideas and programs can be developed and strengthened for the good of the students.

In keeping with the guidelines and by-laws for The Newark Public Schools, each SLC represents a group of individuals who form a school-based body. This group is responsible for advising the school administration on essential instructional, budgeting and personnel issues. Membership includes the school principal, four instructional staff members (one of which must be certificated), three non-instructional support staff members, four parent representatives (one of which must be a member of the home/school organization), three community members and at the high school level, one student representative who is a school government president.

FRIENDS OF BHSEC

The early college program at BHSEC is supported and administered by Bard College, which operates BHSEC in partnership with the Newark Public Schools. The Friends of BHSEC was established at Bard College to begin developing an endowment fund for BHSEC that will eventually support BHSEC college faculty and adjunct teachers. Half of all funds raised by the Friends of BHSEC will go to this endowment fund, and the remaining half will be used for BHSEC's early college program, including the college transfer office, admissions office,

Learning Center, student activities coordinator, college deans, and several faculty members and adjuncts.

STUDENT VERIFICATION OF UNDERSTANDING:

In order to verify that you have read and understand the information contained in this student handbook, please sign below.

By signing below, I, _____, acknowledge that I have read
PRINT LAST NAME, FIRST NAME
and understand the BHSEC-Newark Student Handbook.

Signature: _____ Date: _____
SIGN TO INDICATE YOUR SUPPORT

Parent/Guardian Verification

By signing below, I, _____, acknowledge that I have read
PRINT LAST NAME, FIRST NAME
and understand the BHSEC-Newark Student Handbook and will support my child's success in this program.

Signature: _____ Date: _____
SIGN TO INDICATE YOUR SUPPORT

ACADEMIC HONESTY POLICY VERIFICATION OF UNDERSTANDING

BHSEC is a school designed for students who are eager to learn and willing to apply themselves wholeheartedly to the learning process, working hard to rise to the challenges presented in all of their courses. Our students understand that true learning requires diligence and a thoughtful, patient application of effort over time. BHSEC appeals to students who like to think for themselves, because independence of thought, originality, and intellectual adventurousness are valued in our courses and assignments.

BHSEC also fosters the sharing of ideas and collaborative learning. Our school endeavors to help students develop processes for effective seminar discussion, small group critique, and laboratory partnerships.

Academic honesty is expected of all students at BHSEC. Students must complete all assignments responsibly and honorably, and the work they submit must represent their own efforts. In situations where group work, collaboration, or sharing of ideas are encouraged, it is important that students understand exactly how the teacher expects each student's contributions to be credited.

Plagiarism is a particular form of academic dishonesty that students need to understand. According to the Bard College Catalog:

> To plagiarize is to 'steal and pass off as one's own the ideas, words, or writings of another.' This dictionary definition is quite straightforward, but it is possible for students to plagiarize inadvertently if they do not carefully distinguish between their own ideas or paper topics and those of others.

Often before coming to high school, students have been allowed to use encyclopedias, websites, and other sources without correct attribution; indeed they may have been commended for doing such research without attribution. At BHSEC students learn that all research requires documentation. They must develop new habits of writing, where they can draw on the thinking and writing of others to make their own case responsibly, giving credit for the sources of their ideas and inspiration.

Violations of academic honesty at BHSEC result in an automatic F (50%) for the assignment, require teachers to report the offense to the school administration, and are followed by a parent meeting. Second offenses may result in an F for the semester and documentation in your permanent record. Selective colleges frequently ask recommenders whether they have any reason to doubt a student's honesty, so such an annotation in your record can negatively affect your transfer application. (See Academic Integrity section for full description of responsibilities and consequences.)

You must not ever act as if someone else's words or ideas are your own. Under no circumstances should you turn in any assignment that does not genuinely reflect your own

work and thinking. Obviously, this doesn't mean that you can't use other people's words or ideas, but you must always tell your reader that you are doing so. Documenting and understanding where your ideas originate is one of the most necessary and sophisticated habits of the scholar. You cannot use ignorance as an excuse; *it is your responsibility to ensure that you have provided adequate citation, and any failure to do so, intentional or otherwise, is academic dishonesty*.

GUIDELINES FOR AVOIDING ACADEMIC DISHONESTY:

- Enclose other people's words in quotation marks or set them off in a block-quote and provide all the bibliographical information your reader might need to find the source.
- Give specific, bibliographical citation each time you use an idea or a concept that you got from someone else. If you consult books or other sources in preparing a paper, include a bibliographic list of everything you used.
- Do not turn in other student's work as your own or use other students' homework, or papers in preparing your own, except where the teacher has explicitly required or approved such sharing, and do not permit others to use your work. In such cases, both students involved are guilty of academic dishonesty.
- Turn in new work for each new assignment. Assignments that seem to overlap for different courses do not mean that you can hand in the same work. You grow more intellectually with each new assignment, and you should approach each assignment as a new challenge that builds on previous knowledge.
- Do not use unapproved aids for exams.

STUDENT VERIFICATION OF UNDERSTANDING:

By signing below, I, _____, acknowledge that I have read and understand
PRINT LAST NAME, FIRST NAME
the academic honesty policy and I am aware of the associated consequences of violating this policy.

Signature: _____ Date: _____
SIGN TO INDICATE YOUR SUPPORT

Parent/Guardian Verification:

By signing below, I, _____, affirm that I agree with BHSEC's policies on
PRINT LAST NAME, FIRST NAME
academic honesty and want to foster the learning environment described above.

Signature: _____ Date: _____
SIGN TO INDICATE YOUR SUPPORT