

BELLEVILLE HIGH SCHOOL



STUDENT HANDBOOK

2026-2027

**Dr. Maria Calhoun
High School Principal**



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ABOUT THE TOWNSHIP OF BELLEVILLE

Belleville is a small historic township in the northeast corner of Essex County, New Jersey. While it contains substantial industrial and commercial activities, it is primarily a residential community with a student population of approximately 4,500. The student body represents more than thirty different nations from around the world.

DISTRICT MISSION STATEMENT

The mission of the Belleville Public Schools District is to cultivate critical thinkers and creative minds in an environment that fosters mutual respect for all, so that well-rounded, lifelong learners become 21st century leaders.

HIGH SCHOOL VALUES STATEMENT

We WILL...challenge students to use different strategies to analyze and examine higher level questions.

We WILL...cultivate creative minds by encouraging independent and collaborative opportunities to think outside the box in order to provide experimentation and exploration in an inquiry based environment.

We WILL...help students become contributing members of the community by educating, motivating, and validating each student; we care and they matter.

We WILL...work with all stakeholders to build and foster relationships based upon mutual respect, trust, and teamwork to achieve a common goal.

Our lifelong learners WILL...continually adapt to gain knowledge, set goals, and seek opportunities to grow so that, ultimately, they will treat the world around them, everyone they meet, and everything they do as a learning experience.

We WILL...inspire and motivate each other in order to create solutions for everyday needs using 21st century practices.



Belleville High School
100 Passaic Avenue Belleville, NJ 07109
Phone: (973) 450-3500
High School Webpage- <https://hs.bellevilleschools.org/>
Athletics Webpage- <https://www.bellevilleathletics.org/>

Principal	Dr. Maria Calhoun	x1610	
Assistant Principal	Ms. Emily Pascali	x1606	
Assistant Principal	Mr. Peter Blodnik	x1605	
Assistant Principal	Mr. Christopher Balz		x1087
Principal Secretary	Mrs. Margaretann Lelinho	x1610	
Main Office Secretary	Mrs. Ana Ruiz	x1603	
Main Office Secretary	Mrs. Johanna Ceron	x1611	
AP Office Secretary	Mrs. Rosa Mendeita	x1604	

High School Nurses Department

Nurse	TBD	x1613
Nurse	Mrs. Deborah Zucker	x1612

Pupil Personnel Services

Director	Mr. Joseph Lepo	x1004
Secretary	Mrs. Sue Svehla	x1044
Secretary	Ms. Anna Hemsley	x1043

Athletics Department

Athletic Director/Phys. Ed.	Dr. Marcellino Marra	x1005
Athletics Secretary	Mrs. Sandra Gerst	x1013

Special Services Department

Director	Mr. Ryan Kline	x1029
Asst. Director	Dr. Silvia Pastor	x1049
Department Secretary	Ms. Joanne Conway	x1029

District/Registration

Registration Receptionist	Mrs. Amanda Rivera	x1047
Transportation	Mrs. Diana Guardabasco	x1024
Technical Support	Mrs. Evelyn Grohol	x1090
Anti-Bullying Coordinator	Mr. Joseph Rotonda	x3801
Homelessness Liaison	Mrs. Jennifer Vernieri	x2146
Affirmative Action Officer	Dr. Thomas D'Elia	x1060

High School Bell Schedule

For Delayed opening and single session days, the schedule will follow the split schedule a/b based on the corresponding day, A day or B day. If a day falls on an A day, staff and students will follow the schedule 1a,2a,3a,4a. If a day falls on a B day, staff and students will follow the schedule 1b,2b,3b,4b.

Regular Day Bell Schedule First Bell – 7:45 Warning Bell – 7:54 Block 1 A or B Day (HR) – 7:57-9:25 Block 2 A or B Day – 9:30-10:58 Block 3 A or B Day (Lunch) – 11:03-12:59 (Lunch Blocks Begin at 11:03, 11:32, 12:01, 12:30) Block 4 A or B Day – 1:04-2:32	BHS – Half-Day/Single Session Bell Schedule First Bell – 7:45 Warning Bell – 7:54 Block 1 A or B Day (HR) – 7:57-8:57 Block 2 A or B Day – 9:03-10:03 Block 3 A or B Day – 10:09-11:09 Block 4 A or B Day – 11:15-12:15
BHS – Delayed Opening Bell Schedule (90- minute delay) First Bell – 9:15 Warning Bell – 9:24 Block 1 A or B Day (HR) – 9:27-10:11 Block 2 A or B Day – 10:15-10:59 Block 3 A or B Day (Lunch) – 11:03-12:59 (Lunch Blocks Begin at 11:03, 11:32, 12:01, 12:30) Block 4 A or B Day – 1:04-2:32	BHS – Testing Bell Schedule (2hr - delay) First Bell – 9:45 Warning Bell – 9:54 Block 1 A or B Day (HR) – 9:57-10:27 Block 2 A or B Day – 10:30-11:00 Block 3 A or B Day (Lunch) – 11:03-12:59 (Lunch Blocks Begin at 11:03, 11:32, 12:01, 12:30) Block 4 A or B Day – 1:04-2:32

SECTION I: ATTENDANCE REGULATIONS

The administration and staff shall adhere to the New Jersey State Commissioner of Education's philosophy on attendance, which "requires pupil participation in all regularly scheduled classroom learning activities in each area of study in order for each pupil to receive the maximum benefits of a thorough educational program."

The New Jersey Statutes Annotated (18-A; 38-25) reads, in part: "Every parent having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public schools of the district." The statute also defines the days when children are required to attend: "Such regular attendance shall be during all the days and hours that the public schools are in session in the district: (18-A: 38-25)."

A minimum school day is considered 4 hours. Any student attending less than 4 hours on a given day will be considered absent. Students must also be present for at least one hour before noon and one hour in the afternoon, in order to be considered present..

A. Excused Absences

All absences are considered unexcused until the Belleville High School main office receives required documentation stating otherwise. Please note: High school parents/students are responsible for keeping absence records so as to avoid loss of course credit due to excessive absenteeism. All documentation is subject to verification by school authorities at the discretion of the principal. As per The New Jersey Department of Education "A student is considered chronically absent if she misses 10 percent or more of the school days in session for which she was enrolled." This definition includes both 'excused' and 'unexcused' absences as outlined by Belleville Board of Education policy. Therefore, both 'excused' and 'unexcused' absences both count as absences for state and federal reporting.

College visits for grades 11-12 (3), job interviews, religious observances (as recognized and approved by the NJDOE), Take Your Children to Work Day, Veterans Day, and driving permit appointments are excused absences.

Upon returning to school, students should bring verification to certify the legitimacy of the absence to the school main office secretary prior to the start of school on the first day back (unless otherwise noted in the below list). Teachers will not excuse students from any class to deliver verification.

The following are examples of accepted verification:

1. Personal illness substantiated by a doctor's note
2. Court appearances - court documentation required within 5 days of return to school
3. Religious holiday as listed by the State of New Jersey and a letter from the religious organization verifying that the student participated in a religious event required within five (5) days of return to school
4. Bereavement - documentation required within 5 days of return to school.
5. Emergency medical/dental appointments as substantiated by a medical doctor's note required upon student's return to school. Note: Dental excuses are for the portion of the day the student spent at the dentist. There is no full-day dental excuse unless documented in writing from the dentist.
6. Participation in school counseling sessions

7. College placement exams - documentation required from college within 5 days of return to school.

B. Full-year Course Attendance Requirements

Based upon a school year of 180 days, absence of 16 or more unexcused days can result in a loss of full credit. Any absence (excused or unexcused) of 28 days may result in loss of full day course credit (see restoration of credit and extenuating circumstances).

C. Half-year Course Attendance Requirements

Based upon a school year of 180 days, absence of 8 or more unexcused days can result in loss of half-year course credit (see restoration of credit and extenuating circumstances). Any absence of more than 14 days (excused or unexcused) may result in loss of half-year course credit (see restoration of credit and extenuating circumstances).

D. Restoration of Lost Credit

1. Failed courses – For credit lost for courses failed, it is the student's responsibility to see the counselor about credit makeup options.
2. Loss of Credit due to attendance- Lost credit restoration due to excessive absence/lateness can be achieved by completion of:
 - a. Summer school sessions
 - b. Other BOE approved alternative programs.

Extenuating Circumstances for Excessive Student Absences

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

E. Parental Notification of Absenteeism

1. The school shall notify the parent or guardian in writing of the student's absence after the fourth (4) absence in a half-year course and the eighth (8) absence in a full year course.

NOTE: No other formal attendance notification shall be sent to the parent/guardian. Attendance is reported on student progress reports, report cards, and is available on the district student information system
2. On the 9th absence in a half-year course and on the 16th absence in a full year course, an administrator may send a registered letter to the parent/guardian. This letter shall inform the parent/guardian that his/her child, because of unacceptable attendance, shall be placed in a noncredit status. The parent/guardian shall also be informed of the appeals procedure and is requested to meet with school officials at this time.
3. When a student is placed in a noncredit status, he/she will continue to attend all scheduled classes with the option of summer school permitted.
4. Student participation in a co-curricular or extracurricular activity on the day of an unexcused absence will not be permitted. If a student has an unexcused absence on a Friday according to policy, then no participation on Saturday or Sunday will be permitted.

F. Absence Procedures

If a student is going to be absent, it is the responsibility of the parent or legal guardian to call the school and give the following information: name, grade, reason for absence, return phone number and the name of the person calling. Parents shall contact the school after 7:00 am, but before the start of the school day. In the event a student is absent and the parent has failed to contact the school, the school will then attempt to contact the parent or guardian at home or at work to verify the absence. There must be a phone contact for every student. This phone contact information is required in the Student Information System.

1. In case of prolonged absence because of hospitalization or prolonged home illness, a parent/guardian is required to contact the school nurse and the student's counselor, so that arrangements can be made for homework assignments or home instruction.
2. Any student who becomes ill during the school day must report directly to the nurse. The nurse will make a decision as to whether or not the student can remain in school.
3. No student will be excused to go home because of illness or for any other reason unless he or she is first given permission by an authorized school official, and parent/guardian, unless there is some adult authorized by the parent/guardian who will accompany the child and provide transportation.
4. Any student who leaves school without permission will be considered truant.

G. Attendance Appeals

The student shall file a written appeal to the principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, include any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student has completed.

1. The Appeals Board shall consist of the student's assistant principal, counselor, child study team, and two teachers who do not have the student currently in their classes.
2. During this hearing, the parent/guardian and student may offer evidence of extenuating circumstances that caused the student's excess absences.
3. The Appeals Board may reinstate the student's loss of credit or may retain the student in a noncredit status.
4. The decision of the Appeals Board may be appealed to the superintendent's office within five days of the decision in writing.

H. Emergency Release from School

In the event of an early emergency release, a student will be permitted to leave the building during the school day only when the student presents a written excuse from a parent or guardian before school. Written excuses will be followed up by a telephone call from our office staff.

If a student does not have a written excuse, the parent, guardian, or authorized adult with written parental permission must report to the main office and personally request the student's early dismissal.

In case of injury or accident at school, the school nurse will provide emergency first aid treatment and the parent will be notified. If the parent cannot be contacted and medical treatment is necessary, the school nurse will make a judgment as to the action required.

I. Vacations (Unexcused Absence Days)

Students accompanying parents on trips and vacations while school is in session miss vital classroom instruction. This type of absence becomes the sole responsibility of the parents and students. Any parent/guardian wishing to remove a child from school for three or more days must inform the respective assistant principal in writing. Assignments will be given and tests will be corrected at the teacher's convenience. Absences due to vacations are unexcused as per NJ Department of Education and school attendance policy.

J. Runaways

Runaway students who are referred to school authorities by the police are considered truant for days absent from school. Parents and students must meet with a school administrator prior to returning to school. District policies will be enforced. All absences will be considered unexcused.

SECTION II: CELL PHONE POLICY AND REGULATION

Goal

The cell phone policy is adopted in accordance with New Jersey law, which requires all public schools to implement and enforce a policy governing the use of student cell phones and other personal electronic communication devices during the school day. The purpose of the cell phone policy is to eliminate distractions, maximize instructional time, promote respectful face-to-face interactions, and maintain a safe, focused learning environment for all students. Compliance with this policy is mandatory for all students.

[See Policy & Regulation 5516](#)

SECTION III: GRADING SYSTEM

Report cards showing grades earned in all subjects, and records of attendance and tardiness are computer generated four times a year. Check the school calendar for report card availability dates.

A. Parent Monitoring of Student Grades and Progress

All student information is made accessible through RealTime. This platform allows Belleville High School to electronically send report cards, progress reports, and ancillary announcements. Parents will still have the option to receive report cards and progress reports via regular mail by making a formal request through the guidance office (x1043). For parents without availability to the internet, access to the portal will be available at the Belleville Public Library. Furthermore, there will be a mobile app available making information easily obtainable via any smartphone. If you need any further help or information regarding this information or resource, please contact the High School Main Office.

B. Grading System

The determination of the final grade for the year in any particular course will be calculated by computer averaging of each marking period's numerical grade. All semester courses will weigh each marking period twice.

All grades will be numerical. For a full year course, the weight of each marking period will be 25%. All grades will be numerical.

C. Grade Key 9 – 12

I=Incomplete

WP=Withdraw Passing

NC=No Credit

WF= Withdraw Failing

Students may only attend summer school/or alternative educational setting with administrator approval.

D. Marking Period Grading Breakdown

Tests/Projects	45%
Quizzes	25%
Homework/ Classwork	15%
Participation/ Attendance	15%
In physical education, pupils will be graded numerically in three categories (dress/preparation,	

Letter Grade	Numerical Grade
A+	97–100%
A	94–96%
A-	90–93%
B+	87–89%
B	84–86%
B-	80–83%
C+	77–79%
C	74–76%
C-	70–73%
D	65–69%
F	0–64%

participation, attitude/cooperation)
based on a 100-point scale.

E. Computation of Grade-Point Average (GPA) For Class Rank (weighted)

For the purpose of calculating grade point averages, all honors, advanced placement (AP), and Academy classes are given extra weight. The weighting scale is shown below:

1. AP 20 quality points
2. Academy 15 quality points
3. Honors 10 quality points

Academic level classes will be weighted normally. The class rank should be calculated at the end of the eleventh grade, and February of the twelfth grade.

F. Honor Roll

The honor roll system will be based on our numerical grading system using weighted grade point averages to enable every pupil the chance of making the honor roll.

- | | |
|-------------|--------------------------|
| High Honors | GPA of: 95.000 - 100.000 |
| Honors | GPA of: 90.000 - 94.999 |

Honor Roll exceptions are as follows: Any grade below a 70, no credit, or incomplete.

G. Grading Policy English as a Second Language (ESL)

ESL students must satisfy all requirements for high school graduation according to (18A:35-20)

1. Port of Entry (POE) Students - will be given a number grade.
2. Level II ESL Students - will be graded according to the number grade system implemented in our secondary schools.
3. Level III ESL Students - will be graded according to the number grade system implemented in our secondary schools.

SECTION IV: HIGH SCHOOL GRADUATION REQUIREMENTS

In 2004, the New Jersey State Board of Education unanimously adopted an extensive regulation governing “Standards and Assessment” for students and school districts. In order to receive a high school diploma in the State of New Jersey, students will have to complete the following course requirements::

<u>Subject</u>	<u>Years 2022-2027</u>
English Language Arts Literacy	20
Social Studies	15
Math	15
Phys Ed/Health/Drivers Ed.	20
Science	15
Business Career and Technical Education	5
Visual & Performing Arts	5
World Language	5
Financial, Economic, Business & Entrepreneurial Literacy	2.5
Electives	17.5
Total	120

In order to receive a diploma and be an active participant in the commencement, a student must meet the academic and attendance requirements of the state and local district. Every student is required to write a Senior research paper.

A. Promotion Policy

In order to be considered for promotion, students must have earned the indicated amount of credits during the school year (September through August). Grade level adjustments for grades 9-12 are made only at the end of the school year (or at the end of summer school as applicable). Grade level designations will officially establish a student’s status for standardized testing, student parking, etc. Note that promotion is also governed by the school attendance policy and regulations.

Minimum Credit Requirements:

1. A student will be considered a sophomore (grade 10) student when he/she has earned at least 30 credits.
2. A student will be considered a junior (grade 11) student when he/she has earned at least 60 credits.
3. A student will be considered a senior (grade 12) student when he/she has earned 85 credits.

B. Community Service

As a graduation requirement, a student in “good standing” must complete and record a minimum of fifteen (15) community service hours in each of his/her 4 years at the high school. A record of such hours is to be kept through the Naviance platform, in conjunction with the Guidance Department and school administration. The high school principal has the final determination in which hours are or are not acceptable.

Community Service Guidelines

(Created collaboratively with the Student Government Organization)

The following are examples of acceptable forms of community service.

1. Providing your time and service to:
 - a. A non-profit
 - b. Church
 - c. Hospital
 - d. Youth organization
 - e. Library
 - f. Community group
 - g. Nursing home
 - h. Tutoring
 - i. Etc.
2. Coordinating/organizing attending a service event (e.g. Clothing Drives) as well as participating in/attending the event
3. Coaching youth sports teams
4. Offering your time and service to an elderly person, neighbors, school staff, and babysitting
5. Service projects with school clubs/teams/teachers/administrators etc.
6. Participating in soup kitchens

The following are not examples of acceptable forms of community service.

1. Any type of service in which you are paid
2. Any type of service in which you receive credit/grades for
3. Donating a certain amount of items for “hours” (e.g. 2 items of clothing = 1 hour)
4. Court mandated community service
5. Attending club/organization/church meetings (unless meeting is to plan for a service event)
6. Participating in rehearsals or practicing for school musicals, debate/forensics, drama or athletic programs, activities

SECTION V: CLASSROOM EXPECTATIONS

Each student will receive individual classroom behavior and study expectations, classroom rules and regulations, and classroom grading procedures from each subject teacher at the start of the school year and at the start of each semester class. If assigned, study periods are to be used for quiet assignments.

Failure to comply with expected standards of behavior and study will result in teacher-issued detention, teacher/parent phone call or in-person conferences, and/or referral of the student to the respective dean of students or assistant principal. In addition, deadlines for projects and research papers must be honored.

All classroom rules and behavior expectations apply to remote learning environments.

SECTION VI: ATHLETICS AND ELIGIBILITY

A. Interscholastic Sports

The following sports are included in the interscholastic program at Belleville High School.

Fall	Cross Country, Football, Girls Tennis, Boys Soccer, Girls Soccer, Girls Volleyball, Cheerleading, E-Sports
Winter	Boys Basketball, Girls Basketball, Boys and Girls Bowling, Indoor Track, Wrestling, Competition Cheerleading, Hockey (Co-op)
Spring	Baseball, Boys Tennis, Golf, Boys Volleyball, Softball, Boys and Girls Crew, Spring Track, Girls Flag Football

B. Physicals

All students wishing to participate in Interscholastic Sports must complete a valid physical packet as offered by the Athletic Department and Impact Concussion Testing prior to participation in team try-outs, practice sessions, and/or competitions.

C. Scholastic Eligibility

If students wish to participate in any athletic program, they are subject to the following eligibility rules of the N.J.S.I.A.A.:

1. Student athletes are eligible if you have not reached the age of 19 before September 1st of current year
2. Student athletes are eligible to represent high school for eight consecutive semesters following your entrance into the ninth grade.
3. In order for you to participate in the fall and winter seasons, you must meet specific academic requirements. The number of credits that you have earned at the end of the fourth marking period from the previous school year must be 30* or more. All freshmen are eligible for fall and winter sports.
4. For second semester eligibility (spring sports), credits will be determined by the following criteria:
 - a. For a full-year course, the first and second marking periods are averaged.
 - b. For a half-year course, the first and second marking periods are averaged.
5. Athletic Privilege: Athletics at Belleville High School are a privilege offered to those students that meet all the necessary prerequisite criteria to participate. As such, pursuant to the Belleville Board of Education Policy 5600-Pupil Discipline/Code of Conduct and Regulation 5600-C3.B and related to disciplinary matters, students may be deprived of privileges such as "Participation in co-curricular or intra/scholastic activities."

The following provides you with an annual breakdown of scholastic eligibility (Article V Section 4E N.J.S.I.A.A. By Laws for interscholastic sports).

*EXAMPLE: 8 classes x 5 credits each = 40 credits

If a student fails three subjects with a 40-credit schedule, he or she would be ineligible for fall or winter sports. Should this occur, a student can attend summer school, pass and then become eligible for the fall and winter sports seasons.

School Year Number of Credits Required-

*First Semester (Fall & Winter)**Second Semester (Spring)*

9th Grade	00*	15
10th Grade	30	15
11th Grade	30	15
12th Grade	30	15

There are no minimum credit requirements for incoming ninth grade students from middle school.

D. Transfers

If a student transfers schools from year to year, but does not change address, he or she is eligible to participate after expiration of either half of the regular season competitions or 30 calendar days from the first competition, whichever comes first.(Provided there has been no evidence of recruitment.)

E. School Accident Insurance

Personal School Insurance is available to all students. It is highly recommended for those who participate in athletics and other school activities to take advantage of this for increased protection. The school does not cover all accidents. The family insurance will be presented initially, and the school insurance is secondary.

SECTION VII: STUDENT ID CARDS

The Board of Education recognizes that security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings. In recognition of this important responsibility, the Board requires all pupils to display/carry school district issued identification cards at all times while in school. A pupil must wear and present their ID card to any school staff member upon request. Pupils who fail to have the card in their possession and/or wear it around their neck on a lanyard may be disciplined.

Missing/ Lost ID	Students will receive one free replacement ID. All other replacement IDs will cost \$5.00 per ID and the charge will be added to the student's account.
Forgotten ID	A student who forgets an ID, will be provided a temporary ID after their identity has been verified and signed by a main office employee. The student is expected to wear the temporary ID for the remainder of the day. Students are permitted up to five (5) temporary IDs for the school year before a replacement ID is printed (see process in "Missing/Lost ID").
Refusal to Wear an ID	Refusal to wear an ID is considered "insubordination" therefore the insubordination progressive discipline steps will be followed as outlined on page 33.

SECTION VIII: HOMEWORK POLICY

The Board of Education considers homework to be an integral part of the curriculum framework. Developed for student completion by professional teachers with parental support, homework unites the community in a cooperative daily follow-through to enhance the education of all its students. Its intent is to nurture all students to become independent, self-directed citizens within our democratic society. As review, reinforcement, and extension of meaningful daily classroom efforts, homework encourages students to develop critical thinking skills, workplace readiness, and positive self-image. It also provides teachers with vital data to assess student mastery of subject matter and drives instruction.

The number, frequency, and degree of difficulty of assignments should be based on the ability and needs of the student and the pace at which he/she works. Assignments should also take into account other activities that make a legitimate claim on the student's time. Homework, however, should take precedence over non-school, nonacademic activities.

Homework assignments will be modified for special needs students in accordance with IEPs or 504 Plans at all levels.

A. Homework Guidelines

Non-academic	15 – 20 minutes per subject, plus long term projects
Academic	20 – 30 minutes per subject, plus long term projects
Honors/AP/Academy	30 – 45 minutes per subject, plus long term projects

B. Homework Recommendations for Students

Research has shown that the amount of time spent on homework makes a significant difference in a student's academic achievements. Therefore, a student should:

1. Assume the responsibility for completing the assignment. If the task is difficult, seek aid from a teacher, a family member, or a qualified friend. Remember that the work is the result of effort.
2. Develop a way of remembering homework assignments. It is recommended to use an assignment pad, special notebook, daily planner, or technology.
3. Be absolutely sure of understanding the assignment, the way it is to be completed, and the due date.
4. Establish a routine and develop a style that assures that homework is a student's best work. It should be neat, correct, legible, and if required, in standard format.
5. Assume the responsibility of making up homework when absent for any reason, including illness or religious holiday. Have the contact information of 2 or 3 students in your class written in your assignment book to contact for clarification or assistance when necessary.
6. Review previous material when formal homework is not given.

C. Homework Recommendations for Parents/Guardians

A parent/guardian role should be a supportive one. Although assisting your child with his/her homework is strongly recommended, one should avoid completing the assignments for the child. With this in mind, a parent should:

1. Review the district's policy with the student and meet with the teacher(s) early in the year to find out the specifics of homework for each class.
2. Provide the child with a means for recording homework, such as an assignment pad/notebook/ planner.

3. Foster a positive attitude toward school, teachers, and learning by stressing the importance of completing homework assignments independently and, when possible, use assignments to generate family discussions. Television, newspaper, and technology can be a source of discussions because they can supplement and extend the child's understanding of the concepts which are being studied in and out of the classroom.
4. Look for homework. If a student does not bring work home, then parents should find out the reason. It is the student's responsibility to keep track of assignments and to bring work home.
5. Also, contact the teacher(s) if assignments are causing difficulties for the student.
6. Monitor whether the student is meeting homework responsibilities. Check assignments for neatness, legibility, and content.
7. Provide the student with a suitable location, which is free of distractions, for doing homework, and assist him/her in developing a time/ routine/schedule for completing homework.
8. Have realistic expectations for the student and provide praise whenever possible.
9. Contact the Student Services Office and/or school to obtain homework assignments when the student is absent for a period of at least three days. Allow sufficient time for homework to be gathered.

SECTION IX: NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA

The advisors have available, for any member's review, the constitution of the National Honor Society and Belleville High School Bylaws. In addition to the rules and regulations stated in the National Honor Society Handbook and the Belleville High School Parent/Student Handbook, members have the obligation to comply with the following regulations:

1. Grade Point Average (GPA): Members are required to maintain a minimum grade point average of 3.75 (weighted). Any member whose GPA falls below 3.75 will be notified in writing that he/she has one (1) marking period to increase the GPA to the minimum standard. Failure to achieve the GPA minimum will result in consideration for dismissal.
2. Attendance at Scheduled Meetings: Attendance and punctuality at meetings are mandatory. Any member who has a conflict must see an advisor before the meeting. An unexcused absence or excessive tardiness will result in two (2) additional community service requirement hours. Two or more unexcused absences may result in dismissal.
3. Community Service: Members selected in their junior year are required to fulfill fifty (50) hours of community service activities, excluding any activities completed during school hours. Only 25 of the community service hours may be fulfilled in a school related activity. Only 15 of the hours may be completed during the summer. The rest must be during the school year. Half of the community service requirement, 25 hours, must be completed by February 1st and the rest of the community service hours must be completed by April 1st. Dependability and punctuality are expected. If for any reason a member cannot fulfill his/her community service obligation, it is the member's responsibility to find another member as a replacement and to notify an advisor. Failure to do this will result in an additional community service requirement. For any community service, a member must obtain an authorized signature confirming participation on the prescribed form. This form must be returned to an advisor within one week of participation in the activity or credit will not be given. All hours completed during the summer must be submitted within one week of returning to school. Failure to achieve the community service requirement will result in dismissal. It is required for all members to participate in any group community service activity. Students are required to take part in the school based tutoring program at least 10 times per school year.
4. Induction Ceremony : The induction ceremony will take place yearly in the fall. All inductees are required to attend. If a member is not present in school or is sent home from school, he or she needs required documentation as per school policy.
5. Fundraisers: Any planned fundraiser to defray the cost of the induction ceremony requires the participation of the full membership. Any member who does not participate, unless excused due to a legitimate absence, will be required to perform two (2) additional community service hours.

6. Code of Conduct: The following violations of school rules will not be tolerated for National Honor Society members: fighting, cutting, truancy, excessive tardiness, cheating, plagiarism, any situation resulting in a school suspension. Members have the responsibility to exhibit exemplary character traits. The advisors will inform the errant member, in writing, of the nature of the violation, the time period given for improvement, and the possible consequence of non-improvement. In cases of impending dismissal, a member will have the right to a hearing before the faculty council. In the case of a flagrant violation of school rules or civil laws, a member does not necessarily have to be warned of dismissal.

SECTION X: STUDENT PARKING

Only seniors who drive to school are allowed to park in designated areas on Belleville Township Property, between the Division Ave. and the Tennis Courts. Students may request a parking permit, which is available on a limited basis from the HS main office. Any car not displaying a parking permit or parked in a non-designated area, is illegally parked and can result in a loss of parking privileges, ticketing, or towing at the owner's expense. Posted parking restrictions must not be violated. Students are never to use staff parking spaces. Understand that parking is one's own risk. The Board of Education is not responsible for theft, vandalism, or any damage to these vehicles. Parking spaces are available on a first come first served basis.

SECTION XI: STUDENT DRESS CODE

Policy: 5511 DRESS AND GROOMING

The intended purpose of this dress code is to promote positive self-image and enhance school pride among our pupils. Health, safety and educational well-being are the primary objectives of this code, which bears a reasonable relationship to the goal of fostering an environment conducive to discipline and to education. Pupils are expected to attend school neatly attired.

The following dress code will be followed by all students in Grades K - 12

Solid Navy blue collared shirt, fleece, or crew neck must be worn each school day unless otherwise directed. Students may wear long sleeve shirts under their Navy blue collared shirts.

On district approved dress down days, district approved Belleville public schools spirit wear may be worn with the approval of the Superintendent or designee.

Pant/Short bottoms/leggings or dress skirts (all bottoms are khaki or black) must be neat and appropriate.

1. The style of the pants must be appropriate for all school activities. No sweatpants or jeans permitted. Sweatpants can be worn only in elementary school during gym days.

Shirts

1. Colors: Navy Blue
2. Shirts with collar, short or long sleeve (Golf or Polo style)

Sweaters, crewneck, fleece and Vests

- a. Colors: Navy Blue

Pants/Skirts/Jumpers/Shorts

- a. Colors: Khaki or black (no colored jeans)
- b. Leggings Black only
- c. Skirts and Jumpers must be the same color as listed in "a." above and be at or below the knee
- d. Shorts (arms length) may be worn from May 1st to November 1st.

Footwear

1. All shoes and sneakers must cover the entire foot.
2. Footwear with laces must be tied.
3. No open-toed shoes, sandals, or molded foam clogs (i.e., Crocs) are permitted



A Reminder of Our DRESS CODE

TOGETHER, WE SHOW OUR B.U.C.C. PRIDE!

Our dress code helps create a safe, focused, and respectful learning environment where every student can thrive.

Thank you for partnering with us to instill **character, respect, and unity** across our schools.



BELONGING



UNITY



CHARACTER



COMMITMENT



BELLEVILLE EXCELLENCE

One Standard. One *Community*. One Belleville.

WHAT TO WEAR

In accordance with Belleville Board of Education Policy 5511

**GRADES
K-12**



SHIRTS

- Solid Navy Blue
- Collared shirts (short or long sleeve) (Golf or Polo style)



SWEATERS, FLEECE & VESTS

- Navy Blue only



PANTS, SKIRTS, JUMPERS & SHORTS

- Khaki or black bottoms
- Leggings: Black only
- Skirts/Jumpers must be at or below the knee
- Shorts may be worn May 1 – November 1



FOOTWEAR

- All shoes and sneakers must cover the entire foot.
- Footwear with laces must be tied.
- No open-toed shoes, sandals, or molded foam clogs (i.e., Crocs) are permitted.



SPIRIT DAYS & ACTIVITIES

On approved Spirit Days, district-approved Belleville Public Schools spirit wear may be worn with the approval of the Superintendent or designee.



Halloween is celebrated in all schools. Middle and high school students will be informed of appropriate attire guidelines.



INAPPROPRIATE ATTIRE

The following are not allowed:



Ripped Jeans



Clothing with a "Hood" (for safety reasons)



Very tight or revealing clothing that inhibits movement and/or causes a classroom distraction



Open-toe shoes, sandals, or molded foam clogs (i.e., Crocs)



DRESS CODE MATTERS

Our dress code promotes school pride, minimizes distractions, and ensures a safe and respectful environment for all students. Thank you for supporting our shared commitment to ...

Thank you!



QUESTIONS?

Please contact your child's school administration if you have questions or need clarification about the dress code.



Belleville Board of Education Policy 5511 – Dress and Grooming



Thank You, Families!

WHERE LEARNERS BECOME LEADERS
Your Path. Our Purpose. Their Future.



Belleville is B.U.C.C. Strong.

Spirit Days and Activities

All schools in the Belleville School District will participate in "Spirit Days." These designated days must be approved by the Office of the Superintendent utilizing the designated "Spirit Day" form. Halloween has always been and will continue to be celebrated by the pupils of all Belleville Schools; however, the middle and high school pupils will be informed of restrictions regarding their chosen Halloween attire. Pupils who participate in a nationally recognized youth organization including Boy Scouts or Girl Scouts or equivalent, will be permitted to wear organization uniforms on the days their organization has scheduled a meeting or event.

Inappropriate Attire - All Schools

The following are considered inappropriate school attire and will not be allowed in school:

- a. Very tight or revealing clothing that inhibits movement and/or causes a classroom distraction;
- b. Clothing that is torn, with holes and/or soiled;
- c.. For safety purposes, open-toe shoes /flip flops/ crocs.
- d. For safety purposes, clothing with a "hood" may not be worn.

The Building Principal(s) will determine non-compliance to the uniform/dress code and/or inappropriate dress with the pupil and parent(s) or legal guardian(s). The administration reserves the right to deem student dress in violation of this policy should the dress be inappropriate in nature; disruptive to the educational process; and/or a health and safety concern to the individual pupil him/herself or others.

All building administrator(s) will address violations of the dress code with the pupil and parent(s) or legal guardian(s). Violation of the dress code policy will result in disciplinary action. Schoolwork missed due to time spent rectifying dress code violation(s) will be the responsibility of the pupil.

Pupils who are found to be non-compliant with the dress code policy will be sent to the main office, parents/legal guardians are notified and are subject to the following progressive disciplinary actions.

- 1st infraction of dress code policy: Verbal reprimand
- 2nd infraction of dress code policy: Central Detention
- 3rd infraction of dress code policy: Saturday Detention
- 4th+ infraction of dress code policy: 1 Day Out-of-School Suspension

Superintendent

The Superintendent has the authority to grant dress code exceptions or exemption to specific buildings, grades, groups, or individuals. When pupils are exempt from wearing dress codes they must be in compliance with "Dress Code" and not violate the "Inappropriate Attire" portion of the Pupil Dress Code Policy. N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

SECTION XII: PUPIL DISCIPLINE/CODE OF CONDUCT

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds. Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the consequences imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this policy and regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

The building principal or designee shall have the authority to assign discipline to pupils. School authorities also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

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

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences

and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 - Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district can be obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information. Penalties for Disclosure shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupil and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The building principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to 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, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s) via the school website. School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation

of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees. N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a; 18A:37-1 et seq.; 18A:37-13.1 et seq. N.J.

A. Disciplinary Measures Include:

Disciplinary measures are at the discretion of the administration.

1. **Detention** - Teachers, deans of students, assistant principals, and principals may assign before or after school detention for minor misbehavior, lateness to class or violation of classroom rules. No prior warning is required.
2. **Central Detention**- 2:45pm-3:45pm. Non-attendance at Central Detention may result in out-of-school suspension. Misconduct in Central Detention may result in suspension plus make-up time in Central Detention.
3. **Friday Detention** -Friday 2:35-4:35 pm, is assigned by the deans of students, assistant principal, or principal for issues where central detention has not provided sufficient remediation.
4. **Saturday Detention**- Saturday 9:00 AM-12:00 AM or other designated time if necessary, is assigned by the deans of students, assistant principals, or principal for issues where Friday detention has not provided sufficient remediation.
5. **Out-of-School Suspension/Alternative Programs** - Serious misconduct results in the student's deprivation of school attendance for a specified period of time up to ten full school days. Parents will be notified of their child's suspension from school; transportation home is the parent's responsibility. All out-of-school suspensions require a parent/student/administrator conference prior to the student's return to school. During out-of-school suspension, the student is prohibited from participating in any school functions. The student is permitted to make-up all work missed during out-of-school suspension.
6. **In School Suspension/Alternative Programs** – Assigned by Assistant Principals, as needed, Monday through Friday, in an assigned room, under the supervision of High School Staff, 7:57 a.m. to 2:31 p.m.

The Discipline Code is based on New Jersey Statutes 18A: 37-4. Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience. Any "Terroristic Threats" will require Juvenile Police intervention and recording; also disrespect towards any teacher, staff person or other student;
2. Open defiance of the authority of any teacher or person having authority over him. Failure to cooperate could cause police intervention and removal from school.
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils. "Walk-away" policy must always be adhered to;
4. Physical assault upon another pupil or upon any teacher or other school employees. Possible police intervention and removal from school. Walk-away policy must be adhered to;
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear. Searching of a student, book bag, and locker could take place;

6. Willfully causing, or attempting to cause, substantial damage to school property. Student/Parent could be liable for payment of damages;
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by a group of pupils or other of any part of a school or other facility owned by a school district; and
9. Incitement which is intended to and does result in truancy by other pupils;
10. Violation of weapons policy. This includes any out-of-school infraction;
11. "Hate Crime" means any suspected or confirmed offense or unlawful act which is directed or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity; for example, murder, assault or harassment. Follow the walk-away policy;
12. A "Bias Incident" means any suspected or confirmed act that is directed against or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity;
13. Students are not permitted to have laser pointers at any time.

B. Fighting Policy

Belleville has a "zero-tolerance walk-away" policy regarding fighting or arguments. Students are required to "walk-away" instead of participating in a fight or argument that could lead to a fight and/or disruption.

Students who do fight in school, on school grounds, or in transit to or from school and home will be referred to the Belleville Police and could be suspended for up to ten days. Students could be taken into police custody. Any students who participate in loud, verbal arguments and do not "walk-away" will be assigned detention(s) and/or suspended up to ten days.

# of Offense	Consequences
1st Offense	4 days Out of School Suspension
2 nd Offense	10 days out of school suspension and/or removal to alternate setting.
3rd Offense	Automatic 10-day suspension and/or removal to alternate setting, extension of 10-day suspension, or expulsion at the BOE discretion.

C. Vulgarity/Inappropriate Language

Vulgarity and/or excessively loud, inappropriate language will not be tolerated. Students using unacceptable language will be referred immediately to the assistant-principal for disciplinary action.

D. Student Hazing

By definition, HAZING is exacting humiliating performances from or playing rough practical jokes on another individual. Any form of HAZING or such harassment of any kind between students shall be dealt with in the severest of fashions to include, but not be limited to, in-school suspension, out-of-school suspension, removal from team or club, principal's or superintendent's hearing. Hazing in any form is absolutely forbidden and will be assessed as a form of interpersonal disrespect.

SECTION XIII: HIGH SCHOOL DISCIPLINARY INFRACTION GUIDELINES

Note that the district will pursue all legal remedies to address truancy and attendance issues available including court enforcement. Tardies are cumulative during each marking period and for the entire school year. Parent conferences, Central Detentions, Friday Detention, In/Out of school suspensions, or placement in an alternative setting will be utilized to correct chronic tardiness.

A. Truancy (Absence without parent approval)

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”

B. Late Arrival to School/Tardies:

Students must be in their classrooms at 7:57 AM. Students who enter after this time will be considered late.

# of Offense	Consequence
Upon the fourth and eighth late arrival to school	1 Friday detention will be assigned.
Upon the twelfth and sixteenth late arrival to school	1 day Saturday Detention will be assigned, in addition to possible removal of course credit.
Upon the Twentieth and subsequent late arrivals to school	1 day in/out of school suspension will be assigned, in addition to possible removal of course credit.

Loss of Course Credit: In addition to the consequences listed above, a student may lose course credit after 8 tardies in a semester course or 16 tardies in a year-long course.

C. Failure to report to sign-in when arriving late):

# of Offense	Consequence
1st Offense	1 Central detentions, parent notification
2nd Offense	2 Central detentions, parent conference
3rd Offense	1 Friday detention, parent conference
Subsequent Offenses	1 day suspension

D. Late Arrival to class:

Late arrival within fifteen minutes from the start of class:

# of Offense	Consequence
1st-2nd tardy	Initial teacher detention (up to one-half hour per tardy) immediately assigned by teacher per marking period – within 24 hours.
3rd-5th tardy	1 day central detention per tardy– parent notification
6th-10th tardy	1 Friday detention per tardy– parent notification
10th-16th tardy	1 Saturday Detention per tardy and possible loss of credit for semester course., parent conference
17th+ tardy	possible loss of credit for full-year course, 1 days suspension, parent conference

E. Cutting Class

Late arrival fifteen minutes or more from the start of class will be marked as cutting. Class cutting can result in loss of credit. Students do not receive credit for daily class work missed.

Full Year courses

# of Offense	Consequence
1st Cut	1 Central detention, parent notified
2nd Cut	1 Friday detention, parent notified
3rd Cut	1 Day Saturday detention, parent conference
4th Cut	Loss of credit
5th Cut or More	1 day suspension, parent conference

Semester courses

# of Offense	Consequence
1st Cut	1 Central detention, parent notified
2nd Cut	1 Friday detention, parent notified
3rd Cut	1 Day Saturday detention, parent conference
4th Cut	Loss of credit
5th Cut or More	1 day suspension, parent conference

F. Failure to Report to Teacher Assigned Detention

Teachers must provide students advanced notice (24 hours) when assigning a teacher detention.

# of Offense	Consequence
1 st Offense	Teacher assigns additional detention and parent contact by teacher
2nd Offense	Refer matter to dean of students/assistant principal

G. Failure to Report to Assigned Office Detentions

	Consequence
Missed CD	1 Friday detention, parent notification
Missed FD	1 Saturday Detention, parent notification
Missed SD	1 day suspension, parent conference

H. School Dress Code Violations

# of Offense	Consequence
1st Offense	Verbal reprimand and parent notification
2nd Offense	Central Detention
3rd Offense	Friday detention
4th Offense	1 Saturday Detention
5th Offense	1 Out-of-School suspension

I. Failure to Attend Saturday Detention

# of Offense	Consequence
1st Offense	1 Day Suspension, Parent Conference

I. Behavioral Infractions Resulting in Central/ Friday/ Saturday Detention:

Excessive infractions in any of these areas can result in suspension/expulsion:

1. Eating/drinking in other than the cafeteria or other designated eating areas.
2. Refusal to hand over unauthorized devices to school personnel.
3. Disturbance in the building
4. Obscenity: Oral, physical gesture, written or combination.
5. Roaming buildings with or without valid pass – students may only go to areas approved on pass.
6. Illegal student parking (plus police department ticketing)
7. Littering in/on school property
8. Other (administrative discretion)

# of Offense	Consequence
1st Offense	1 central detention
2nd Offense	1 Friday detention, parent notification
3rd Offense	1 Saturday detention
4th Offense	Suspension

J. Infractions Resulting in Suspension/Expulsion

This behavior category includes disruptive behavior, open defiance of authority, and willful disobedience.

Offenses are as listed:

1. Disrespect to school personnel
2. Insubordination
3. Loitering on school grounds while absent or on suspension
4. Vandalism
5. Forging any official school-related document/pass
6. Excessive displays of affection in/on school property
7. Occupying/sharing a locker other than locker assigned
8. Inappropriate behavior in assemblies, other school-related programs or when using district technology.
9. Expecting in school
10. Sharing/occupying bathroom stalls
11. Gambling
12. Inappropriate/lewd displays affixed to interior/exterior of lockers
13. Ordering food/having food delivered to cafeteria
14. Bullying and harassment
15. Recording/streaming students/staff
16. Bringing any animal into school.
17. Smoking/Vaping on school property
 - a. Student caught vaping or in possession of vapes will be sent for drug and alcohol screening assessment
18. Other (administrative discretion)

# of Offense	Consequence
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1st Offense	1 day suspension
2nd Offense	4 days suspension
3rd Offense	Automatic 10-day suspension, or expulsion at the BOE discretion.

K. Suspension

Offenses are as listed:

1. Throwing an object at someone
2. Destruction of school property
3. Cursing at staff
4. Disorderly behavior in cafeteria
5. Other (administrative discretion)

# of Offense	Consequence
1st Offense	4 day suspension
2nd Offense	10 days suspension
3rd Offense and subsequent	Automatic 10-day suspension, or expulsion at the BOE discretion.

L. Infractions That Result in Immediate 10- Day Out Of School Suspension And Possible Extension Of 10-Day Suspension Or Expulsion

1. Threats of Violence
 - a. False bomb report
 - b. Threat to staff/students' person/property
 - c. Threats on social media
 - d. Opening exterior doors and allowing someone to enter
2. False Fire Pulls
 - a. Pulling of false fire alarms
 - b. Creating false public alarm
3. Violent and/or Criminal Act
 - a. Physical assault of any student/staff member
 - b. Sexual harassment
 - c. Theft
 - d. Possession of a weapon
 - e. Attempted break-in of person's property
 - f. Use of a weapon
 - g. Use of fireworks
 - h. Inciting a riot
 - i. Other (administrative discretion)
4. Drugs/Alcohol/Paraphernalia
 - a. Possession
 - b. Use
 - c. Distribution
5. Other (administrative discretion)

M. Leaving School Without Authorization or Leaving and Returning to School in The Same Day Without Authorization

# of Offense	Consequence
1st Offense	One (1) day suspension and Parent conference.
2nd Offense	Two (2) days suspension and Parent conference.
3rd Offense	Three (3) days suspension and Parent conference.

Multiple violations	Will result in a suspensions/expulsion based on an aggregate of these offenses
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N. Plagiarism

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

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in any academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
4. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
5. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:
 - a) Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by academic dishonesty.
 - b) If warranted, the teacher shall file a written complaint against the pupil with the building principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Building principal.
 - c) The Building principal will determine if further discipline of the pupil is appropriate, and will determine the consequence on a case-by-case basis.
 - d) If the pupil is not in agreement with the disciplinary action of the Building principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

SECTION XIV: CONFLICT MEDIATION

Physical violence is an antisocial act that is unacceptable behavior in any setting. It is compounded in school, since it may deny an individual a wholesome environment in which to learn. The effect of any altercation is immediate on those involved and it may expand to friends and relatives. Therefore, a physical assault or physical menace placing fear upon another will be subjected to prompt administrative referral. School authorities will make the determination of responsibility. Punishment will be assigned accordingly.

Conflict Mediation encourages students to examine their attitudes and values and consider alternative, rational methods to manage conflicts. The program is designed to provide disputants with the opportunity to develop solutions to their own problems through the communication process, thereby preventing future inappropriate behavior. Following is the defined policy:

All students involved in a physical altercation who did not adhere to the “walk away” policy could be suspended for up to ten days. The Belleville Police may be required to escort the disputants from the school building; and the parents may be instructed to pick up their children at the Belleville Juvenile Aid Bureau, Washington Avenue. The assistant principal conducts the hearing.

1. Conflict Mediation could be scheduled during or upon return from suspension. This is required of those students involved. (There is no refusal to be in attendance)
2. All students involved in a verbal interaction that could result in a physical altercation could be required to attend conflict mediation during or after school.
3. The mediation team consists of a staff mediator, two student mediators and the disputants.
4. Parent(s) or legal guardian(s) are made aware of their child’s participation in the Conflict Mediation process by the administration through teleconference when deemed necessary.
5. If additional issues surface, the disputants could be required to attend extra sessions.
6. If a student is involved in a third physical fight, the Belleville Board of Education may pursue an expulsion proceeding.

A. Conflict Mediation Process

1. Mediation Defined
Mediation is a structured process of communication that encourages people to find solutions to their own conflicts. It is an alternative to other conflict resolution processes such as adjudication, or arbitration. Mediation creates a special context and setting for people to discuss issues that concern them. Mediation is a cultural bound activity. Mediators must have an understanding of and be sensitive to the cultural moods and behaviors that are inherent to individuals. Mediation is an opportunity for people to verbally communicate their feelings about a conflict.
2. The Role of the Mediator
The Mediator serves as a facilitator to hear the concerns of the parties involved.
3. Confidentiality
The most important aspect of any Conflict Mediation process is the guarantee of confidentiality. Confidentiality serves to enhance trust and openness among the disputants. Confidentiality in this context means that any information provided by the parties is not shared without the expressed understanding and agreement of all the parties involved.

SECTION XV: INTERVENTION & REFERRAL SERVICES (I&RS)

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students’ learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board adopts this appropriate multidisciplinary team approach for planning and delivering the services required under N.J.A.C. 6A:16-8.

SECTION XVI: CONDUCT AT ATHLETIC EVENTS

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing, no heckling, no throwing or dropping of garbage, and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all athletic events in which the school is involved, regardless of the site. All district disciplinary policies will be enforced during athletic events.

SECTION XVII: TRESPASSING/SCHOOL SECURITY/VISITORS

Before, during and after school, school doors in all schools will be locked. Any person having business in Belleville Schools must enter school via main office doors and sign in with a security officer and receive a visitor's badge. Trespassers will be prosecuted to the fullest extent of the law. There are absolutely no exceptions to this policy. "After the entrance doors are locked from the outside after the late bell rings, the first time any student who compromises the security by allowing anyone to enter the building will be suspended for one day. The second offense will result in suspension for four days and referral to the local juvenile office."

A. Visitors to School Buildings

The Board of Education welcomes and encourages visits to school by parent(s) or legal guardian(s), other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, the Board directs the enforcement of rules governing school visits.

The Superintendent and Building principal each possess the authority to prohibit the entry of any person into Belleville High School or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Only one door shall be available for entrance in each school. To gain access to the high school, all visitors entering the school must enter through Door 1 and sign in with a security officer. Then, they shall report to the main office before proceeding to their destination and further, all schools shall have a sign on the entrance door indicating this to the visitor.

No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

No visitor may confer with a pupil in school without the approval of the Principal; any such conference may take place only in the presence of a teaching staff member and/or administrator.

When a court of appropriate jurisdiction has terminated the parental rights of a parent, the legal guardian must inform the school so that the administration may apply appropriate regulations. The Principal shall seek confirmation of legal custodianship where necessary.

SECTION XVIII: SCHOOL LOCKERS/ SEARCHES

A. Locks and Lockers - Personal Property Searches

Each student will be assigned a specific individual lock and locker for each year enrolled. It is to be used during the entire school year. There is to be only one student per locker. Each student is required to memorize his/her combination to maintain protection of his/her books and personal belongings. Lock combinations and lockers must not be shared by anyone at any time unless authorized to do so. Locker numbers and combination numbers are to be given to the first period teacher.

Personal locks are not permitted.

The Belleville Board of Education is not responsible for items missing from student lockers. Each student shall be made aware that his/her locker is school property and as such could be periodically searched by school authorities without prior notification to the student. Furthermore, the New Jersey Supreme Court has ruled that student searches may be conducted by school administrators having "reasonable cause" to conduct a search (New Jersey vs. TLC. 1985). For probable cause, teachers and administrators without parent/student consent can search any student's personal pocketbook, purse, waist purse, handbag and/or backpack.

SECTION XIX: TOBACCO/SMOKING POLICY

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young may have lifelong harmful consequences.

For the purpose of this policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

The Board prohibits smoking by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.

Pupils who violate the provisions of this policy shall be subject to appropriate disciplinary measures in accordance with the district's Pupil Discipline/Code of Conduct and may be subject to fines in accordance with law.

In the event a pupil is found to have violated this policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

SECTION XX: POSSESSION/USE OF ELECTRONIC AND RECORDING DEVICES (ECRD)

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this policy regarding pupil use of electronic communication and recording devices.

"Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. An ECRD includes, but is not limited to, cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, personal digital assistants (PDAs), two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

An ECRD used in violation of this policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action. A pupil shall not knowingly bring or possess any remotely activated paging device on any school grounds, including on a school bus or at a school-sponsored function, at any time and regardless of whether school is in session or other persons are present without the express written permission of the Principal. The pupil must submit a written request and establish to the satisfaction of the Principal a reasonable basis for the possession of the device. The

written request must include the purpose for the pupil possessing and/or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on school property. The written request must also include the date in which the pupil will no longer need to bring and/or possess the device on school property.

The Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device will be provided to the pupil. Permission will only be provided for and determined at the discretion of the Principal.

The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be in the possession of the device at all times. The Principal or designee shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property only if the pupil is required to respond to an emergency and the pupil provides a statement to the Principal from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the pupil at all times and that the pupil is required to respond to an emergency.

The Principal or designee will confiscate the remotely activated paging device, take appropriate disciplinary action and shall immediately notify the Superintendent of Schools and the appropriate criminal justice or juvenile justice agency if a pupil brings or possesses a remotely activated paging device in violation of N.J.S.A. 2C:33-19 and this Policy.

SECTION XXI: CARE OF SCHOOL PROPERTY/ASSEMBLIES/MISC.

The Board of Education supplies textbooks, workbooks, and supplies such as paper and pencils to each student according to his/her needs. Students are expected to exercise reasonable care in handling textbooks and other such materials. Marking and destroying such property is inexcusable, and also subject to fines and cost for repairs and replacement.

A. Book and Other Fines

Failure to return books or other school property such as uniforms, failure to pay for lost books or pay fines for overdue books could result in withholding of report cards, transcripts, transfer papers and diplomas and /or exclusion from activities/ceremonies.

B. Secret Organizations

The Board of Education affirms the legislative prohibition of pupil organization with closed membership practices as hostile to the democratic ideals of public education.

No social organization of pupils will be granted the use of school facilities or permitted the use of the name of the school or this school district unless that organization has first been approved by the building principal. The application for such approval will set forth the purposes, constitution, and bylaws of the organization; its membership qualifications; and the process by which a person becomes a member.

A pupil who seeks to form or is a member of a fraternity, sorority, or other secret organization formed in whole or in part of pupils enrolled in this district may be disciplined by this Board. The Board reserves the right to require that any pupil attest as to his/her membership in a secret organization.

C. Student Deliveries

There is no acceptance of food, flowers, candy, balloons and personal gifts to any student for any reason. Students celebrating birthdays are to leave their personal items at home.

D. Assembly Programs

Assembly programs are held throughout the year to educate and broaden the experiences of each child. Good conduct and attentiveness from the students ensure an enjoyable program. Teachers will escort their classes to the multipurpose room, auditorium, or gymnasium, and will be seated with them during the program. Disciplinary action, which could result in the loss of the privilege to attend future assemblies, will be taken against any student displaying inappropriate conduct.

Audience Etiquette

1. Appreciation – Applause is the best way for an audience in a theater to share its enthusiasm and to appreciate the performers. In performances it is acceptable to applaud in the middle of a piece following a featured segment such as a solo or duet, or if the audience is responding to a spectacular accomplishment or a breathtaking moment. It is always appropriate to applaud at the end of a performance, and it is customary to continue clapping until the curtain drops or the lights on the stage go dark and the performers bow to show their appreciation to the audience.
2. Respect – The audience shows respect for the performers by watching quietly and attentively. The performers show respect for their art form and for the audience by doing their best work possible. While all family members and friends want to capture that moment when their son, daughter, or friend is performing that once in a lifetime solo, just remember that flashes from cameras or standing in the aisle to film the event is very distracting to the performer(s) and to audience members.
3. Concentration – Performers use concentration to focus their energy on stage. If the audience watches in a concentrated, quiet way, this supports the performers and they can do their best work. They can feel you are with them!
4. Quiet – The theater is a very “live” space. This means that the sound carries very well, usually all over the auditorium. Theaters are designed in this way so that the voices of the singers and actors can be heard. However, it also means that in an audience, whispering, rustling of papers, laughing, or speaking can be heard by other audience members and by the performers. This destroys everyone’s concentration and can spoil the performance.

E. Calendar for District-Wide Events

Days and dates for school events are posted on the district web site. We recommend that you check regularly as this is updated throughout the school year.

SECTION XXII: SCHOOL BUS RIDER POLICY

The students should be on time at the designated school bus stops and wait until the bus comes to a complete stop before attempting to board.

While on the bus, students must keep hands and head inside the bus at all times. In the event that seat belts are available, students must utilize them. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted. Students are expected to conduct themselves on the buses just as they would in school. The bus driver is in complete charge and is authorized to handle all situations involving potential danger occurring inside or outside the bus. Drivers make reports regarding student conduct directly to the appropriate administrator.

A. Rules and Regulations for Students Riding School Buses

1. The driver is in full charge of the bus and students. The students must obey the driver promptly and willingly.
2. School and district rules/regulations apply on the school bus.
3. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities.
4. Students in grades K-12 may get off at a place other than their own regular stop only with written permission provided by their parent/guardian and submitted to the main office.
5. If a seat is assigned to a student, the student must sit in that assigned seat.
6. Students will:
 - a. Sit properly in their seats.
 - b. Refrain from throwing objects in/out of the bus.
 - c. Keep their hands to themselves.
 - d. Be courteous and respectful to their fellow passengers.
 - e. Use appropriate language.
 - f. Keep the bus clean of refuse.
 - g. Speak in a quiet tone of voice.
7. No student will use tobacco or strike a flame on the school bus.
8. No pupil shall at any time extend his head, hands, arms or objects out of the window while on the bus. Windows shall not be opened more than 6 inches at any time.
9. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, any type of animal, with exception of a service animal, is not permitted on the bus.
10. Each student must see that his/her books and personal belongings are kept out of the aisle.
11. No student will be allowed to talk to the driver more than is necessary.
12. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
13. Students are to remain seated while the bus is in motion and are not to get on or off the bus until the bus is at a complete full stop.
14. Students must leave the bus in an orderly manner.
15. Students must always cross in front of the bus only, never behind it.
16. Students should leave home early enough to arrive at the bus stop before the bus is due.
17. Students must not be standing or playing in the road while waiting for the bus to arrive.

18. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing, touching and shoving other students. Students in violation are subject to disciplinary action.
19. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
20. The school district will hold the student or parent(s)/guardian responsible for damage to school buses caused by the student. (Restitution).
21. Students may not use radios or stereo equipment while on the school bus unless the device is being used with headphones.
22. Students may not call out from the bus.
23. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

SECTION XXIII: LUNCH PROGRAM

Students have the option to purchase a meal or to bring lunch from home. For a free or reduced price lunch: applications for all students, including those eligible the previous year, must be completed and returned each year for approval in order to be eligible. Forms are distributed early in September to all students. Well-balanced and nutritious lunches are served daily. Menus are published to keep you aware of daily servings.

A. Cafeteria Rules and Regulations:

1. Please walk into the cafeteria on time, place your books at the seat where you will eat your lunch, then walk to line and wait your turn. Never be rude and disrespectful by cutting in line or making your own way to the front ahead of others.
2. Always display proper manners when requesting your lunch from the cafeteria workers. If you do not, you will not be served lunch until all others have been served.
3. Do not take excessive amounts of ketchup, mustard, etc. Try not to be wasteful or play with the food.
4. When you sit at your table, you become responsible for keeping it clean. Never throw food nor drink; if you do, you will be responsible for cleaning it.
5. Never leave your tray at or under the table. Always empty the tray in the garbage and bring it to the tray deposit area.
6. No matter where you sit, each and every student at the table is responsible for cleaning their entire table. Never shove your tray to someone else. You are responsible for your own tray before you leave.
7. Stay in your seat until dismissed by the bell. Do not get up early and congest the exit doors.
8. You are permitted to go just outside the cafeteria doors during warm, dry weather. You must stay between the two cafeteria doors. Never go to the cars, parking lot, or leave the sidewalk area just outside the cafeteria.
9. You are expected to arrive at the cafeteria on time. Loitering at lockers and/or spending the lunch period in the bathroom is not permitted.
10. Leaving the school grounds during lunch will result in an out of school suspension.
11. If you have a problem with another student, immediately see a teacher. If you fight, you will be suspended. You must practice the 'walk-away' policy.
12. No gum chewing in the cafeteria. Never put gum on the food trays.
13. You are asked to be a responsible student and follow all cafeteria regulations. Failure to do so will initiate disciplinary action.

14. Food and beverages of any kind are not permitted outside the cafeteria. This includes hallways and classrooms.
15. No outside food or beverage is allowed to be delivered to the cafeteria.

SECTION XXIV: LIBRARY

A. Rules and Regulations:

1. Students must report on time to the library with a pass.
2. Upon arrival and departure students must sign in and out of the library
3. Students will keep noise to a minimum, keeping in mind that there are other students and classes using the space.
4. Students may not eat or drink in the library.
5. Students may not abuse or disturb library materials.
6. Students may not throw any objects in the library.
7. Students are responsible for keeping the library neat and clean.
8. No student may leave the library before the end of the period without obtaining written permission from the Librarian/Teacher on Duty
9. Students may not disturb other students.
10. Students may come to the library during their lunch period before the late bell and must stay the entire period.
11. Failure to obey the above regulations will result in suspension of library privileges
12. Students must sign-out laptops in order to use them. When there are classes scheduled for the library these students will have first access to the laptops, after all students have signed out laptops the remaining laptops will be available to students who come in with passes.

Students are responsible for the books checked out in their names. Library fines are imposed for damaged library books, books returned late, and lost books. Failure to comply with regulations may result in withholding report cards, and/or transcripts. The fine for overdue books is 10 cents per day.

SECTION XXV: WEAPONS

The Board of Education prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal or designee or immediate supervisor. The Principal or designee or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the weapon has been taken into custody by a law enforcement officer, the Principal or designee or immediate supervisor shall immediately store any confiscated weapon in a securely locked box or container and report the presence of the weapon to the Superintendent. The Superintendent shall promptly notify, by telephone call and by letter, the Chief of Police of Belleville that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.

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

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

Any pupil who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act).

Pupils with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy No. 2460 and Regulation No. 2460.6.

Nothing in this policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.

Any pupil requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611. The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

B. Child Find Services

Annually, the Belleville Department of Special Services conducts a Child Find awareness campaign. Child Find is a free referral service and public awareness campaign to assist in the identification of unserved/underserved youth with a delay or disability from three to

twenty-one years of age. Families of un-served children from ages three through twenty-one who are in need of special education and related services or are concerned about their child's development are to contact the Department of Special Services at 973-450-3500 option 8.

SECTION XXVI: INTERNET/E-MAIL POLICY

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 pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils 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 networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and 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.

The following prohibited behavior and/or conduct using the school district's networks/computers, include but is not limited to, the following:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
3. Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
4. Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
5. Depicting, describing, or representing 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;
6. Cyberbullying

7. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
8. Harassing, insulting, or attacking others;
9. Damaging computers, computer systems, or computer networks/computers;
10. Violating copyright laws;
11. Using another's password;
12. Trespassing in another's folders, work or files;
13. Intentionally wasting limited resources;
14. Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided
15. Employing the computer networks for commercial purposes.

A. Internet Safety

Compliance with Children's Internet Protection Act: As a condition for receipt of certain Federal funding, the school district has technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter material or visual depictions that are obscene, child pornography and harmful to minors as defined in 2, 3, 4, 5, 6, and 7 above and in the Children's Internet Protection Act. The school district will certify the schools in the district, including media centers/libraries are in compliance with the Children's Internet Protection Act and the district complies with and enforces Policy and Regulation 2361.

Compliance with Neighborhood Children's Internet Protection Act: Policy 2361 and this Regulation establish an Internet safety protection policy and procedures to address:

1. Access by minors to inappropriate matter on the Internet and World Wide Web
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking" and other unlawful activities by minors online
4. Cyberbullying;
5. Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
6. Unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and
7. Measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding the material or visual depictions defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine Internet material that is inappropriate for minors.

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 protection policy -

B. Information Content/Uses of the System

Pupils may not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane, or sexually offensive to a reasonable person, or which, without the approval of the Superintendent of Schools or designated school district personnel, contains any advertising or any solicitation to use goods or services. A pupil cannot use the facilities and capabilities

of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) should be advised the Board and school district personnel have no control over content. While most of the content available on the Internet is not offensive and much of it is a valuable educational resource, some objectionable material exists. Even though the Board provides pupils access to Internet resources through the district's computer networks/computers with installed appropriate technology protection measures, parents and pupils must be advised potential dangers remain and offensive material may be accessed notwithstanding the technology protection measures taken by the school district.

Pupils and their parent(s) or legal guardian(s) are advised some systems and Internet sites may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material. The Board and school district personnel do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having Internet access available to their children at home should be aware of the existence of such materials and monitor their child's access to the school district system at home. Pupils knowingly bringing materials prohibited by Policy and Regulation 2361 into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts or access on the school district's computer networks and their independent use of computers.

C. On-line Conduct

Any action by a pupil or other user of the school district's computer networks/computers that is determined by school district personnel to constitute an inappropriate use of the district's computer networks/computers or to improperly restrict or inhibit other persons from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending person's access and other consequences in compliance with Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal or offensive material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, State or Federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Pupils and their parent(s) or legal guardian(s) specifically agree to indemnify the school district and school district personnel for any losses, costs, or damages, including reasonable attorneys' fees incurred by the Board relating to, or arising out of any breach of this section by the pupil.

Computer networks/computer resources are to be used by the pupil for his/her educational use only; commercial uses are strictly prohibited.

D. Software Libraries on the Network

Software libraries on or through the school district's networks are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of appropriate school district personnel. Any software having the purpose of damaging another person's accounts or information on the school district computer networks/computers (e.g., computer viruses) is specifically prohibited. School

district personnel reserve the right to refuse posting of files and to remove files. School district personnel further reserve the right to immediately limit usage or terminate the pupil's access or take other action consistent with the Board's policies and regulations of a pupil who misuses the software libraries.

E. Copyrighted Material

Copyrighted material must not be placed on any system connected to the computer networks/computers without authorization. Pupils may download copyrighted material for their own use in accordance with Policy and Regulation 2531 Use of Copyrighted Materials. A pupil may only redistribute a copyrighted program with the expressed written permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author or authorized source.

F. Public Posting Areas Message Boards, Blogs, Etc.)

Messages are posted from systems connected to the Internet around the world and school district personnel have no control of the content of messages posted from these other systems. To best utilize system resources, school district personnel will determine message boards, blogs, etc. that are most applicable to the educational needs of the school district and will permit access to these sites through the school district computer networks. School district personnel may remove messages that are deemed to be unacceptable or in violation of Board policies and regulations. School district personnel further reserve the right to immediately terminate the access of a pupil who misuses these public posting areas.

G. 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 pupil who misuses real-time conference features (talk/chat/Internet relay chat).

H. Electronic Mail

Electronic mail ("email") is an electronic message sent by or to a person in correspondence with another person having Internet mail access. The school district may or may not establish pupil email accounts. In the event the district provides email accounts, all messages sent and received on the school district computer networks/computers must have an educational purpose and are subject to review. Messages received by a district-provided email account are retained on the system until deleted by the pupil or for a period of time determined by the. A canceled account will not retain its emails. Pupils are expected to remove old messages within fifteen days or school district personnel may remove such messages. School district personnel may inspect the contents of emails sent by a pupil to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the policy, regulation, or other laws and regulations of the State and Federal governments. The Board reserves the right to cooperate fully with local, State, or Federal officials in any investigation concerning or relating to any email transmitted or any other information on the school district computer networks/computers.

I. Disk Usage

The district reserves the right to establish maximum storage space a pupil receives on the school district's system. A pupil 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 pupil who remains in noncompliance with the storage space allotment after seven school days of notification may have their files removed from the school district's system.

J. Security

Security on any computer system is a high priority, especially when the system involves many users. If a pupil identifies a security problem on the computer networks/computers, the pupil must notify the appropriate school district staff member. The pupil should not inform other individuals of a security problem. Passwords provided to pupils by the district for access to the district's computer networks/computers or developed by the pupil for access to an Internet site should not be easily guessable by others or shared with other pupils. Attempts to log in to the system using either another pupil's or person's account may result in termination of the account or access. A pupil 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 pupil 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.

K. Vandalism

Vandalism to any school district owned computer networks/computers may result in cancellation of system privileges and other disciplinary measures in compliance with the district's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other computer networks/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

L. Printing

The printing facilities of the computer networks/computers should be used judiciously. Unauthorized printing for other than educational purposes is prohibited.

M. Internet Sites and the World Wide Web

Designated school district personnel may establish an Internet site(s) on the World Wide Web or other Internet locations. Such sites shall be administered and supervised by designated school district personnel who shall ensure the content of the site complies with Federal, State, and local laws and regulations as well as Board policies and regulations.

N. Violations

Violations of the Acceptable Use of Computer Networks/Computers and Resources Policy and Regulation may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and/or Regulation, 2361-Acceptable Use of Computer Networks/Computers and Resources, 5600-Pupil Discipline/Code of Conduct, 5610-Suspension and 5620-Expulsion as well as possible legal action and reports to the legal authorities and entities.

O. Determination of Consequences for Violations

The particular consequences for violations of this Policy shall be determined by the Principal or designee. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities is the appropriate course of action.

Individuals violating this Policy shall be subject to the consequences as indicated in Board Policy and Regulation 2361 and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

SECTION XXVII: STUDENT SERVICES DEPARTMENT

A. School Counseling

The counseling program addresses the academic, career and personal/social development of all students. Counselors assist with the challenges of college admissions, financial aid, scholarships and entrance into the world of work.

B. Parent/Teacher Conferences

The Board of Education endorses the parent-teacher conference as an effective means of permitting parent(s) or legal guardian(s) and teachers to share information about pupils and the educational program in a constructive setting.

The Superintendent is directed to schedule parent-teacher conferences at such times as will permit the maximum attendance of parent (s) or legal guardian(s), including working parent (s) or legal guardian(s); to encourage the participation of parent(s) or legal guardian(s); and to provide in-service training to teachers to assist them in making most effective use of the conference.

C. The Family Educational Rights and Privacy Act (FERPA)

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of pupil records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult pupil's consent to officials of another school district in which a pupil seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult pupil of the records request unless it states in its annual notification that it intends to forward records on request.

SECTION XXVIII: SUPPORTIVE INSTRUCTIONAL SERVICES

Title 1 Intervention, Basic Skills Instructional Program (BSIP), English as a Second Language (ESL) for English Language Learners (ELLs), Gifted & Talented, and Special Education programs and services are available for those students who meet the established eligibility criteria.

SECTION XXIX: RESIDENCY/NON-RESIDENT POLICY

The Belleville Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

A. Eligibility to Attend School

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1.

B. Removal of Currently Enrolled Students

Nothing in N.J.A.C. 6A:22 et seq. and this Policy shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3.

C. Children Who Anticipate Moving to or from the District

Students whose parent or guardian have moved away from the school district on or after April 1 and twelfth grade students whose parent or guardian have moved away from the school district on or after January 1 will be permitted to finish the school year in this school district without payment of tuition.

SECTION XXX: WORKING PAPERS

Belleville students fourteen years of age or over may obtain working papers by applying at the BHS Student Services office.

1. Promise of employment
2. Approval by your physician
3. Proof of age (birth certificate).
4. Parent signature if the student is a minor
5. The school district is not responsible for furnishing copies of physicals.

SECTION XXXI: EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, Vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability.

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, socioeconomic status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized.

A pregnant pupil who does not wish to attend regular classes or is physically unable to do so during her pregnancy may, with her consent, be assigned to an alternate instructional program which may include home instruction or a program offered by another school district or institution. The parent(s) or legal guardian(s) of a pregnant pupil under eighteen years of age shall be notified of any change in the pupil's regular educational program. A pupil who has received an alternate instructional program for reasons associated with pregnancy shall be readmitted to the regular program upon her request and the written statement of her physician that she is physically fit for attendance.

A. Equity in Guidance Programs and Support Services

The school district will ensure the guidance program and support services provide access to adequate and appropriate counseling services for all students, including, but not limited to, minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

B. Equity in Physical Education Training

All school district physical education programs will be co-educational with any exceptions to be in accordance with Federal and State laws and regulations.

C. Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have

relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

SECTION XXXII: DEPARTMENT OF SPECIAL SERVICES

The Department of Special Services provides services to students with special needs between the age of three and twenty-one. Students with disabilities who are in need of special education and related services, regardless of the severity of their disabilities, are identified and evaluated according to N.J.A.C. 6A:14. The department is dedicated to providing an overall system that connects and communicates in such a way that all children with special needs are served appropriately within the context of the least restrictive environment. There are a variety of services available including, but not limited to, child study team consultation, evaluation, and case management, along with special education and related services.

The Child Study Team (CST) services are conducted by team members including school psychologist, learning disabilities teacher/consultant, school social worker and/or speech language specialist. Recommendations regarding the child are made by the child study team members, the parent(s)/guardian(s) and any relevant individuals having knowledge of the child.

The continuum of Special Education services spans a variety of placements including in-class resource programs, pull out replacement resource center classes and self-contained classes, both in and out of district, as well as home instruction as needed. Our focus is to educate students with disabilities in the least restrictive environment to the maximum extent appropriate with their non-disabled peers. Differentiated instruction is emphasized throughout all our programs.

In addition, related services offer support and remedial services through supplemental instruction. Related services include speech and language therapy, occupational therapy, physical therapy and counseling – all delivered by certified therapists in their respective disciplines.

The department emphasizes compliance with Federal and State mandates; direct parent and staff educational opportunities in special education; identification of preschool children with special needs and provision of inclusive preschool experiences for them; transition planning services; and improved flow and accessibility of information to parents.

SECTION XXXIII: HEALTH SERVICES

The Belleville Board of Education maintains health services for students who are injured or become ill during school hours.

In order to care for each student properly, the parent/guardian is required to:

1. Update Emergency Contact Information ANNUALLY and as needed
2. Renew medical notes and medication forms ANNUALLY and as needed
3. Advise nurse and update notes if any change in student's health status occurs

A. Illness/Injury Procedures

1. These regulations apply when a student, staff member, visitor, or other person on school grounds or during a school-sponsored event, activity, or field trip is injured or becomes suddenly ill. A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.
2. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal or designee.
3. If it is evident the illness or injury is serious and immediate medical attention may be required, emergency medical assistance shall be immediately summoned by a telephone call to 911.
4. The injured or ill person shall be examined for any obvious injuries or health problems.
5. The injured or ill person shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
6. The injured or ill person shall not be moved, except as may be necessary to remove the person from a dangerous environment.
7. The injured or ill person should be made as comfortable as possible, without moving him/her.
8. No food or liquid should be given to the injured or ill person except on the orders of the school nurse or another medical professional.
9. The injured or ill person shall be informed when emergency medical assistance has been contacted.

B. Transportation Home

1. Students who do not report to the nurse, but call the parent/guardian and request them to come to school to sign them out will be unexcused in missed classes.
2. It remains policy that the responsible adult signs out the student.
3. At the discretion of the nurse/administrator and parent/guardian student may be given permission to walk/drive self-home.
4. In the event of an early release from school due to doctor's appointment or family emergency, the above procedures will be followed for transportation home. Requests for early release must be done in writing by parent/guardian and followed up by a phone call to the Main Office.
5. Students who have been absent for reasons of surgery, injury, communicable disease or bedside tutoring must report to the health office upon their return to school. A medical release must be given to the nurse at that time. A doctor's note is required if a student requires crutches, braces, early class release, elevator use or gym excuses. Note must state reason and specific dates for these accommodations.

C. Medication Administration

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many pupils with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of pupils. The Board will permit the administration of medication in school in accordance with applicable law.

Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school sponsored functions will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Superintendent or Designee prior to any administration of medication or delivery of the medication to the school. The Superintendent may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
 - a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
 - b. The parent will be informed of a reason for a denied request.

D. Pupil Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the self-administration of medication by a student for asthma, or other potentially life-threatening illnesses, a life-threatening allergic reaction, or adrenal insufficiency provided that:

1. The parent of the student provide the Principal written authorization for the self-administration of medication;
2. The parent of the student provide the Principal with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness, is subject to a life-threatening allergic reaction, or has adrenal insufficiency and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;

- e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued, if applicable;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. The Principal informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medications by the student;
 4. The parent of the student signs a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student; of the student must provide the Board written authorization for the self-administration of medication;
 5. The parent's written authorization and the physician's written certification is reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of a reason for a denied request;
 6. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
 7. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements regulation R 5330.

E. Emergency Administration of Epinephrine

A parent may provide the Principal authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:

1. The parent provides the Principal a written authorization for the administration of epinephrine
2. The parent is informed in writing by the Principal that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
3. The parent sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
4. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through c. above.

5. The placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
6. The school nurse or trained designee be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
7. The transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
8. The school nurse or a trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined in Regulation 5330 - Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 - Section C.1. when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
9. Each school in the district maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, or advanced practice nurse and is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

F. Custodianship of Medication

Medications to be administered by the school nurse or a registered nurse:

1. All medications must be delivered to the school by the parent.
2. All medications must be in the original container, with the prescription information affixed.
3. The school nurse shall be custodian of students' medication, which will be properly secured.
4. Any unused medication must be picked up by the student's parent.
5. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

G. Health Exams/Screenings/Immunization

1. Physical exams are required upon entry into the Belleville School district. Physical must be dated no more than 365 days prior to entry. Physicals for grade 10 are highly recommended. Physicals are required by the School Athletic Office for participation in sports.
2. Health Screenings for vision/hearing and scoliosis will be completed in accordance with district policy.
3. By law, immunizations are required in order for students to remain in school. Records of immunizations obtained from private physicians should be sent to the School Nurse to update records.

H. Pediculosis (Lice Infestation)

1. When a case of pediculosis is suspected, the school nurse will examine the individual. If lice infestation is found, that person shall be excluded.

2. Others in the school who may have been in close contact with the infected person will also be examined. Any additional people found to be infected would also be excluded.
3. The parents/guardians will be notified immediately and advised to contact the family physician/pharmacist to receive instruction for treating the problem.
4. After the treatment, a parent/guardian must accompany the student to the nurse's office. Re-admittance is under the nurse's discretion.

SECTION XXXIV: Emergency School Closing

Emergency schedule procedures can occur at any time and can be caused by weather conditions, police emergencies like power lines down, major gas leaks, etc. We strongly recommend that you keep this information handy and check the cable channel WBHS for emergency announcements and the emergency call system each morning as children are preparing for school. It is also critical that you make sure that your school has up-to-date emergency numbers with which they can contact you or an authorized adult in an emergency. Be sure to contact your school any time your phone numbers change.

There are three ways of dealing with inclement weather. School can be closed, the opening of school can be delayed, and school can be closed early (early dismissal).

If the weather forecast calls for severe weather conditions, the decision to close schools is relatively easy. When the weather is threatening, the decision is more difficult. At times, the weather during the morning commute is poor but the forecast calls for moderating temperatures, meaning the weather is expected to improve throughout the day. When this occurs, we may require a delayed opening.

Delayed Opening Schedule

1 ½ Hour Delayed Opening- Start time 9:27 AM

Note: Students who are transported should be at their pickup 1 1/2 hours later during a delayed opening schedule.

For severe weather conditions like extreme heat, winter storms, hurricane conditions, or a non-weather related emergency that occurs after children are in school, an early dismissal may be required. While every effort will be made to provide parents with notice the day or evening before, it is possible that an early dismissal can be called on the morning of the emergency event. We strongly recommend that parents/guardians monitor weather conditions on a regular basis to better anticipate possible school schedule changes.

For an early dismissal, the "half-day" schedule is used.

Students dismissed at 12:15 p.m.

Note: Bus stop drop-off times are moved up in accordance with the early dismissal.

The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. Notice to television and radio stations shall be by telephone call, with appropriate code, to the following stations. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:

www.bellevilleschools.org

Disclaimer

The procedures and policies stated in this document (other than those mandated by NJ statute) are subject to change during the school year at the discretion of the Belleville Board of Education and/or the high school administration



Approved By Belleville Board of Education