Henry P. Becton Regional High School

C-ER Regional High School District | Proudly serving the communities of Carlstadt, East Rutherford and Maywood

Dr. Dario Sforza, *Superintendent of Schools* **James Bononno,** *School Principal*

2025-2026 STUDENT HANDBOOK

Proud home of the Becton Wildcats

120 Paterson Avenue, East Rutherford NJ, 07073 | T: (201) 935-3007 F: (201) 935-3047

Revised: August 2025

STUDENT HANDBOOK CONSENT FORM

ACKNOWLEDGEMENT OF HANDBOOK REVIEW AND AGREEMENT

Parents/Guardians are required to acknowledge their receipt and understanding of the Student Handbook annually in September via the Genesis Parent Portal.

You can access the Genesis Parent Portal by clicking HERE.

My electronic initial via the Genesis Parent portal confirms;

- I have reviewed the digital copy of the Henry P. Becton Regional High School Handbook for the 2024-2025 school year.
- I understand that the handbook contains information that my child and I may need during the school year.
- I also understand that all students will be held accountable for their behaviors and will be subject to the disciplinary consequences outlined by the student handbook, as per district policy.

PLEASE NOTE:
Contents are subject to change as Board Policies are revised and/or updated.

ELECTRONIC ACCESS USER AGREEMENT AND CONSENT FORM

Parents/Guardians are required to acknowledge their receipt and understanding of the Student Handbook annually in September via the Genesis Parent Portal.

You can access the Genesis Parent Portal by clicking HERE.

My electronic initial via the Genesis Parent portal confirms;

As a user of the Carlstadt-East Rutherford School Districts computer network, I hereby agree to comply with the District's Internet procedures, as stated in the Acceptable Use of Computer Network/Computer and Resources Policy #2361 when using the networked computer resources and tools provided by the Carlstadt-East Rutherford School District. I also agree to use the network in a responsible manner while abiding by all relevant laws and restrictions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or legal action may be taken.

NOTE: FEDERAL LAW REQUIRES THE DISTRICT TO MONITOR ONLINE ACTIVITIES OF MINORS.

As the parent or legal guardian of the student, I grant permission for my child to access networked computer services at Henry P. Becton Regional High School. I understand that this access is **designed for educational** purposes; however, I also recognize that some materials on the Internet may be objectionable, and I accept responsibility for guidance of Internet use by setting and conveying standards for my child to follow when selecting, sharing, researching, or exploring electronic information and media.

Consent for Use: By electronically signing this form, you hereby accept and agree that your child's rights to use the electronic resources provided by the District and/or the New Jersey Department of Education (NJDOE) are subject to the terms and conditions set forth in District policy/procedure. PLease also be advised that data stored in relation to such services is managed by the District. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.

The signatures of the student and his/her parent(s) or legal guardian(s) on a district-approved Consent and Waiver Agreement are legally binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the rules and regulations established under our school Policy.

SCHOOL STUDENT-ATHLETE CODE OF CONDUCT CONTRACT

NOTE: All student-athletes and their parent/guardian must have the Henry P. Becton Regional High School Student-Athlete Code of Conduct contract below signed and on file with the Athletic Department prior to participation:

You can access the Student-Athlete Code of Conduct Contract via Genesis by clicking HERE.

My electronic initial via the Genesis Parent portal confirms;

I hereby agree to the terms and conditions set forth in the School Student-Athlete Code of Conduct Contract on attitude, behavior, academics, attendance and conduct. As a student athlete at Henry P. Becton Regional High School, I understand that participation in the athletic program is a privilege. In order to enjoy that privilege, I must adhere to attitude, behavior, academics, attendance and conduct guidelines set forth by the Athletic Department and Administration of the high school. Failure to comply with these rules and regulations will result in my athletic participation privileges being revoked.

The final consequences for breaching the student-athlete code of conduct will be determined by the Assistant Principal, Principal and Athletic Director. Student-Athletes will be held to a higher standard regarding their attitude, behavior, academics, attendance and conduct while in school and at athletic events. It is a privilege to represent the school in athletic contests and this privilege cannot exist for students who cannot conduct themselves properly during the school day or at athletic events. Student-athletes must maintain a good citizenship record at all times to be eligible to participate in the athletic program. Failure to abide by the student-athlete code of conduct will result in partial or full dismissal from the athletic program.

In the event a breach of this contract occurs at the end of an athletic season or in between seasons, the following partial or full season of participation for the student-athlete in question could be forfeited.

I have read, understand and agree to abide by all the terms and conditions of this contract. Student-Athletes who fail to return this contract will be ineligible to participate in the Henry P. Becton Regional High School Athletic Program.

BOARD OF EDUCATION & KEY STAFF

Board of Education

Ms. Emily Landolfi, President
Mr. Robert Anderson, Vice President
Ms. Ariella Alvarez
Mr. Nicholas Annitti
Mr. Joel Brizzi
Mr. Thomas Cox, Jr.
Mr. Jeffrey Grabowski
Ms. Constantina Hanna
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Administration

Dr. Dario Sforza ……. Superintendent

Mr. James Bononno ……...…….…….. Principal

Ms. Amanda Colangelo …….……..……...…….Assistant Principal

Ms. Jessenia Kan ..……..……..……. Business Administrator

Supervisors, Department Chairs, Specialists & Coordinators

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Mr. James Bononno	Principal
Ms. Amanda Colangelo	Assistant Principal / Supervisor of Art & Communications
Ms. Jessenia Kan	Business Administrator
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Mr. Marc Caprio	Director of Guidance / Testing Coordinator
Ms. Jonna Calvanico	Director of Personnel and Student Affairs & Supervisor of Social Studies and Special Programs, Attendance & School Truancy Officer
Mr. Robert Di Domenico	Director of Curriculum, Instruction and Grants & Supervisor of, Science, Technology, Engineering, Art & Math (STEAM)
Ms. Belinda Cannarozzi	Supervisor of English, World Languages, Culinary & Music
Ms. Annette Giancaspro	Athletic Director / Supervisor of Physical Education & Student Activities
Mr. Carlo Maucione	Supervisor of Student Special Services & Anti-Bullying Coordinator
Ms. Melissa Mitchell	Student Assistance Coordinator (SAC) / HIB Investigator and Homeless Liaison

ALMA MATER

Hail to thee, our Alma Mater, Hail, all hail to thee.
Thy noble spirit e'er will guide us Keep us true to thee.
(Chorus) Fighting grimly for thy glory
Out to win the fight, Becton High, our Alma Mater, Hail
Maroon and White.
Mem'ry brings fond recollections
Hours spent with thee,
Cherished dreams of golden moments
Live in memory
(Repeat Chorus)

PHILOSOPHY STATEMENT

Public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education is to offer each child in this district the educational opportunity that will enable him/her to participate politically, economically, and socially in our democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons and experiences, within and without the classroom, needed to realize the educational goals of the district. The Board appreciates the need for constant improvement of the instructional program and will strive unremittingly to provide an educational system that assists each student in becoming a self-respecting individual who can participate effectively.

It is the expectation of this school district that all students achieve the New Jersey Student Learning Standards at all grade levels. The Board will seek out and work cooperatively with the available resources of home and community including business and industry, in the improvement of the educational program.

The Board will endeavor to employ a high caliber, well-prepared staff of adequate size and wide-ranging abilities. Moreover, the Board will provide students and staff, as needs dictate and means permit, with adequate educational supplies, equipment, and facilities. The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among students and encourage their achievement and progress, not only in basic skills and literacy, but also in the ability to think independently and critically. The school staff shall help students to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop in themselves attitudes of respect and helpfulness toward others; to want, and to be able to perform well, some portion of the work of the world; to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

DAILY ROTATING & SCHOOL BELL SCHEDULES 2025-2026

BECTON REGIONAL HIGH SCHOOL

INFINITY SCHEDULE

2025-2026

July 2025

SEPTEMBER

M	T	W	Th	F
1 School Closed	2 Teachers Only	3 1st Day Students 1/2 Day	4 1/2 Day ∞	5 1/2 Day ∞
8 A	9 B	10 C	11 D	12 ∞
15 A	16 B	17 C	18 D Back-to-School Night	19 ∞
22 A	23 B	24 C	25 D	26 ∞
29 A	30 B			

OCTOBER

M	T	W	Th	F
		1 C	2 D	3 ∞
6 A	7 B	8 C	9 D	10 ∞
13 School Closed	14 B	15 C	16 D 8th Grade Open House	17 ∞
20 A	21 B	22 C	23 D **PSAT	24 ∞
27 A	28 B	29 C	30 D	31 ∞

NOVEMBER

M	T	W	Th	F
3 A MP 2	4 B	5 C	6 School Closed	7 School Closed
10 A	11 B	12 C	13 D	14 ∞
17 A	18 B	19 C	20 D	21 ∞
24 A	25 B	26 1/2 Day C	27 School Closed	28 School Closed

DECEMBER

M	T	W	Th	F
1 A	2 B	3 C	4 D	5 ∞
8 A	9 B	10 C	11 D	12 ∞
15 A	16 B	17 C	18 D	19 ∞
22 A	23 1/2 Day B	24 School Closed	25 School Closed	26 School Closed
29 School Closed	30 School Closed	31 School Closed		

JANUARY

M	T	W	Th	F
			1 School Closed	2 School Closed
5 A	6 B	7 C	8 D	9 ∞
12 A	13 B	14 C	15 D	16 ∞
19 Teacher PD School Closed MP 3	20 B	21 C	22 D	23 ∞
26 A	27 B	28 C	29 D	30 ∞

FEBRUARY

M	T	W	Th	F
2 A	3 B	4 C	5 D	6 ∞
9 A	10 B	11 C	12 D	13 ∞
16 School Closed	17 School Closed	18 C	19 D	20 ∞
23 A	24 B	25 C	26 D	27 ∞

MARCH

M	T	W	Th	F
2 A	3 B	4 C	5 D	6 ∞
9 A	10 **Testing B	11 **Testing C	12 **Testing D	13 **Testing ∞
16 Teacher PD School Closed	17 B	18 C	19 D	20 ∞
23 A	24 B	25 C	26 D	27 ∞
30 A MP 4	31 B			

APRIL

M	T	W	Th	F
		1 C	2 1/2 Day D	3 School Closed
6 A	7 B	8 C	9 D	10 ∞
13 School Closed	14 School Closed	15 School Closed	16 School Closed	17 School Closed
20 A	21 B	22 C	23 D	24 ∞
27 A	28 B **NJSLA	29 C **NJSLA	30 D **NJSLA	

MAY

M	T	W	Th	F
				1 ∞ **NJSLA
4 A	5 B	6 C	7 D	8 ∞
11 A	12 B **NJSLA	13 C **NJSLA	14 D	15 ∞
18 A	19 B	20 C	21 D	22 ∞
25 School Closed	26 B	27 C	28 D	29 ∞

JUNE

M	T	W	Th	F
1 A	2 B	3 C	4 D	5 ∞
8 A	9 B	10 1/2 Day Students C	11 D	12 ∞
15 1/2 Day A	16 1/2 Day B	17 1/2 Day C	18 1/2 Day D	

DAILY ROTATING CLASS SCHEDULE

A-D Day Class Times	Monday A	Tuesday B	Wednesday C	Thursday D
7:55 AM - 8:50 AM	1	2	3	4
8:54 AM - 9:49 AM	2	3	4	1
9:53 AM - 10:48 AM	3	4	1	2
10:50 AM - 11:34 AM	Lunch	Lunch	Lunch	Lunch
11:38 AM - 12:33 PM	5	6	5	5
12:37 PM - 1:32 PM	6	7	7	6
1:36 PM - 2:31 PM	7	8	8	8

Friday ∞	Infinity Day Class Times
1	7:55 AM - 8:35 AM
2	8:39 AM - 9:19 AM
3	9:23 AM - 10:03 AM
4	10:07 AM - 10:47 AM
Lunch	10:51 AM - 11:35 AM
5	11:39 AM - 12:19 PM
6	12:23 PM - 1:03 PM
7	1:07 PM - 1:47 PM
8	1:51 PM - 2:31 PM

HALF DAY BELL SCHEDULE

Half Day A-D Day Class Times	Mon A	Tue B	Wed C	Thu D
7:55 AM - 8:36 AM	1	2	3	4
8:40 AM - 9:21 AM	2	3	4	1
9:25 AM - 10:06 AM	3	4	1	2
10:10 AM - 10:51 AM	5	6	5	5
10:55 AM - 11:36 AM	6	7	7	6
11:40 AM - 12:23 PM	7	8	8	8

Half Day Infinity Class Times	Friday ∞
7:55 AM - 8:25 AM	1
8:29 AM - 8:59 AM	2
9:03 AM - 9:33 AM	3
9:37 AM - 10:07 AM	4
10:11 AM - 10:41 AM	5
10:45 AM - 11:15 AM	6
11:19 AM - 11:49 AM	7
11:53 AM - 12:23 PM	8

DELAYED OPENING BELL SCHEDULE

Delayed Opening A-D Day Class Times	Monday A	Tuesday B	Wednesday C	Thursday D
9:55 AM - 10:31 AM	1	2	3	4
10:35 AM - 11:11 AM	2	3	4	1
11:16 AM - 11:51 AM	3	4	1	2
11:53 AM - 12:32 PM	Lunch	Lunch	Lunch	Lunch
12:35 PM - 1:11 PM	5	6	5	5
1:15 PM - 1:51 PM	6	7	7	6
1:55 PM - 2:31 PM	7	8	8	8

Friday ∞	Delayed Opening Infinity Day Class Times
1	9:55 AM - 10:22 AM
2	10:26 AM - 10:53 AM
3	10:57 AM - 11:24 AM
4	11:28 AM - 11:55 AM
Lunch	11:57 AM - 12:28 PM
5	12:31 PM - 12:58 PM
6	1:02 PM - 1:29 PM
7	1:33 PM - 2:00 PM
8	2:04 PM - 2:31 PM

Please note that there are three (3) emergency days included in the calendar. Should two (2) of these days not be needed, schools may close for students on April 6, 2026 and May 22, 2026. Should one (1) of the three (3) emergency days not be needed, schools may close on May 26, 2025. If make-up days are required beyond June 18th, the last day of school, or unforeseen circumstances warrant it, a portion of the Spring Recess or other changes to the calendar may be made. Please review the calendar and plan accordingly.

**Delayed Opening Schedule for Non-Testing Students*

***Delayed Opening Schedule for Non-Testing Students. Testing dates tentative & subject to change.*

***STORM/EMERGENCY CLOSING OR DELAYED OPENING OF SCHOOL:**

1. A recorded phone message will be made to all parents/guardians as early as possible.
2. A message will be posted to our school website bectonhs.org and on our Twitter @bectonhs as early as possible.

2025-2026 SCHOOL CALENDAR

Updated: 2/20/25

CARLSTADT - EAST RUTHERFORD (BECTON) REGIONAL HIGH SCHOOL DISTRICT

Proudly serving the communities of Carlstadt, East Rutherford, & Maywood

2025-2026 SCHOOL YEAR

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	**19**	20	21	22	23
24/31	25	26	**27**	**28**	29	30

September

S	M	T	W	T	F	S
	H	T	\	\	\	6
7	8	9	10	11	12	13
14	15	16	17	**18**	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	**16**	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	R	R	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	\	H	R	29

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	\	H	H	R	27
28	R	R	R			

Student Days			183
September	20	February	18
October	22	March	21
November	16	April	16
December	17	May	20
January	19	June	14

H=Holiday; T=Teachers Only; R=Recess; \ = 1/2 Session School Day

August	19th	Freshman Orientation
August	27th & 28th	New Staff Orientation
September	1st	Labor Day - School Closed
September	2nd	First day for Teachers & Staff - PD Day
September	3rd	First Day for Students | 1/2 Day Students | Teacher/Staff PM PD
September	4th & 5th	1/2 Day Students | Teacher/Staff PM PD
September	18th	Back-to-School Night @ 6:00pm
October	13th	Columbus Day - School Closed
October	**TBD**	PSAT Testing for 11th Grade Delayed Opening for Non-Testing Students
October	16th	8th Grade Open House @ 6:00pm
November	6th & 7th	NJEA Convention - School Closed
November	26th	Begin Thanksgiving Recess - 1/2 Day Students & Staff
November	27th & 28th	Thanksgiving Recess - School Closed
December	23rd	Begin Winter Recess - 1/2 Day Students & Staff
December	24th-31st	Winter Recess - School Closed
January	1st	New Years Day - School Closed
January	2nd	Winter Recess - School Closed
January	19th	MLK Day - School Closed for Students | Teacher/Staff PD Day
February	17th,18th	President's Day/Holiday Recess - School Closed
March	**TBD**	NJGPA Testing for 11th Grade Delayed Opening for Non-Testing Students
March	16th	School Closed for Students | Teacher/Staff PD Day
April	2nd	Begin Easter Recess - 1/2 Day Students & Staff
April	3rd	Good Friday - School Closed
April	13th - 17th	Spring Recess - School Closed
April	**TBD**	NJSLA Testing for 9th & 11th Grade Delayed Opening for Non-Testing Students
May	25th	Memorial Day - School Closed
June	**TBD**	Junior/Senior Prom 1/2 Day Students/Chaperones | Teacher/Staff PM PD
June	15th-18th	1/2 Day Students | Teacher/Staff PM PD
June	18th	Last Day for Students & Staff | Class of 2026 Graduation

Important

The school district calendar is subject to change if deemed necessary and as dictated by the changing circumstances and state testing schedules.

The final day for students and staff is scheduled for June 18th. There are THREE (3) emergency days included in the calendar. Should two (2) of these days not be needed, schools may close for students on Monday, April 6th (the first school day after Easter) & Friday, May 22nd (the Friday before Memorial Day). If make-up days are required beyond June 18th or unforeseen circumstances warrant it, a portion of the Spring Recess or other changes to the calendar may be made. Plans that cannot be changed should not be made without taking this calendar into prior consideration.

Approved by the C-ER Regional Board of Education on

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Please check our school website for updates at www.bectonhs.org

January

S	M	T	W	T	F	S
				H	R	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	T	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	R	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	T	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
		1	2	H	4	
5	6	7	8	9	10	11
12	R	R	R	R	R	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	H	26	27	28	29	30

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	\	\	\	\	R	20
21	R	R	R	R	R	27
28	R	R				

ENROLLMENT MESSAGE

Your high school provides you an opportunity to develop your maximum potential and become an effective citizen of good character. The decision to take advantage of this opportunity is up to you.

This handbook has been prepared primarily for you, the student, and your parents. Its purpose is to give a general picture of what the High School District has to offer and what is expected of you. This handbook will also assist you in selecting subjects and in general provide much valuable information about your school.

School administrators, counselors, supervisors, and teachers are ever ready to help you in making the most of your high school career. However, the school cannot assume sole responsibility for acquainting each student personally with the total school program. The final responsibility for taking required subjects, choosing the proper electives and following school regulations, rests with the student and parents.

Pre-Registration – that is, signing up for the classes you want to take next fall – is a cooperative effort. It usually involves consultation on your part with your parents, counselors, and teachers. This handbook has been designed to make this cooperative venture of choosing your high school career more meaningful; it will help you make more intelligent decisions and wise choices. Once your choice of subjects is made for the year, the school expects it to be final and not changed after school is in session. Sometimes a change of goals may necessitate a change of the course of study, but this should be done only after careful consideration by the student, parents, and in consultation with your guidance counselor.

The District maintains accessible programs and activities in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (the ADA). Individuals with disabilities, who, pursuant to Section 504 and Title II, require auxiliary aids/services for equal participation, should please contact the Guidance Department. Signing will be made available to hearing impaired people who apply for the service at least one (1) week in advance.

STUDENT IDENTIFICATION CARDS

Students will be photographed and provided with a Becton Regional High School ID card/ digital ID. It is required for all students to have this ID card in their possession while in the school building, at all times, for instant identification, to check in if they are late arriving at school & to use during lunch. This will also be used to scan into the building if a student is late & utilized during lunch to scan from your payschools account.

REQUIREMENTS FOR PROMOTION AND GRADUATION

Students in grades 9, 10, & 11 will be enrolled in a minimum of 35 credits each academic year. Students in grade 12 will be earning credits contingent upon credits previously earned and scheduled with a counselor. Students are advised to take 5 academic and 1 elective subject, along with physical education/health. A typical schedule for a student is as follows:

5 Academics	= 25 Credits
1 Elective	= 5 Credits
1 Physical Education/Health	= 5 Credits
TOTAL	**= 35 Credits**

Failure credits may be made up in summer schools or in a credit recovery program with prior administrative approval. Annual student promotion to the next grade requires a given number of earned credits.

In order to successfully graduate from Henry P. Becton Regional High School, students in all classes must earn a minimum number of 120 credits.

In order to successfully advance to the next grade level, students in the following classes must accumulate the minimum number of credits established below:

	You must have obtained a minimum of:	**Credits needed to Graduate:**
In order to advance to Grade 10	20 Credits	120
In order to advance to Grade 11	50 Credits	120
In order to advance to Grade 12	85 Credits	120
In order to Graduate	120 Credits	120

STUDENTS TRANSFERRING FROM OUT OF DISTRICT

Credits from other school districts will be accepted toward graduation with prior approval requested, in writing, by the parents and/or guardians and approved by the supervisor of guidance and principal.

Students must select 5 academics a year, 6 academics in one year and 2 electives must have the approval from their school counselor.

Select failure credits may be made up in summer school or a credit recovery program with prior administrative approval at the expense of the parent/guardian. Few summer schools offer Physical Education credits.

Courses requiring research papers may be made up in summer school or a credit recovery program only if the paper requirement is fulfilled at Henry P. Becton Regional High School as scheduled.

Any course(s) with a final mark of 55 or less or a course(s) where a student compiled 28 or more absences may not be made up in summer school unless administratively approved.

HIGH SCHOOL CURRICULA REQUIRED SUBJECTS

The successful completion of a program of study in grades nine through twelve shall include the following state and local school district requirements:

1. At least 20 credits in language arts literacy (English 9-12)
2. At least 15 credits in mathematics, including Algebra I, Geometry, and Algebra 2
3. At least 15 credits in science
4. At least 15 credits in social studies, including World History, United States History 1 & 2
5. At least 4 credits in health, safety, and physical education during each year of enrollment
6. At least 5 credits in visual and performing arts (Practical arts courses may be used to fulfill this requirement)
7. At least 5 credits in world language
8. At least 5 credits in career education and consumer, family and life skills or vocational-technical education
9. At least 2.5 credits in financial, economic, business and entrepreneurial literacy
10. At least 5 credits in 21st century life and careers, or career technical education
11. Electives and/or individualized student learning opportunities as determined by the high school program sufficient to total a minimum of 120 credits for all classes.
12. In addition to the minimum credit requirements, all students must meet one of the statewide assessment graduation requirements as determined by the New Jersey Department of Education (NJDOE).

HIGH SCHOOL GRADUATION ASSESSMENT REQUIREMENTS

Class of 2025 and 2026 (Updated May 2023)

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores.

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025.

English Language Arts and Literacy (ELA)

If, after completing the New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the ELA component, such students may access the following pathways:

- Second Pathway: By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- Third Pathway: By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

Mathematics

If, after completing the required New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the mathematics component, such students may access the following pathways:

- Second Pathway: By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- Third Pathway: By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

ENROLLMENT:

Local eighth grade classes are visited by high school counselors in the winter, who after a series of orientation programs, help students plan and select courses for the next year. Parents' signatures, indicating approval of the planned program, are required.

Students new to the district and those not registered in the spring of their eighth grade year should register at the school at least two weeks before school opens.

HOMEWORK:

The school recognizes the value of meaningful homework as one aspect of learning. The amount of homework will depend on the teacher, curriculum and course.

REPORT CARD:

The student's report card is generated and available for parent viewing via the Parent Portal of Genesis at the end of each of the four marking periods during the school year. A hardcopy can be obtained by contacting the Guidance Department.

EXTRA HELP:

Students will be responsible to reach out to their teachers if they are struggling academically in their courses as soon as possible. Teachers or guidance counselors may recommend students to assist with tutoring. Students can meet with their guidance counselor to schedule a tutoring session with a National Honor Society member only after scheduling extra help with their teacher first. Also, all teachers set aside time before, during or after school to assist students in need of extra help.

Participation in athletics or activities is encouraged, however, it may not be used as an excuse for not seeking extra help after school.

GENESIS:

Genesis is the student information system which allows parents to complete required district/school forms, access attendance, grades, and discipline records for your child. Access to the Genesis Information System is only available through the Internet. Registration for the Genesis Gradebook Parent Portal is necessary for our technology department to set up a username and password, giving you access to your child's attendance, grades, discipline, and school generated letters. In order to gain access to the system the school must have a valid email address on file. Genesis can be accessed here: https://parents.genesisedu.com/cer

SCHOOL MESSENGER:

An automated phone system that allows the school to contact via phone call, text message, and/or e-mail) all households enrolled at Henry P. Becton Regional High School in the event of an emergency or for upcoming events. This will also be used for contacting parents when their child is marked absent for at least one class.

GRADING & MARKING PERIOD CATEGORIES

Each teacher must evaluate the quality of student performance periodically. A numerical grade will be given in recognition of the quality and scope included in each student's work.

Learning activities will differ depending on the course and instructor. Therefore, different aspects of learning will be weighted in a variety of ways to meet goals and objectives.

The student learning activities, which the teacher will use for student learning evaluations, will fall into the following sample categories:

Homework
Classwork

Formative and Summative Assessment
Special Projects
Research Assignments

In order to arrive at a valid evaluation of each student, the marking period grade will be a composite of homework, classwork, formative and summative assessments, special projects, and research assignments. Progress reports on projects or projects themselves may take the place of assessments. Careful attention will be given to the relative weighting of varying assessments along with other projects and assignments. In courses where written homework is required, it will be checked with a minimum mark for completion and be recorded in the teacher's Genesis gradebook.

A department may establish a group policy for grading criteria. At the end of each Marking Period, every teacher must submit, to their Department Chairperson, the evaluative criteria for their classes for that marking period. This criterion will be forwarded to the Administration by each department.

Grading System used at Henry P. Becton Regional High School				
A = 100-90	**B** = 89-80	**C** = 79-70	**D** = 69-65	**F** = 64-Below

ATTENDANCE POLICY

Please visit the school website (www.bectonhs.org) for the most updated and complete version of the Attendance Policy and Regulation.

ATTENDANCE:

The Board of Education has an obligation to require that the students of this district be present in school in order that they may be taught. This policy is for the benefit of the students, their parents/guardians, and the community at large.

The New Jersey Statutes of Education (18A:38-25 et seq.) provide for compulsory attendance by all children between the ages of six and sixteen. **The responsibility for compliance belongs to the parents and/or adult students**. The school is required to keep an accurate record of daily attendance, tardiness, and absences. All entries in the Attendance Record shall be made only by a teacher, or by a school staff member designated by the Principal. In order to enforce the law, it is reasonable for the school to establish policies and regulations governing student attendance.

The Board of Education believes that regular attendance and participation in classes, interaction between students and teachers, as well as interaction among students in a class are a vital and integral part of the learning process. Attendance is a means of serving educational ends as well as preparation for success in the work environment.

Frequent absences from school disrupt the continuity of the educational process. Innovative curricular plans and 21st century instructional techniques have little value if the student is not in school to take

advantage of them. Chronic absence limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Research indicates that there is a close relationship between a student's attendance and academic and disciplinary performance.

Regular student attendance must be the concern of all staff members, parent(s)/guardian(s) and those who value the instructional time given to the children of the district. It requires the continued vigilance, communication, and cooperation between parent(s)/guardian(s) and teachers.

ABSENCE:

At Henry P. Becton Regional High School, attendance will be taken on a class by class (period by period) basis. Attendance phone calls, text messages, or emails will be automatically sent home to parents. Students will be required to have their student I.D.s (digital or physical) on them at all times.

Regulations for Attendance Policy
In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused or unexcused.

EXCUSED ABSENCES:

Students are subject to the school district's response for unexcused absences that count toward truancy during the school year, as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Excused Absences that <u>DO NOT</u> count towards the maximum eighteen (18) permitted absences before losing course credit and permit student to make-up missed classwork. These absences may be for a full day or a portion of the day for the following:

a. The observance of a religious holiday pursuant to N.J.S.A. 18A: 36-14 through 16;
b. Take Our Children to Work Day;
c. The student's suspension from school;
d. Where appropriate, when consistent with 504 or Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705 (20), and individualized health care plans;
e. The student's required attendance in court;
f. Family illness or death supported by notification to the school by the student's parent;
g. College visit(s), up to 3 days per school year for students in grades eleven and twelve with supporting documentation;
h. Examination for a driver's license;
i. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
j. Attendance at a civic event one day per school year, pursuant to N.J.S.A. 18A:36-33.2;
k. Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
l. Closure of a busing school district that prevents a student from having transportation to the receiving school.

UNEXCUSED ABSENCES:

An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in the "Excused Absences" section above. *Students WILL NOT be permitted to make-up missed classwork for an unexcused absence

Student illness, with proper documentation, is the only unexcused absence that will permit a student to make-up missed classwork but will count towards the maximum of eighteen (18) for full year course/nine (9) for half-year course.

Unexcused absences may result in: a. Denial of participation in co-curricular activities and/or athletic competition. b. Removal from a class or course of study. c. Retention at grade level. d. Loss of course credit.

CALL OUT PROCEDURE/ SIGNING YOUR CHILD OUT OF SCHOOL:

A student who is under 18 cannot leave without a parent/ emergency contact physically present to take them out of school.

A student who is 18 or older may leave the building with a parent/ emergency contact physically present, but must provide written permission via email.

DENIAL OF COURSE CREDIT/FAILURE DUE TO ATTENDANCE:

Secondary students may be dropped from a course or denied course credit when they have been absent from 10 or more class sessions, regardless of the reason for the absence. Exceptions to this rule include: a. Absences for observance of religious holidays. b. Absences excused in accordance with school register reporting requirements. c. Absences due to student suspension. For full-year courses, students are permitted up to 18 absences before losing credit. For half-year (semester) courses, students are permitted up to 9 absences before losing credit. Upon exceeding the absence threshold (18 for full-year or 9 for semester courses), a notification will be generated via the Parental Access portal of Genesis and may be reviewed with the student.

SUMMER SCHOOL & ATHLETIC ELIGIBILITY DUE TO ABSENCES:

The student should be aware that receiving a failing grade in any course may adversely affect his/her eligibility to participate in athletics and/or co-curricular activities in the succeeding season.

Students will be **denied** summer school privileges upon the 28th absence.

DAILY ABSENCE, TARDINESS AND MAKE-UP WORK:

If a student is absent, a legitimate note dated and signed by the parent or adult student **must** be handed in to the Main Office within two (2) days of the student's return in order to make up missed work. Students will be permitted to make-up work with appropriate documentation only. A student absent from school is responsible for all work missed and must meet with each of their teachers regarding missed assignments. Students will be allowed a reasonable amount of time, as determined by the teacher, to make up missed work due to absences. The general rule for make-up work is: Students will be given one additional day, in addition to the amount of days they were absent, to make-up missed classwork (*i.e. a student who has two (2) consecutive absences with proper documentation will be granted three (3) days to make-up missed classwork).* Please see the *Regulations for Attendance* on pg 14 for an outline of absences that allow students to make up work.

Failure to provide adequate documentation may result in: a. The student being dropped from one or more courses. b. Removal from a program. c. Requirement to undergo a re-registration/enrollment process in accordance with the district's residency policy and regulation.

A student with 10 consecutive days of unexcused absences may be subject to the same consequences outlined above, regardless of the reason (e.g., family trip, emergency, or other unexcused reason). Moreover, the district may consult with outside agencies, inclusive of a referral to state agencies and municipal or county court.

ABSENCE VERIFICATION BY PARENT/GUARDIAN:

As per Policy 5200, a parent or guardian **must** call the attendance line (ext. 4999) or notify the school through the Genesis Parent Portal before the school day when the student will not be in school. If the student gets a doctor's note, it is to be handed into the main office within 2 days of returning to school so the student will be allowed to make up missing work. Please note that this documentation will not excuse the absence and it will still count towards the eighteen (18) permitted days.

A student returning from an absence of 5 consecutive school days any length of time will be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence. Failure to do so may result in disenrollment.

Although a note does not excuse an absence, it can be used in the event of an appeal if the student violates the attendance policy and accrues over 18 absences throughout the school year. Retroactive notes will not be accepted in the event of an appeal. Notes should clearly define the student's name, the date(s) absent, and the reason(s) for the absence. It would be wise to keep your own copies of notes in case of an appeal.

ABSENCES DURING TESTS, FAMILY VACATIONS AND SUSPENSIONS:

A student should not be excused from school prior to normal dismissal if a major test will be missed.

Absences for family vacations are not considered 'excused' under any circumstances.

Suspended students must get their work from teachers via google classroom for the duration of the suspension. It must be handed in on the due date through google classroom or the day of their return if out of school.

TARDINESS TO SCHOOL & CLASS:

Tardiness to school interrupts the program of studies for the student who is late and the students in the class being entered. Tardiness to school will be considered unexcused unless excused by the school administration in extenuating circumstances as determined by school administration or designee.

Tardiness to class from another class will be considered unexcused unless the student has a signed note from the previous teacher's class, main/guidance office, or school administration.

Lates to class will result in 1 student demerit and/or a teacher detention. Students are always admissible to class regardless of the time upon which they arrive. A Central Detention and loss of certain privileges may be assigned for students that are late to school/class.

Students who are more than 15 minutes late to school, will receive a demerit.

CUT POLICY

Cutting is defined as intentionally missing an assigned class. When a student is caught cutting a class, they will be marked as absent, receive a zero for that day's work, and will not be allowed to make-up any missed classwork, assessments or assignments. Disciplinary action will be assigned and a parent conference may be held. A student is considered having "cut class" when they are marked present in school but is absent from class without approval.

Any student who is more than 15 minutes late to class is considered absent to class.

Please refer to the student Chart of Infractions and Consequences for disciplinary action taken in the event of a cut.

PARTICIPATION AND ATTENDANCE AT SCHOOL ATHLETIC EVENTS & ACTIVITIES

A student must be present for a time equivalent to four (4) full periods in order to be considered present for the day in accordance with State Attendance Standards. **Unless a student is considered present for the day by the State standards, he/she will not be permitted to participate in any extracurricular events.** Prior written approval by the Principal must be obtained for any exception to such policy. A student who is absent from school will not be eligible to participate in or attend any practice, rehearsal, contest, dance, or performance on that particular day unless administrative permission is granted.

If a student is absent on Friday and the above mentioned activities take place the next day, administrative clearance is needed before any participation on the part of any student takes place.

Students who are assigned detention (Teacher, Central, or Extended Central) must complete their detention before being allowed to participate in any athletic and/or extracurricular activity.

Students excused from physical education class for medical reasons may not participate in athletic contests or practices that day.

Students with excessive absences may be precluded from participating in extracurricular activities and school events.

TRUANCY

A student is considered to be "Truant" if they leave the school without permission or if the student fails to attend school and the parent/guardian is unaware that the student is not in school. All truancy absences will be verified by the administration. The following procedures will be followed in truancy cases.

1. **First Instance** – Detention (as determined by administration) will be assigned and a parental conference may be held prior to the student returning to class. A conference may include the student, parent, administration and guidance counselor. All subject classes missed during the truancy period will be handled as if they were cut – the cut policy will be in effect as per the handbook.

2. **Second Instance** – Mandatory ISS/ Restorative Study or OSS suspensions as determined by the school administrator. All subject classes missed during the truancy period will be handled as if they were cut – the cut policy will be in effect as noted in the student handbook.

3. **Third Instance** – Parent/ Guardian will be notified and severe disciplinary action will be taken that may include legal action, out of school suspension and/or possible expulsion.

ATTENDANCE APPEALS

In order to provide students and their parents/guardians the opportunity to appeal decisions under the provisions of the attendance policy, an appeals committee will be established by the principal and/or a supervisor to hear cases brought by petition by students and/or their parent/guardians. The committee will provide a measure of procedural due process for those desiring to appeal. The student's attendance record of the class in question, as well as any extenuating circumstances presented shall constitute the basis for each appeal.

1. **A written appeal petition must be submitted to the principal or designee by the student and/or parent/guardian within five (5) school days of the receipt of the deficiency letter.** The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the student should continue to be enrolled in the course and /or receive course credit. Once the request to appeal has been submitted, the student must remain in the class and attend the class in question pending the outcome of the appeals process.

2. The Appeals Committee will examine the pattern of absences and when the absence pattern does not indicate abuse of the attendance policy, the Committee will grant a limited waiver. It should be noted that earning passing grades is not sufficient grounds to grant an appeal. The Committee will also review the number of and nature of medical absences and the nature of any personal or family problems that may have contributed toward said absences.

3. The student will be informed of the committee decision within seven (7) school days of hearing the appeal.

4. Decisions of the committee may be appealed, in writing, to the Board of Education. Decisions from the Board of Education may be appealed to the Commissioner of Education in accordance with applicable rules.

Should a student decide to appeal lost of course credit due to absences and/or tardies, they must complete the appeals process in the correct order.* ***Should a student pursue all steps of the appeals, a final decision will be made by the principal/designee, Board of Education and/or the Commissioner of Education.*
**This attendance policy is designed to ensure continuity of instruction and maintain good order within the educational environment. It is subject to change based on updates to school district policies and state regulations. Students and parents are encouraged to stay informed about any modifications to this policy P5200 and regulation R5200 throughout the academic year.*

HONOR ROLL

High Honor Roll	a grade point average (GPA) of 93.000 or above, no grade lower than 80 and Physical Education will be included in the GPA calculations.
Honor Roll	a grade point average (GPA) of 88.000 or above, no grade lower than 80 and Physical Education will be included in the GPA calculations.

Class Ranking: The Guidance Department will have the responsibility for equating rank in class (RIC). Consistently, from study to study, when different modes of predictors are compared, RIC emerges as the best indicator of successful college performance and responsible employment status.

The following guidelines for working with RIC will be followed:

1. In computing RIC, all classes which carry a numerical evaluation. Accelerated courses will receive additional grade points in accordance with Regulation 5440.
2. Classes which are assigned pass/fail or audit are not to be included in the computation.
3. Any failing as well as passing marks in classes carrying numerical evaluations are included.
4. Any course taken which is considered an accelerated course will be identified on the transcript.
5. In determining RIC, all students in a given grade-level are to be included.
6. For all practical purposes RIC will be computed at the end of the 10th grade, again at the end of the 11th grade. For college admission the rank at mid-point senior year is the determining factor.
7. Since many colleges request a final rank at the end of 12th grade, this will be computed by the Guidance Department during the week after senior marks close.
8. Any rank reported on a transcript will include the exact RIC over the total class size.
9. A class is ranked by the highest grade point average to the lowest.

Class Rank Computation:

- Final grade in each subject is multiplied by the number of credits assigned to the course resulting in the accumulated grade points.
- Accelerated courses (AP and honors courses) are computed as following:
    - AP course - additional 10 points added to final grade. (i.e. 5 credit course, 90 + 10 = 100)
    - Honors course - additional 5 points added to final grade. (i.e. 5 credit course, 90 + 5 = 95)
- Accumulated grade points are totaled and divided by the number of credits attempted, giving the GPA.

ADVANCED PLACEMENT (AP) & HONORS COURSES:

Students may be selected for and encouraged to take Advanced Placement and Honors courses during the school year. A student may transfer to a regular section of any course with parental approval. However, the student will not receive AP or Honors credit for the course. Credit for AP or Honors courses is given in computation of class rank. A student with a grade below “80” in any marking period may be

removed from an AP or Honors course.

Any student in an AP or Honors course who receives a grade below “80” as a final mark for the year shall not continue in the AP or Honors program in that department. Any student transferring out of an AP or Honors course may not return to the AP or Honors course during the same school year. In order to return to the programs the following year, students must have approval of the Department Chairperson and Supervisor of Guidance. Department Chairs will review each AP and Honors course at the end of each marking period.

NATIONAL HONOR SOCIETY:

The National Honor Society is a national service and scholarship organization of students. The National Honor Society’s membership is selected based upon one’s academic standing, service to the school or community, character and leadership ability.

Any student eligible for membership in the National Honor Society will be notified. Eligible students must have and maintain a true GPA of 93.0 or above (no exceptions) prior to their Junior year. If the average is not maintained, it will lead to dismissal from the Society.

Membership is open to Juniors and Seniors. The organization also seeks students who are involved in clubs, sports and activities (3 or more) as well as be an active participant in community service.

See the advisor of the National Honor Society or your guidance counselor for membership information.

STUDENT ENTRANCES AND EXITS

The J.W. Performing Arts Center (PAC) entrance is to be used by Faculty only. Students are to enter the building through the main cafeteria doors only, unless the PAC doors are being held open by an administrator. In the event that a student arrives late to school (after 7:55am), they must enter and scan in through the cafeteria via the kiosk with a faculty member up until 8:15am. **If a student is coming late past 8:15am, they must sign in late via the kiosk and enter through the main office doors only.**

For safety reasons, any students found entering the building using any door except the assigned Student Entrance doors will be subject to disciplinary actions.

Students who arrive at school before 7:30 a.m. are permitted to enter the building and are expected to report to the main cafeteria. They may use restrooms on the 1st floor, no student(s) are permitted on the second floor without permission until the first bell.

At the conclusion of the school day, students are expected to exit the building by 2:31p.m. through any exit door, unless they need to stay for extra help, assigned teacher or central detention, or are participating in an after school activity.

HALL WANDERING/LOITERING

Any student wandering / loitering in the hallways or other unsupervised areas without permission before 7:50 a.m. or after 2:31 p.m. will be subject to disciplinary actions.

HALL & BATHROOM PASSES

No student is allowed in the halls while classes are in session without signing out with the classroom teacher using their digital HALL PASS. Students given permission to use the bathroom, **MUST** use the bathroom nearest to their class on the same floor or disciplinary action may be taken for misuse of pass. Students are expected to use the bathroom within 5-10 minutes. Any student out of the classroom for

more than 10 minutes may be considered misusing their pass and disciplinary action may be taken. If a student is out of class for 15 minutes or more, this will be considered a cut of class and disciplinary action will be taken. If a student is not feeling well, they must ask the teacher to visit the nurse or immediately seek the nurse's office.

PARKING

Parking on campus is reserved for staff members only, unless a student is granted a parking pass. Any student found parking on campus will receive disciplinary action and possible towing. Bicycles are permitted on campus. The bicycle stand in front of the school must be used for parking and personal locks are mandatory for reasons of security.

WORKING PAPERS

All New Jersey minors are required to have working papers as a condition of employment. Effective June 1, 2023, schools no longer administer working papers application. The process is fully online and can be accessed at MyWorkingPapers.nj.gov.

To access the working papers application, please use the following steps:

1. Minors and their employers each go to MyWorkingPapers.nj.gov to start.
2. The employer is emailed a unique 8-digit code they share with every minor they hire.
3. The minor fills out their working papers application online, entering the employer's unique 8-digit code. The minor adds their caregivers' name and email address.
4. The employer is emailed when a minor applies for working papers using a unique 8-digit code assigned to their business. The employer clicks the link in the email to add job duties and hours to give their OK.
5. The caregiver is emailed that a working papers application has been started by a minor in their care. The caregiver clicks the link in the email to give their OK and provide the minors proof of age.
6. The minor and their employer each receive an email when the caregiver takes action on the working papers application.
7. The minor can begin working - unless they receive an email rejecting their application.

PROCEDURES FOR STUDENTS EXCUSED FROM PHYSICAL EDUCATION

The School Nurse may excuse a student from Physical Education for one class session. **To be excused from physical education for an extended period of time, a medical doctor's note will be required.** The note should be on the doctor's stationery and include the nature of the disability, the specific duration to be excused from physical education, the doctor's signature, and whether at the expiration of the time the student may be permitted to participate in the regular physical education program.

The medical doctor's note must be taken to the School Nurse who will maintain a record of the student's excused absence from Physical Education. Students who have a medical condition that permanently excuses them from physical education will be scheduled for the course and must report to the class the first day of attendance. The student should then be sent to the medical department for the disposition of the case. All students excused from physical education, whether permanently or temporarily, are

responsible for completing all assignments, projects, and assessments assigned and administered during their Health class.

In order to receive credit for the duration of class time missed, it is the responsibility of all temporarily excused students to complete assignments assigned by their Physical Education Teacher.Students excused from physical education, temporarily or permanently, must report to the Nurse's Office and then to the Guidance department, if necessary, to obtain an updated schedule.

STUDENT WITHDRAWALS

When a student withdraws from school, a parent/guardian must fill out and sign the school withdrawal form giving the student permission to sign out or letting the school know that they are moving to another state or district. The withdrawal form can be obtained and completed in the Main Office and verified by Administration. The Main Office will provide an additional withdrawal form for all subject area teachers and other staff members to sign and initial after all books and other materials belonging to the school have been returned. The student must return all school property at the time of the withdrawal, including any books, materials, Chromebook and all Chromebook accessories. If items are not returned by the given date, a fine will be imposed and the students' transcript will be withheld.

TEXTBOOKS

All textbooks are issued by the school for use during the year. It is the responsibility of the student to return the books in good condition when asked to do so. Students must pay for books not returned or damaged. If a book is not returned, a fine will be issued. Fines will suspend partial access to Genesis until paid.

CHROMEBOOKS

All students will be assigned a Chromebook, charger and Chromebook case for the duration of the school year. At all times the legal title of the Chromebook is in the possession of the Carlstadt-East Rutherford Regional High School District. An **annual non-refundable fee of $35** will be collected to offset a small portion of the cost of minor accidental repairs and annual maintenance to the district. This fee must be paid before students are able to pick up their Chromebook. Student's right of possession and use is limited to and conditioned upon their full and complete compliance with all Student/Parent Chromebook Agreement Forms and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation, which are found in the Parent Portal in Genesis and must be agreed to prior to Chromebook distribution. It is the responsibility of the student to return the Chromebook in good condition when asked to do so.

While in their possession, care for the Chromebook device is the responsibility of the student it is assigned to. As such:

- Students having a problem with their Chromebook should contact IT via studenttechsupport@bectonhs.org or the Google Chromebook repair form available on the Becton website to explain the problem that is occurring or how the damage occurred to their device. The explanations must be detailed.
- Every Chromebook computer is covered by the Basic Warranty and Accidental Damage Warranty, one occurrence per Calendar Year. Therefore, the cost of repairing any other

subsequent accidental damage during that same year will be borne by the parents and/or guardians.

- Students who bring in physically damaged Chromebooks may not be eligible for a loaner device while their device is under repair. Chromebooks on loan for the duration of other repair types are subject to availability.
- Students who forget their Chromebook at home only receive a loaner device to take quizzes or tests in classes that administer one that day. This loan must be returned before the end of the testing period and cannot be used by students for the entirety of the day.
- Any student who loses or breaks their charger will be subjected to a $45 fine to replace said charger.
- Students must leave Chromebooks inside the case at all times to help prevent damage to the device.

LOCKERS & LOCKS

Since much of the student's materials are now digital, hall lockers are available to those who complete a locker application **by the first week of schoo**l. If you receive a hall locker, it will be yours for the entire year. The contents are the responsibility of the student, as is the care and cleanliness of the locker. Since the school cannot assume any responsibility for lost or stolen items, do not bring your valuables to school.

All students who receive a locker will be issued a combination lock by the school. Students will be required to return the lock at the end of each school year. School issued locks will be the only locks allowed on school lockers. All other locks will be removed. Students are responsible for the cost of any lost or stolen lock. Students must report their lost or stolen lock to the main office. **Students should not share their lock combinations with anyone.**

A **gym locker** is to be used for the storage of a student's gym gear for the class period. When engaged in gym activity, the locker should be used for storage of school clothes. The student should see the gym instructor about using a lock on the gym locker and the storage of valuables. **To be completely safe, valuables should not be brought to school. The school cannot be held responsible for the loss of personal items.** Locks are not provided by the school for gym lockers, but students should bring in their own. When class has ended, you must remove your items and the lock.

LOCKER INSPECTION

Lockers assigned to students are the property of the Board of Education. It is forbidden to have illegal substances, food for more than a day, or weapons of any kind in any school locker. Students have an expectation of privacy with the contents in their lockers; however, the school has a duty to maintain the health, safety, security and welfare of the school community. Therefore, all lockers will be routinely searched by the Henry P. Becton Regional High School administration throughout the school year.

FIRE AND SCHOOL SECURITY DRILL

Fire and School Security drills are conducted on a monthly basis in order to ensure the safety and security of students and staff. Fire and School Security drill procedures are posted in a prominent place in each classroom. Be certain you familiarize yourself with these regulations and follow them explicitly. At the conclusion of a school security drill, parents/guardians will be notified.

VISITORS

Visitors, including graduates, former students or friends of current students are prohibited from being in the school building or anywhere on school grounds during school hours. Any exceptions must be arranged and approved by the Principal's Office one day in advance of the requested visiting day. Failure to make arrangements and receive approval by the Principal's Office will constitute trespassing. **Prior approval must be obtained.**

All visitors must show identification, sign in and out in the Main Office, and wear a visitor's badge while in the school building. Anyone entering the building or on school grounds without authorization will be considered trespassing.

CELL PHONES, HEADPHONES & OTHER ELECTRONIC DEVICES

It is a violation of school policy to use cellular phones, watches, glasses or other electronic devices during instructional time unless specified by a teacher. Cell phones and other electronic devices must be turned off and not be visible during the school day (this includes earbuds, air pods, headphones, watches or meta glasses in class or in the hallways). Furthermore, the use of cell phones and any other electronic devices is prohibited in the hallways, bathrooms, locker rooms, auditorium and any other areas of the building designated by the school principal.

Failure to adhere to this policy will result in the **confiscation** of the device and appropriate disciplinary action will be taken. Henry P. Becton Regional High School is not liable for any electronic device that is lost or stolen while on school grounds.

Headphones, AirPods, and other personal listening devices may only be used during class with teacher permission for instructional purposes. They must be removed during instruction, discussions, or when moving through the hallways and common areas so that students can hear directions from staff. In the cafeteria or designated free-time spaces, students may use them at a low volume if allowed by staff, but for safety, only one earbud may be worn at a time. Students are expected to comply immediately when asked by staff to remove devices. Misuse will result in progressive consequences, including warnings, confiscation, and possible loss of privilege to bring the devices to school.

OBJECTIONABLE COURSE MATERIAL

Any student having an objection to the material being taught in the Health or Family Living curriculum should bring a written statement from their parents and/or guardian stating the objectionable sections and upon deliverance of the statement stating the objections to the classroom instructor in charge, the student may be excused from the class during the time the said objectionable material is being taught or discussed. The student will not be penalized in any way.

A student who has reached the age of maturity, finding any portions of the Family Life or Health curriculum objectionable, should submit a written statement to the classroom instructor, and the student may be excused during the time the objectionable material is being taught or discussed. The student will not be penalized in any way.

The instructor will initial and date the statement presented and send it to Guidance & the Main Office.

FEES & FINES

All obligations must be met before the last day of school. Students with any outstanding fees or fines will not be allowed to participate in any school related activity or have full access to Genesis. Outstanding fines also prohibit seniors from attending graduation until fines are paid.

HEALTH SERVICES

The school health program is under the direction of a registered nurse who is licensed by the New Jersey Board of Nursing and is certified according to the standards of the New Jersey Department of Education in the areas of School Nursing and Health Education. The school nurse may not diagnose, prescribe a remedy or treat an illness. If any incoming or current students need special accessibility arrangements or certain disability requirements (speech, sight, hearing) contact the school nurse at 201-935-4007 x4030.

ALL HEALTH FORMS CAN BE OBTAINED FROM OUR WEBSITE HERE.

STUDENT ILLNESS:

Good attendance is important, but not at the expense of one's health. The student who arrives at school ill could endanger their own health and that of other students. A student who is sick belongs home under parental care. Anyone who becomes ill at school should report to the nurse and receive attention. The nurse will contact the parents and arrange for the student to be returned home.

HEARING & VISION:

Vision screenings are performed annually on all 10th graders. Hearing screenings are performed annually on all 11th graders. Height, weight, and blood pressure are checked on all students annually.

TUBERCULIN TESTING:

Tuberculin testing is given to the students as mandated by New Jersey N.J.S.A. 18A:40-16. All positive reactors are required to have an X-ray by either the family physician or Bergen County Tuberculosis and Health Association.

IMMUNIZATION:

All immunization information and records are required to be up to date in accordance with N.J. State Health Department Ruling. Forms will be sent home indicating any necessary immunization(s).

SCOLIOSIS SCREENING:

Scoliosis screenings are mandated biennially (every 2 years). Parents and/or guardians shall be informed of the screening and any student shall be exempt from the examination upon written request of a parent and/or guardian.

ADMINISTERING MEDICATION:

The Carlstadt-East Rutherford Regional Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular student, including any over-the-counter (OTC) medication, herbal or nutritional supplements, and emergency medication in the event of bee stings, etc.

Before any medication may be administered to or by any student during school hours, the Carlstadt-East Rutherford Regional Board of Education shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Carlstadt-East Rutherford Regional Board of Education and its employees of liability for administration of medication. In addition, the Carlstadt-East Rutherford Regional Board of Education requires the written order of the prescribing physician which shall include:

A. The purpose of the medication;
B. The dosage;
C. The time at which or the special circumstances under which medication shall be administered;
D. The length of time for which medication is prescribed;
E. The possible side effects of the medication. Both documents shall be kept on file in the office of the school nurse.

Procedures for the administration of medication:

A. All medications prescribed shall be administered by the school nurse, the parent/guardian, or in the case of an emergency or life-threatening medication by the student themselves where the parent/guardian and the prescribing physician so permits;
B. Medications (except inhalers if self-administered) shall be securely stored and kept in the original labeled container from the Pharmacist;
C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and time of medication and a notation of each instance of administration;
D. All medications shall be brought to school by the parent/guardian or adult student and shall be picked up at the end of the school year or at the end of the period of medication, whichever is earlier or they will be discarded by the school nurse.
E. All proper medication forms must be returned to the school nurse in order for the nurse to administer any medication, or for self-administration by the student in the case of an emergency or life-threatening condition, in school or at school-sponsored activities. All asthma orders are to be completed on the State-designated Asthma Treatment Plan form. All forms are available on the school website or from the health office.

STUDENT SELF-ADMINISTRATION OF MEDICATION:

The Carlstadt-East Rutherford Regional Board of Education shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by student in grades 9 through 12, both on premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that may indicate the potential loss of life; e.g. adrenaline injections in response to anaphylaxis. Parents/guardians of the student must meet the following conditions:

A. Provide the Carlstadt-East Rutherford Regional Board of Education with written authorization for the student's self-administration of medication;
B. Provide written certification from the student's physician that the student has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication;
C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardian

shall indemnify and hold harmless the Carlstadt-East Rutherford Regional Board of Education and its employees or agents against any claims arising out of the self-administration of medication by the student.

STUDENT INSURANCE:

Each student is covered by an accidental injury insurance policy which provides benefits on a “full excess” basis only. (This means that the Board of Education’s policy is “excess” over any other collectible insurance for medical expenses that may be in force with the parent’s individual or group insurance that already covers the student. If there is no insurance in force in the family, or if other insurance in force does not offer coverage for a particular medical expense, the Board of Education’s insurance policy will pay primary benefits up to the specific limits of its policy. Though the school may assist the parents, the responsibility of any insurance claims lies with the parents.)

PARENTS MUST USE THEIR OWN PERSONAL HEALTH INSURANCE INITIALLY.

Should an accident occur, you will be furnished with a claim form and specific instructions to follow. Inquiries relative to a pending claim may be made by telephone. Contact the School Nurse or Board of Education office for claims number.

PHYSICAL EXAMINATIONS:

The state requires all incoming students to have a medical physical on file. Proof of this physical must be presented to the school nurse within 30 days of enrollment. Please contact the school nurse if arrangements need to be made for you to have a physical completed.

Parents who prefer to have their children examined by their own physician at no cost to the school district may do so but must submit an official record of the exam on the form supplied by the district to the school health department.

Please remember this is required by the state, failure to comply will result in denial of entry to school until proof of a completed physical is submitted to the school nurse.

ATHLETIC PHYSICAL EXAMINATION:

Students engaging in interscholastic sports **must** receive a physical examination by either their own physician at no cost to the school, or by the school physician. This physical must have been completed within 365 days prior to participation in any sport. All physicals must be reviewed by the school nurse before a student may participate in any sport. In the event a student athlete receives a physical examination by their own physician, it must be reviewed and approved by our school doctor before the student participates in a sport. The State-mandated **Pre-Participation Athletic Physical Examination Form** must be completed. This includes the medical questionnaire which must be filled out and signed by the parent/guardian and the student *prior* to the physical examination. All other athletic forms may be obtained on the school website or Genesis.

Students may participate in interscholastic sports against other local high schools. A variety of sports including football, basketball, bowling, track, wrestling, cross country, volleyball, softball, baseball, tennis and soccer are available. Check with the **Athletic Director** to see what sports are available to you or check the school website **HERE**.

***INJURIES THAT OCCUR IN SCHOOL OR WHILE PARTICIPATING IN SCHOOL ACTIVITIES NEED**

TO BE REPORTED TO THE SCHOOL NURSE AS SOON AS POSSIBLE.

ADDITIONAL SERVICES

BUS TRANSPORTATION:

Henry P. Becton Regional High School provides **courtesy** busing to students in designated areas of East Rutherford, Carlstadt & Maywood. A late bus is also available to students seeking extra help or needing to stay after school for a teacher detention assigned only up until 3:15 p.m. However, the late bus service may be canceled from time to time and announcements will be made regarding any changes.

Transportation by school bus is a privilege extended to students and may be denied or subject to disciplinary action any time that conduct is not in accord with existing rules and regulations**.**

Bus schedules may vary from day to day therefore, students should be at the bus stop well in advance of the usual time the bus arrives. If mechanical problems arise with the buses on a given morning, a revised schedule will have to be followed. The school will try to send an employee around to advise those waiting of the approximate time the buses could be expected.

According to N.J.S.A.18A:25-2 AUTHORITY OVER STUDENTS: BUS DRIVER RESPONSIBLE FOR ORDER. A teacher or other person in authority over such students shall hold every student accountable for disorderly conduct in the school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; a student shall never be excluded from the bus, but, if unable to manage any student, shall report the unmanageable student to the principal of the school which he attends.

The student may be excluded from the bus for disciplinary reasons by the principal with the parents/guardians being held responsible for transportation to and from school for the duration of the exclusion.

When bus transportation under school supervision is used for any school activity or athletic contest, all students, coaches and/or advisors, and school support people must travel on the vehicle provided to and from the event. If a parent wishes to transport their child on the return trip because of emergent or unusual circumstances, a written notice must be received in advance through the coach to the Athletic Director and be confirmed.

Only school employees or those who are officially registered at the school as students are to be transported under the supervision of the school.

In the event of a bus break-down or accident in route, the students are to remain on the bus unless advised of any emergent situation. The driver of the bus must contact his immediate supervisor for instructions unless a procedure has been previously arrived at with school authorities. In either case, the driver will relay the instructions to the coach and/or advisor who will advise the students.

If the breakdown or accident occurs on the scheduled a.m. or p.m. runs to and from school, the students are to follow the instructions given by the bus driver, but in all cases must remain on the bus until advised otherwise.

GUIDANCE DEPARTMENT SERVICES:

The Becton Guidance Department is here to work with each student through their personal high school journey. Every student will be assigned a school counselor who will play an important role in each student's academic progress, the college application process, post high school plans and personal situations that arise.

Our counselors are here to assist each student achieve a maximum learning experience, become socially-conscious citizens and become successfully prepared for all post-secondary opportunities.

STUDENT ASSISTANCE PROGRAM:

The student assistance program is a service at Becton Regional High School that provides students with a certified Student Assistance Coordinator (SAC), a mental health coordinator, and a confidential place to talk about problems and/or concerns. The student assistance program offers education, assistance and support for students seeking help with problems relating to such areas as drugs and alcohol, family crisis, suicide, interpersonal relationships and other social-emotional areas of concern.

HOME INSTRUCTION:

Some students, because of serious illness or injury, cannot attend regular school for a prolonged period of time. For these students the district provides, at no expense to the student, the capability of completing course assignments and assessments online or having a certified teacher meet with the student at the local library. A written recommendation from a physician is required to qualify for both of these personalized education services. A completed Educere application is required for virtual home instruction. Arrangements are cleared through the guidance department, principal's office, and if applicable, the child study team. Any student who is on home instruction may not participate in extracurricular activities or attend school related events after school.

CAFETERIA:

The main school cafeteria along with the auxiliary cafeteria, gym and outdoor patio are available to students during the common lunch period. Students may also attend club meetings on the first floor with a teacher present (Note: no students are permitted on the second floor without exception during lunch). Students may purchase meals using their digital ID or bring their own lunch. All students are permitted to eat lunch off campus. There are a variety of local restaurants and businesses close by that students may visit during the lunch period. Students may not cross Route 17.

If you do not wish for your student to leave campus, please communicate that with your child.

Food Delivery to campus is not permitted. Students who have food delivered to the school will be subject to disciplinary actions. This is to maintain the safety of students and the security of our campus.

MEAL APPLICATION:

Students from families whose incomes are at or below those announced by the United States Department of Agriculture will be eligible for free or reduced priced meals in the school cafeteria. Applications will be available to all students through their parent portal (Genesis) at the beginning of the school year. Food is not to be taken out of the main cafeteria, gymnasium, outdoor patio or auxiliary cafeteria and eaten in other parts of the building.

REQUIREMENTS FOR OBTAINING AND MAINTAINING LUNCH PRIVILEGE:

All students are permitted to leave school grounds during their lunch period if they:

- Do not have excessive discipline referrals
- Do not arrive late from lunch more than two (2) times.
- This privilege may be temporarily or permanently revoked for any negative conduct which, in the judgment of the administration, warrants the revocation of this privilege.

MEDIA CENTER:

The Media Center is open throughout the school day except for periods when regular classes are scheduled in the Media Center and some lunch periods. Media Center digital passes must be obtained from your classroom teacher assigning the work prior to entering.

A variety of online subscription databases are available for student use at school and home. Please visit the Media Center for a copy of the Online Resource Catalog which provides usernames and passwords to access the subscription database from home.

If one's behavior is inconsistent with that expected in the Media Center, the student shall be sent back to class and the name of the student is to be submitted to Administration by the media specialist. Disciplining of the student at this stage will be handled by the classroom teacher. **Failure to observe the limited rules imposed for the use of the Media Center will result in being excluded from using the space during the course of the day.**

ACCEPTABLE USE OF COMPUTER NETWORK & COMPUTERS

Please see the school website (www.bectonhs.org) for the most updated and complete version of this policy and regulation.

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by students to these information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate for analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that technology allows students access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate student access to the computer network/computers at any time, for any reason. School district personnel will monitor networks, online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

STANDARDS FOR USE OF COMPUTER NETWORKS:

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
C. Using the computer network(s) in a manner that
    a. Intentionally disrupts network traffic or crashes the network;
    b. Degrades or disrupts equipment or system performance;
    c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
    d. Steals data or other intellectual property;
    e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
    f. Gains or seeks unauthorized access to resources or entities;
    g. Forges electronic mail messages or uses an account owned by others;
    h. Invades privacy of others;
    i. Posts anonymous messages;
    j. Possesses any data which is a violation of this Policy; and/or
    k. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

INTERNET SAFETY/PROTECTION:

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and world wide web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children’s Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every student regarding appropriate online behavior, including students interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual hearing.

Real-time, Interactive, Communication Areas:

School district personnel reserve the right to monitor and immediately limit the use of the computer networks/computers or terminate the access of a student who misuses real-time conference features (talk/chat/Internet relay chat).

Cloud Usage:

The district reserves the right to establish maximum storage space a student receives on the school district's system. A student who exceeds his/her quota of storage space will be advised to delete files to return to compliance with the predetermined amount of storage space. A student who remains in noncompliance of the storage space allotment after seven school days of notification may have their files removed from the school district's system.

Computer Security:

Security on any computer system is a high priority, especially when the system involves many users. If a student identifies a security problem on the computer networks/computer, the student must notify the appropriate school district staff member. The student should not inform other individuals of a security problem. Passwords provided to students by the district for access to the district's computer networks/computers or developed by the student for access to an Internet site should not be easily guessable by others or shared with other students. Attempts to log in to the system using either another student's or person's account may result in termination of the account or access. A student should immediately notify the Principal or designee if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer networks/computers or may be terminated as a user and be subject to other disciplinary action.

HARASSMENT, INTIMIDATION AND BULLYING

Please visit the school website (www.bectonhs.org) for the most updated and complete version of the Harassment, Intimidation and Bullying Policy and Regulation.

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.
"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students; or
5. 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.

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property

SEXUAL HARASSMENT

Please visit the school website (www.bectonhs.org) for the most updated and complete version of the Sexual Harassment policies and regulations.

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or students can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

This Policy protects any "person" from sex discrimination; accordingly both male and female students are protected from sexual harassment engaged in by school district employees, other students, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the student being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any student, regardless of the student's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the student who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

GRIEVANCE PROCEDURE

The Board has provided students a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

Procedure:

- ***Step 1:*** The grievant must present in written form the complaint to the responsible person designated as the Grievance Officer.
- ***Step 2:*** The Grievance Officer has ten (10) working days in which to investigate and respond to the grievant.
- ***Step 3:*** If not satisfied by the Grievance Officer's response at Step 2, the grievant may appeal within ten (10) working days to the Carlstadt-East Rutherford Regional Board of Education which will hear the complaint at the next regularly scheduled meeting or within thirty (30) calendar days. The Board of Education hearing shall be conducted so as to afford due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements. The decision of the Board of Education shall be by a majority of the members at a meeting which shall be public.
- ***Step 4:*** The Carlstadt-East Rutherford Regional Board of Education shall respond to the grievant within thirty (30) calendar days.
- ***Step 5:*** If the grievant is not satisfied with the Board of Education's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C.

SUBSTANCE ABUSE

Please visit the school website (www.bectonhs.org) for the most updated and complete version of the Substance Abuse policies and regulations.

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded by the severity of the offense, the nature of the problem and the student's needs. Discipline may include Extended Central Detention, Suspension or Expulsion. The Board may establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

STUDENT SMOKING, VAPING OR POSSESSION OF CIGARETTES AND/OR VAPING DEVICES

Smoking, vaping and the possession of cigarettes and/or vaping devices is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.

EXTRA-CURRICULAR & ATHLETIC SCHOOL ACTIVITIES

Students are offered a wide program of activities on campus outside the classroom. These include social affairs such as school plays and musicals, talent shows, music and art shows, assemblies, sport contests as well as a variety of special interest clubs designed to suit the interests and talents of students. All students are encouraged to maintain eligibility (with attendance and grades) and participate in extracurricular activities.

However, aside from academic eligibility and attendance, the principal reserves the right to deny the privilege of participation in any school activity, including commencement ceremonies and senior activities, when a student's behavior warrants such action.

STUDENT COUNCIL, CLUBS & STUDENT ELECTIONS

The purpose of the Student Council is to supervise all student clubs and activities and promote good government within the school. Membership is open to the entire student body in accordance with election qualifications and procedure as stated in the Student Council Constitution.

Students are responsible for electing their peers to Student Council and School Club positions. Prospective student candidates should consult the advisor or student representative for information relative to running for office. Students wanting to know what programs and activities are available should consult their Student Council representative or Student Council Advisor, their Guidance counselor, the Athletic Director, an Administrator, or check the school website.

NEW CLUBS:

Any group of students may request the formation of a new club by submitting a written request to the Administration. A new club must meet the following prerequisites:

1. Have a qualified advisor.
2. At least twelve genuinely interested students.
3. A definite need.
4. Sound objectives and a worthwhile program.

Contact the advisor, student council, or your guidance counselor for information relating to your specific interest.

ATHLETIC AND ACTIVITY ELIGIBILITY

The Carlstadt-East Rutherford Regional Board of Education has adopted the eligibility rules established by the New Jersey State Interscholastic Athletic Association (NJSIAA) for both athletics and activities. In order to participate in fall and winter athletics and activities, a student must have accumulated thirty (30)

credits the previous school year including summer school. All freshmen are eligible for fall and winter athletics and activities.

All students, including freshmen, must have accumulated fifteen (15) credits at the conclusion of the first semester (marking periods 1 and 2) in order to be eligible for spring athletics and activities.

Participation in athletics or activities is *NO EXCUSE* for not seeking after school extra help or for attending assigned detention.

The Board of Education provides insurance for interscholastic sports and other related activities. Those participating in intramural sports are covered by the board's general policy that takes in the entire student body. Check the section of the handbook which specifically spells out the details of the student insurance coverage.

STUDENT-ATHLETE AND ACTIVITY CODE OF CONDUCT

A student must maintain a good citizenship record at all times to be eligible to participate. In accordance with N.J.S.A. 5:17-2 et seq., Henry P. Becton Regional High School requires all students, coaches and parents as a condition of participation in all high school Board sponsored athletic programs to sign a Code of Conduct. The school's Student-Athlete forms can be found on the school's Genesis portal.

When a student is absent from school, or has excessive lates, they will be ineligible to participate in any practice, rehearsal, contest, or performance given on that particular day unless granted permission by the administration**.** Any student who finds it necessary to be excused from physical education class on a particular day or is excused from school for health reasons shall not be eligible to engage in any rehearsal, contest, practice or performance that day unless granted permission by the administration.

RESTRICTION OF ACTIVITIES AND CEREMONIES

Participation in extracurricular activities and commencement ceremonies is a student privilege. While the Carlstadt-East Rutherford Regional School High School District endorses student participation in extracurricular activities and graduation ceremonies, there are instances when the District will restrict participation.

The District may prohibit a student from participating in extracurricular activities and/or commencement ceremonies when he or she does not meet eligibility criteria or manifests a pattern of misbehavior or misconduct, including, but not limited to, the following:

1. Consistent involvement in disciplinary action(s);
2. Suspension;
3. Excessive absences;
4. Violation of Demerit Policy;
5. Collaborative evaluation by the staff;
6. Indictment for a crime punishable by a term of imprisonment of not less than eighteen (18) months;
7. Cheating;
8. Intoxication/under the influence of narcotics on school property or on a school supervised activity.
9. The Board of Education reserves the right to withhold a diploma and transcripts until all fines are paid.
10. Any other negative conduct which, in the judgment of the administration, should be reason to prohibit a student from participating in extracurricular activities and/or commencement

ceremonies

While no student will be barred from participation for arbitrary or discriminatory reasons, participation in extracurricular activities and/or graduation ceremonies ultimately remains within the discretion of the Superintendent or designee.

When the Superintendent determines that a student is unable to participate in commencement ceremonies and/or extracurricular activities, the student along with his or her parent(s) shall be notified. The student shall be afforded an equal opportunity to be heard by the Superintendent and to appeal his determination to the Board of Education. If in disagreement with the school district's determination, the student may petition the Commissioner of Education.

However, when an emergent situation arises, or when extreme circumstances warrant it, the Superintendent or designee may deny a student from participating in extracurricular activities and/or graduation ceremonies without the opportunity for a hearing. In this instance, the student's remedy shall then rest solely with an emergent application before the commissioner of Education.

PUBLICATIONS

Henry P. Becton Regional High School publishes an online digital school newspaper, "The Cat's Eye View," which can be accessed by going to www.bectonhs.org. The Cat's Eye View online school newspaper publishes current school news, events, and accomplishments for students and the community.

The yearbook, the "Tea Leaf," is compiled by the students; is published annually; and provides a pictorial record of the major events which have occurred during the year.

The literary magazine, "Images," is published by the Art Department annually. This magazine affords all within Henry P. Becton Regional High School the opportunity to submit their creative efforts for publication.

DISCIPLINARY ISSUES

The following information is presented in the spirit that it may be useful to you and to your parents to know some of the regulations.

1. **Vaping/Smoking:** Students are reminded that vaping or smoking on school grounds is a violation of N.J.S.A:26-3D-17. Necessary disciplinary action will be taken against violators.
2. **Cutting Classes:** Students are expected to report to their assigned classes on time and regularly. ANY STUDENT WHO CUTS A CLASS WILL NOT RECEIVE THE CREDIT FOR THE WORK MISSED.
3. **Fighting:** Students should behave at all times and fighting in any form will not be tolerated.
4. **Gambling:** Not permitted on campus or surrounding areas.
5. **Alcoholic Beverages and Narcotics:** If a student is in possession of the same on school property or surrounding areas, severe school discipline will result.
6. **Weapons**: Weapons, including imitation firearms, are not permitted on school property or in anyone's possession before school, during school, after school, or at any school related function. **A weapon** means anything readily **capable** of lethal use or inflicting serious bodily injury. In the above cases severe disciplinary action will be taken. Students and parents alike should be reminded that regarding school activities whether during school hours, or after, on campus or off campus, the same rules apply as for the school day.
7. **Obscenity:** The possession or distribution of obscene material, the publicizing of obscenity, the making of obscene gestures, the uttering of obscene words or remarks are not permitted during school hours or after school hours on school property or at any school activity.

8. **Age of Maturity:** (Students 18 years of age or older) Students 18 years of age or older are considered adults. However, while in attendance at Becton, State Statute dictates that they must follow all regulations, and guardians must be contacted before they sign out for the day.

STUDENT DRESS CODE POLICY

Appropriate school clothing is expected of all students attending Henry P. Becton Regional High School and related school activities. School clothing should support the teaching and learning process. Students who do not adhere to these rules will remain in the principal's office until a change of clothes can be brought to them. After the 3rd dress code violation, your child will be placed in In School Suspension (ISS).

No clothes are permitted that contain writing or pictures that promote Alcohol, Tobacco, or Drugs or writing or pictures considered to be obscene or Culturally/ethnically demeaning or offensive.

Pants, Shorts & Skirts	Must be loose fitting, non-revealing, must cover undergarments, skirts and shorts must be finger-tip length.
Shirts	No midriffs or tank tops are permitted * No sleeveless shirts * No low necklines (front or back) * No half shirts/ crop tops permitted *No tube tops * No excessive arm openings. Shirts must cover undergarments and not reveal the stomach area.
Shoes	Safe and appropriate footwear (***must contain a strap that goes around the heel***) ** NO FLIP-FLOPS, SLIDES, or SLIPPERS* * Sneakers are best.
Hats & Sunglasses	No headwear is permitted (i.e. hats, hoods, bandanas, headphones) in the school building unless approved for medical or religious reasons. Sunglasses are prohibited in the school building unless prescribed for medical reasons.

STUDENT DISCIPLINE

Please visit the school website (www.bectonhs.org) for the most updated and complete version of the Student Discipline/ Code of Conduct Policies and Regulations 5600.

CENTRAL DETENTION (CD):

Central detention is assigned by the Administration for an infraction of the school rules. Detention commences at 2:45 p.m. in the In-School Suspension Room/ Restorative Study and concludes at 3:10 p.m. All students must report on time and remain until dismissed. If assigned detention by a teacher on the same day you have Central Detention, you are to report to your teacher's detention first and report to Central Detention the following day with a note from the teacher to be excused. No busing or crossing guards are assigned at 3:10 p.m.

Students who fail to attend their assigned Central Detention may be given an additional day (totaling 2 days) of Central Detention. If a student fails to report to both days of Central Detention, the student will be assigned an Extended Central Detention and a Central Detention.

EXTENDED CENTRAL DETENTION (ECD):

Extended Central Detention is assigned for a serious infraction of the school rules. Extended Central commences at 2:45 p.m. in the Detention Room and concludes at 4p.m. Students will not be admitted after 2:45 p.m. All students must report on time and remain until dismissed. Please check the late bus schedule. Parent/Guardian pick-up must be arranged with the student.

IN SCHOOL SUSPENSION/ RESTORATIVE STUDY (ISS/ RS):

In School Suspension begins at 7:55 a.m. and ends at 2:31p.m. No phone use is permitted while in ISS/RS. While in ISS students are expected to complete an assignment for each period they are assigned ISS/RS. Students in ISS/RS will be escorted to the cafeteria 10-15 minutes before lunch begins. Students are not permitted to leave unless called out by an administrator or teacher. Bathroom breaks will be given during the 3rd block and 7th block if needed.

OUT OF SCHOOL SUSPENSION (OSS):

Out of School Suspension is assigned for a major infraction of the school rules. Students who have been placed in out of school suspension are responsible for completing work from teachers. Teachers will post assignments to Google Classroom or provide work through email. All work must be turned in by the posted deadline provided by the teacher. Any questions regarding assignments can be directed to the teachers through email.

DEMERIT SYSTEM

The following chart contains some of the infractions students can encounter while attending Becton Regional High School. The demerit points listed below coordinate with each infraction. If a student incurs 5 demerits, they cannot participate in any extracurricular activities, sports, events, or activity participation revocation determined by administration. Field Trip participation will be at Administration discretion.

However, students may earn back participation by eliminating points through central detentions.
Morning Detention, 7:30am-7:50am, clears 1 demerit.
Lunch Detention, 11:00am till the end of the lunch period, clears 1 demerit.
Central Detention, 2:45pm-3:10pm, clears 1 demerit,.
Extended Central Detention, Thursdays from 2:45pm- 4pm, clears 3 demerits
Phones will be collected by the staff member on duty and returned to the student at the conclusion of detention. No electronics, phones, headphones (with the exception of a school issued Chromebook) or sleeping is permitted during Detention or Restorative Study (RS). Any violation of this may result in further consequences.

Staff scheduled for afternoon detention duty shall report to the assigned area by 2:40 pm the latest.

For any student who reaches 5 demerits, a letter will be shared via Genesis on both the student and parent portals. Demerit count must be kept under 5 in order to remain eligible to participate in extracurricular activities and/or school sponsored activities such as athletic participation, proms, and graduation. It is the student's/parent's responsibility to keep track of the number of demerits that have been accrued. This can be checked through the Genesis portal.

Discipline infractions are listed below with the demerit value (or TBD by an administrator). Any lates to school or lates returning from lunch are equivalent to 1 demerit (or TBD by an administrator).

CHART OF INFRACTIONS AND CONSEQUENCES:

The following chart contains some of the infractions students can encounter while attending Henry P. Becton Regional High School. The consequences listed are the **most likely** consequences a student will

face, however, final disciplinary actions will be left to the Principal or his/her designee.

NOTE: Students may face consequences for any other negative conduct which, in the judgment of the administration, warrants disciplinary action. It is the administrator's discretion to adjust infractions consequences at any time to fit the infraction.

TD: Teacher Detention= teacher discretion
SAP: Suspension Alternative Program, off site suspension program designed for restorative care.
***RS:** Restorative Study = 7:55am- 2:31p.m.
***OSS:** Out of School Suspension
***LOP:** Loss of Privilege
***ODP**: Out of District Placement
DM: Demerit

**Parental/ Guardian Meeting or Contact may be required*

Infraction	1st Offense	2nd Offense	3rd Offense
Cheating	0%	0% +1 TD	0% + 1 CD/ 1 DM
Cutting class	0% + 1 CD/1 DM	0% + 2CD/ 2 DM	0% + 1 RS or 3 DM
Disrespectful to Others	1 TD or 1 CD /1 DM	2 CD / 2 DM	1 RS Or 3 DM
Disruption in Class/Cafeteria	1 TD or 1 CD / 1 DM	2 CD plus Café LOP / 2 DM	1 RS plus Cafe LOP /3 DM
Electronic devices	1 TD or 1 CD / 1 DM	1 CD / 1 DM	2 CD / 2 DM
Endangering the welfare of others	1-5 RS or 2 DM	1-5 OSS or 4 DM	5-10 OSS Or 6 DM Plus potential ODP
Failure to attend Teacher Detention	1 DM	1 DM	1 DM
Failure to present ID/ Identify Self	1 CD/ 1 DM	2 DM	3 DM
Fighting or attacking another student	3-5 OSS/ possible ODP Plus 3 DM	5-10 OSS/SAP/ Possible ODP Plus 5 DM	Out of District Placement
Food Delivery to Campus	2 CD or 2 DM	1-5 RS or 3 DM	1-5 RS or 1-2 OSS / 5 DM
Scuffle	1-5 RS Plus 2 DM	3-5 OSS Plus 2-5 DM	5-10 OSS Plus 2-5 DM & Potential ODP
Forgery	1 CD/ 1 DM	2 CD/ 2 DM	3 DM/ 3 DM
Gambling	1 DM/ 1 DM	1 RS/ 3 DM	1-5 OSS
H.I.B. Violation - Confirmed	Intervention/ Counseling and/or 1-5 RS plus 1-3 DM	Intervention/ Counseling and/or 5-10 RS Plus 3-5 DM	Intervention/ Counseling and/or 10 + OSS Plus 5 + DM
H.I.B. Violation – Not Confirmed (Deemed inappropriate behavior)	1-3 CD Plus 1-3 DM	1- 3 RS Plus 1-3 DM	1-3 RS Plus 3-5 DM
Inappropriate dress *no change of clothes= RS*	Change of clothes / 1 CD/ ! DM	Change of clothes & 2 CD/ 2 DM	Change of clothes & ISS *Parents may be contacted*
Inappropriate Language	1 TD - 1 RS or 1 DM	1 CD - 1 OSS or 1-3 DM	2- 5 OSS or 3-5 DM
Insubordination/ Inappropriate Behavior	1 TD- 1 CD or 1 DM	1CD- 1ECD or 1-3 DM	1-3 RS or 3-5 DM
Returning late from lunch (automatic)	1 CD / 1 DM	1 CD/ 1 DM	1CD/ 1 DM + LOP (time TBD)
Late to school (automatic)	1 TD / 1 DM	1 TD / 1 DM	1 TD / 1 DM
Leaving school grounds	1 CD / 1 DM	1RS / 2 DM	1-3 RS/ 3 DM
Misuse of Computers/Network	LOP + 1 CD Plus 1 DM	LOP + ECD Plus 2 DM	LOP + RS Plus 3 DM
Speeding on Campus/ Motor Vehicle Violation/ Campus Parking Violation	1 CD /1 DM	2 CD /2 DM & LOP	1-3 RS / 3 DM & LOP

Profanity to staff	**1 CD - 1 RS** **Plus 2 DM**	**1-5 OSS** **Plus 3 DM**	**5 DM & possible** **Out of District Placement**
Smoking ("Vaping") / Possession ***(Cigarettes, Tobacco products, and/or Electronic Smoking Device)***	**Out of School until Medical Clearance plus Drug Test & program** **plus 3 DM**	**Out of School until Medical Clearance plus Drug Test & program** **plus 5 DM**	**Out of School until Medical Clearance plus Drug Test & program** **plus 5+ DM** **Potential ODP**
Substance abuse/possession	**Out of School until Medical Clearance plus Drug Test & program** **plus 3 DM**	**Out of School until Medical Clearance plus Drug Test & program** **plus 5 DM**	**Out of School until Medical Clearance plus Drug Test & program** **plus 5+ DM** **Potential ODP**
Theft ***(Police will be notified)***	**1 CD - 1 RS** **or 1-5 DM**	**2 CD- 2 RS** **or 1-5 DM**	**1-5 OSS/ Possible ODP/** **5+ DM**
Throwing objects *(Class, Café, Hallway etc.)*	**1 TD- 1 CD** **or 1-3 DM**	**1 CD - 1 RS** **or 1-3 DM**	**1-3 OSS or possible ODP** **or 1-3 DM**
Vandalism	**1 RS + cost of repair** **1-5 DM**	**1-5 OSS + cost of repair** **2-5 DM**	**5- 10 OSS + cost of repair** **Potential Out of District Placement** **3-5 DM**
Vandalism to Chromebook *(Cost of Repair plus)*	**Cost of repair** **Plus 1 DM**	**1 CD + Cost of Repair** **Plus 2 DM**	**1 RS + LOP + Cost of Repair** **Plus 3-5 DM**
Wrongful Entry/Exit/ Security Breach/ Unauthorized door opening for others	**1CD/1 DM**	**1 RS** **or 3 DM**	**1-5 OSS** **or 5 DM**

For further information, regarding details of the disciplinary policy, procedures and regulations, please see Board of Education Policy 5600.