

BUENA REGIONAL HIGH SCHOOL



Mr. Moses White
Principal

Mr. Jared Toscano
Vice Principal

Mr. Eugene McDermott
Supervisor of Student Services

Mr. David Albertson
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Name of Student

Locker Number

Homeroom Teacher's Name – Room #

Philosophy

The Administration and Faculty of Buena Regional High School believe that our ultimate goal is to provide educational experiences within the context of a multicultural setting that will enable each student to become college or career ready. Further, the staff will strive to assist each student in the development of the social skills and moral attitudes needed to successfully meet the challenges of a complex and dynamic world. Additionally, the staff will endeavor to cultivate an appreciation of cultural and aesthetic values in order to empower each student to make choices indicative of a knowledgeable, contributing member of a democratic society.

The school, as the educational nucleus of the community, should reflect the needs and aspirations of the communities it serves. To this end, the school will promote activities that will maximize individual talents while encouraging students to make responsible application of these skills and talents through acceptable citizenship in the community. It is therefore, incumbent that the school's curriculum provides for the college bound as well as those entering the labor market upon graduation from high school.

Whatever direction the student chooses, the staff should endeavor to help each student become a thinking, compassionate person prepared to meet the challenges of school and life.

Goals

- To develop the student's sense of self-discipline and appreciation for learning in present and the future.
- To help the student acquire the knowledge, skills, and outlook necessary to be a valuable and competitive member of the global economy.
- To provide the student with diverse experiences and opportunities to meet the needs of the multi-cultural heritage of the community.
- To develop the student's sense of self-respect and mutual respect regarding different socio-cultural groups within the community and the world.
- To encourage the use of talents and inspire creative expression in and appreciation of the language, practical and aesthetic arts.
- To provide opportunities for the development of the student's character, sense of self-worth and knowledge of his/her mental, spiritual, physical and emotional health.
- To develop an opportunity for application of technology in its ever-changing forms.
- To help every student develop critical thinking skills which are crucial in a rapidly changing world.
- To ceaselessly encourage our dedicated staff members to utilize opportunities for keeping abreast of new trends in education.

ATTENDANCE POLICY

Regular attendance in classes is a prerequisite for receiving a thorough and efficient education. If a student must be absent, the student and his/her parents must comply with the provisions of the Buena Regional High School's (BRHS) Attendance Policy. It is the intention of this policy that the total of unexcused absences per course will provide more than adequate consideration for normal illnesses that do not require a doctor's note or other unavoidable occurrences.

Ten (10) unexcused absences are allowed before a student enters loss of credit status for the school year. Each day of additional unexcused absence over the allowable limit (up to 10) must be made up in the **Summer Attendance Make-Up** program. One day of summer credit completion (four hours) equals one day of school. Any student over the allowable limit of unexcused absences by more than ten days (over 20 total days) will be denied credit in all courses for the school year. Parents will be notified by mail when a student's unexcused absences reach five (5), eight (8), and ten (10) days.

The BRHS policy distinguishes excusable absences as follows:

- A. Illness verified with a doctor's note, which must be submitted to the Attendance Office within 48 hours of the student's return to school. It is the student's responsibility to submit the note; the Attendance Office will not request it.

- B. Religious holidays, court appearances, illness or death in the family, college visitations (maximum two (2) excused days per visit), parental requests written prior to absence (pre-approved by the Administration). Also, where appropriate, absences in consideration of an Individualized Education Programs (I.E.P.), school-sponsored field trips and any other reasons at the discretion of the Administration.

In each situation, documentation must be provided within 48 hours of the student's return to school or the day(s) will be counted unexcused. All documentation must be brought to the Attendance Office.

Long term or chronic illness, surgery, accidents or illness with long recuperation periods should be brought to the immediate attention of the Attendance Office. This will allow for the absences to be excused and, if necessary, for home instruction to begin.

Absence Verification

In addition to the required note to be brought in to school following each absence, parents should call their child in sick. If no phone call is received the school will make every effort to reach the parent at home or place of work to verify the absence. When no phone number is on record, the school's truant officer may be used to verify the absence. School officials, including the school nurse, may opt to verify doctor's notes at their discretion.

Exclusion/Suspension

Reasons for exclusion may be medical or disciplinary. If a student is excluded from school for those reasons, those days are not counted as part of the ten days. Both in and out of school suspensions are counted as disciplinary absences.

Illness in School

Students who become ill in school are to report to the school nurse with a pass from their teacher. In the event that the nurse is not in her office, the student must report to the main office.

The nurse will provide the proper care and make arrangements with the parent/guardian for the student to go home when it is necessary.

Never stay in the lavatory because you do not feel well. Always report to the teacher, nurse, or main office. It is a class cut to do otherwise. Never leave the school because of illness without reporting to and receiving an early dismissal from the nurse or main office. This is a violation of school policy.

A student will be credited with an absence in all classes missed while at the nurse's office. If it is the nurse's discretion that a student should go home the absence will be excused.

If the school nurse feels that a student is not in a condition that requires early dismissal and should return to class, the student must do so. If the student requests from the Administration that he/she go home ill, the Administration will notify the parent and discuss the matter. However, if the parent chooses to come in and sign the student out through Early Release, the day will be counted as an unexcused absence if the student has not completed the state mandated four hours of instruction to count as a full day.

Early Release

Any student wishing to be dismissed early from part of the school day must present a properly signed request from their parent/guardian to the Attendance Office before 738am. Dismissal for part of the school day will be granted for the following reasons:

1. Medical appointments, which cannot be arranged at other times.
2. Family emergencies.
3. Participation in religious observances.
4. State Driver's Test with verification of appointment.
5. Any other reason which will be recognized only at the discretion of the School Administration.

Unless other arrangements have been made with the School Administration prior to the early dismissal, students will only be released to their parents/guardians. Parents may be asked to provide identification before the student will be released. Parents and students must sign out of school through the Attendance Office at the requested dismissal time.

Incomplete School Day

All students must attain the state-mandated minimum of four (4) hours of school per day. Students arriving late to school who have a verified medical appointment or State Driver's Test will be marked excused tardy for the purpose of this policy.

Students will be charged with an absence and become subject to the discipline code for the following offenses:

- Early Release students who leave without permission prior to scheduled release time.
- Full time students who leave school without permission.
- P.M. Vocational students who arrive late to school or who leave early without permission.
- Students who are present for vocational school, but absent at Buena Regional High School.

Absences and Participation in School Events, Field Trips, School Activities and Athletics

Students who are in violation of the school's stated Attendance Policy will not be permitted to attend any school-sponsored field trips, belong to a school activity or athletic team.

On the weekend of holiday performances, the student must be in attendance the last day of school preceding the weekend or holiday in order to participate in the performance unless the reason for the absence has been approved in advance by an Administrator.

Students must put in a complete school day in order to be eligible to participate in any extra-curricular school activity or practice (see page 4). Special permission may be granted by an Administrator.

Home Instruction

Home instruction shall be assigned to pupils meeting current regulations pertaining to such assignment as determined by the School Administration. Pupils assigned to home instruction shall be so indicated on the school attendance records. Assignments for Home Instruction are carried out through the Guidance Office.

Consecutive and/or Cumulative Absences

Any student who has missed three consecutive days and does not appear on home instruction and/or is not medically verified as incapacitated will be issued written notification to report back to school within three school days. In addition, State statutes mandate the following:

- 1A. Students below the compulsory school age of sixteen (16), who have accumulated up to four (4) cumulative unexcused absences, shall then have presented to their parents a formal notice to cause the child to attend school. (NJAC 6A:16-7.8(a)(4)(i)). An investigation will be conducted to determine the cause of each of the absences including parental contact.
An action plan will be developed to address the pattern of unexcused absences and to have the student return to school and maintain regular attendance.
- 1B. Students below the compulsory school age of sixteen (16), who have accumulated between five (5) and nine (9) cumulative unexcused absences, shall have presented to their parents a formal notice to cause the child to attend school. A follow –up investigation will be conducted to

determine the cause of each of the absences including parental contact. The previously developed action plan will be re-evaluated and/or revised as necessary. The student will be referred to the Intervention and Referral Services Team, pursuant to NJAC 6A:16-8.

- 1C. Students below the compulsory school age of sixteen (16), who have accumulated over ten (10) cumulative unexcused absences, shall then be considered **truant** and have presented to their parents a formal notice to cause the child to attend school. In addition, the case will be referred to the Atlantic County Juvenile-Family Crisis Intervention Unit, pursuant to NJAC 16A:16-7 as well as submitted to Buena Vista Township Court, pursuant to NJSA 18A:38-28 through 31.
2. Students above the compulsory school age of sixteen (16), not immediately complying with the notice to return to school may be dropped from the rolls of the school. A written petition may be presented to the Principal requesting reinstatement. Each case will be reviewed by the merits of the petitioner.

Students above the compulsory school age of sixteen (16), who accumulate over twenty (20) cumulative unexcused absences will be dropped from the rolls of the school. Request for readmission will be determined only upon petition to the Principal. Each case will be reviewed on an individual basis in accordance with due process procedure.

Tardy To School/Early Dismissal Policy

Regular attendance in all classes is imperative to ensure that students will receive a thorough and efficient education. Lateness to school and excessive early dismissals disrupt the educational process.

Students who arrive after the start of homeroom 7:40 are considered late to school and must pick up a late slip from the attendance clerk. Students who arrive after 10:15AM during a regular school day will be considered absent due to state law. Students may be signed in at the late booth by their parent/guardian up to a limit of seven (7) times during the school year, and each will be considered excused. After the seventh time, however, students will be charged with an unexcused tardy, even if they are signed in by a parent. Parents/guardians may sign their child out early a maximum of seven (7) times and each will be considered excused. After the seventh time, however, students will be charged with an unexcused early dismissal, even if they are signed out by a parent. Parents are therefore urged to use this sign-in/sign-out privilege wisely.

Tardies/Early Dismissals that will be excused with a parent's signature are:

- Verified doctors or dental appointments
- The State Driver's Test
- Extreme emergency circumstances as determined by the School Administration.

The BRHS policy is:

Upon reaching five (5) unexcused lates or five (5) unexcused early dismissals the student will be assigned one day of Administrative Detention resulting in parent telephone contact and a written notification sent home. Upon reaching ten (10) unexcused lates or early

dismissals the student will be assigned one (1) day of A.L.L. resulting in parent telephone contact and a written notification sent home. Upon reaching fifteen (15) unexcused lates or early dismissals the student will be assigned three (3) days of A.L.L. resulting in a parent telephone contact and a written notification sent home. In addition, upon reaching the 15th unexcused late or early dismissal the student will accrue one (1) day of unexcused absence, loss of driving privilege and senior privilege if applicable, and a written notification will be sent home. Thereafter, every five (5) additional unexcused lates or early dismissals after the 15th will result in the same consequence as with the fifteenth.

Please Note - Once the total cumulative unexcused days of absence exceeds the permitted limit of ten (10), which may be the result of absences, lateness, or a combination of both; a student will be assigned to **Summer Attendance Make-Up, accordingly. When a student has accumulated twenty-five (25) cumulative, unexcused lates, the situation may be reported to the Division of Youth and Family Services.**

Seniors in Violation of the Attendance Policy

Any senior who has successfully completed course requirements, but is in violation of the Attendance Policy will have credits for those courses withheld and will not be allowed to participate in graduation ceremonies. Once the required attendance make up has been satisfied the student will receive his/her diploma. Seniors who have Senior Release will receive an unexcused absence if they do not put in a complete school day (see page 4).

Loss of Credit Due to Excessive Absences

Course credit may be withheld for excessive absences from school / class. Loss of credit (LoC), because of excessive absences, takes place only when a student is receiving a passing grade at the time, and is reported on record as "NC" (No credit) and on the report card as "NC" in the marking period that the loss of credit occurred.

Students who exceed the state absence limits in any course will be considered in LoC status and may lose credits for that course(s). Students are considered in a loss of credit when the total number of their unexcused absences reaches three (3) in a quarter course, five (5) in a semester course, and ten (10) in a yearly course. Students may appeal LoC status using the attendance appeal procedures (see Attendance Appeals). All lost course credit should be recovered using summer coursework / credit offerings via pre-approved course offerings from an accredited school district or online course. The guidance office will be able to determine course recovery offerings acceptable to Buena Regional High School.

Students who have achieved a LoC status within the elapse of one-third (1/3) of the elapse of a quarter, semester or yearly course may drop the course after meeting with, and receiving approval from, their counselor who will determine that such a drop is sensible and feasible.

Make-Up for Class Absences

Students will be provided an opportunity to complete assignments missed because of excused absences. The rule of thumb for the time allowed to make up work missed is equal to the amount of time absent. Arrangements to make up the work are the responsibility of the student. Extended time may be granted by the respective teachers for a maximum of five days.

Students who choose to cut class, are truant, or leave school without permission may not make up work missed during these infractions.

Students may complete assignments for time missed because of actions initiated by the authorities of the school, for example, out of school suspension.

Truancy

Truancy is a student absence from school without the knowledge of parents and/or school authorities. *Students who leave school without permission while school is in session will be considered **truant**.*

Under no circumstances will students make arrangements with parents or friends to take them from school without having been properly cleared by the School Administration.

In addition, truancy is recorded as unexcused absence and is also subject to the discipline code.

Physical Education Excuse

State law requires that every student participate in physical education. For those pupils who are physically unable and need to be excused from physical education, a statement must specify the reason for the request and the length of time the pupil is to be excused. Such excuses are to be presented to the school nurse before homeroom and before a physical education classroom is missed.

Every pupil who is not excused must participate in physical education classes. A temporary excuse for one day may be obtained from the nurse before first period.

Attendance Appeals

It is recognized that unforeseen circumstances may create hardships related to the implementation of this policy. Therefore, an appeal will consider individual request for relief from the provisions of the Attendance Policy.

1. Request for Hearing

A written request for a hearing must be presented to the Vice Principal by the parent, guardian, or student during the mandated appeals period usually in May (further information is available in the Attendance Office) or within five days of notification of no-credit status. The student will be permitted to attend classes until the appeal process is completed. However, if a student on no-credit status continues to amass excessive absences, he/she may be dropped from the rolls.

2. Appeals Committee

The Appeals Committee will consist of the Vice Principal, the student's guidance counselor (or appropriate representative), and at least two classroom teachers.

3. Further Appeals

- a. Appeals to the Principal relating to the decision of the committee must be made in writing to the Principal within five school days of the Appeal's Committee's decision.

- b. Appeals to the Superintendent of the Schools relating to the decision of the Principal must be made in writing within five school days of receipt of the Principal's decision.
- c. Appeals to the Board of Education relating to the decision of the Superintendent must be made to the President of the Board of Education within five days. The President shall cause an immediate investigation by a standing committee.
- d. Board of Education decisions may be appealed to the Commissioner of Education.

GENERAL INFORMATION

Visitors to BRHS

Permission is usually extended to visit the Main Office, Guidance Department, Attendance and Health Offices. All visitors to BRHS must report to the security desk to sign in before reporting to any other part of the building. Visitors must wear their visitor passes at all times.

Please Note - Visiting of classroom teachers is not permitted during classroom hours.

Students are **NOT** to bring visitors into the school with them during the school day. (A court complaint may be signed against the intruder.)

Emergency School Closing

In the event of inclement weather or any other emergency, please observe the following media outlets for emergency closing information:

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| KWY | Global-Connect Message |
| NBC10 | District Website |

Affirmative Action Statement

“The Buena Regional School District is committed to a policy of equity with respect to its programs, personnel, and opportunities for students regardless of race, creed, ethnicity, gender, religion, socio-economic status, and disability.” For further information, contact the District Affirmative Action/504 Officer at 856-697-0800.

Safety Drills

Student and staff safety is of paramount importance in the Buena Regional School District. The District is in compliance with the New Jersey School Security Drill mandate, which can be viewed on the State of New Jersey Department of Education’s website, <http://www.nj.gov/education/schools/security/drill/Law.pdf> and <http://www.nj.gov/education/schools/security/drill/Guide.pdf>.

Fire and security drills are used to practice each school’s procedures for responding to emergencies, including, but not limited to fire evacuation, non-fire evacuation, lockdown, bomb threat, shelter in place, or active shooter situation. Throughout the year, we practice security drills to help our students know what to do in the event of an emergency. Our staff members have been trained in the emergency drill procedures. The dates and times of

the drills will not be announced. If you have any questions regarding the fire or security drills, please contact the Principal.

STUDENT RESPONSIBILITIES

Key Policies

- ***With teacher's permission***, cell phones are allowed in the classroom for educational purposes. Students are allowed to check their phones and or text between classes. Students are not permitted to do any other actions with their cell phones between classes. Cell phones and their associated accessories may be used in the cafeteria during lunch and breakfast. Earbuds / headphones can be visible, but not worn in the hallways. Students found to have recorded still image(s), video, or audio on the BRHS campus without permission of the School Administration will be subject to disciplinary action. School personnel are required to refer students who violate this policy to the Vice Principal.
- BRHS will offer breakfast from 7:30 am to 7:48 am daily to the students. If a student arrives in the cafeteria for breakfast and consumes their food / drink prior to 7:40 am, they will have the option to then go to their normal homeroom. However, they must be in homeroom by 7:40 am. If a student stays in the cafeteria until 7:40 am, they will need to stay until the end of homeroom at 7:48 am. All students that attend the cafeteria for breakfast must purchase a food / drink. Students are not permitted to purchase a food / drink then leave the cafeteria to eat / drink it. Students in their normal homerooms will be permitted to have breakfast from 7:40 am to 7:48 am in their classrooms.
- Students are permitted to carry a clear water bottle with water only in school. After homeroom, all other food and drink may not be carried in school. With the exception of a clear water bottle, all open or broken-seal items such as cans, containers, cups, or bottles will not be permitted in the building. They will be immediately confiscated. With the exception of a clear water bottle, no food or drink is allowed in the halls or classrooms at any time and no food or drink is permitted to be carried out from the cafeteria. Any such food or drink will be confiscated and may, if unopened, be retrieved after a conference with the Vice Principal.
- Students are required to leave campus immediately upon their dismissal. Any students who are participating in an extra-curricular or co-curricular activity must be under the supervision of the activity advisor at all times. In short, no student is permitted to be on the BRHS campus after dismissal unless under direct supervision by a BRHS staff member.
- **STUDENTS ARE NOT PERMITTED TO LEAVE VALUABLES IN THE P.E. LOCKER ROOM.** A student may place a combination lock on the locker during his/her gym period. This lock must be immediately removed after the gym class. The school does not accept any responsibility for lost or stolen valuables left in the locker room. No student is to leave anything in the gym locker overnight, even if locked.

Leaving the School Grounds

Students may not leave the school grounds once they've reported to school. Any student seen on school grounds and yet does not report to school that day will be considered **truant**. Students may not go on errands during school hours, without permission from the main office.

Please Note - At no time during the school day is a pupil to leave campus without an early dismissal from the main office or nurse. It will be assumed by School Administration that a student cutting after his/her last affirmed class session has left the campus unless the student is able to prove otherwise.

Student Driving Privilege

Driving to school is a privilege granted to the Buena Regional High School students by the Board of Education through the School Administration. Therefore, students are expected to follow the rules and regulations regarding this privilege. A copy of the rules and regulations will be given to each student when they register their car and must be signed by a parent before a registration sticker will be given for the car.

Should a student violate the rules and regulations regarding driving, the School Administration has the right to restrict the student from driving to school. If the **general driving rules and regulations** are violated, the following will occur:

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| 1st Offense: | Alternative Learning Lab for three (3) days, parent telephone contact and a letter mailed home. |
| 2nd Offense: | Out of School Suspension for three (3) days, parent conference and a letter mailed home. |
| 3rd Offense: | Out of School Suspension for five (5) days, parent conference, loss of driving privilege, and a letter mailed home. |

Any violation of driving restriction, including failure to register your vehicle, will result in disciplinary action, permanent loss of driving privilege and notification of law enforcement. In addition, **repeated violations** of the driving rules and regulations will cause students to permanently lose the driving privilege. These rules apply to all work-study students, as well as those on early release.

Student vehicles parked on school grounds are subject to search in accordance with state law.

Misconduct in Class

The type of conduct expected in the classroom is that which is conducive to individual instruction as well as instruction for the entire class. Guidelines for student behavior in each classroom and what constitutes misconduct will be provided and explained thoroughly to the students by the teacher. This includes allowable movement and conversation within each classroom. A well-ordered classroom, with the teacher maintaining control, is contingent upon the ultimate success of a teacher's planned activities.

Flag Salute

New Jersey law requires students to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge of salute, you may abstain from these ceremonies, but you are required by law to stand respectfully for the duration of the pledge, pursuant to N.J.S.A 18A;36-3.

Teacher Detentions

1. Detentions may be issued by a teacher. These are issued for various reasons—for misbehavior, for lateness to class, for conferences, etc.
2. All students who report to teachers at 2:17 p.m. for whatever reason will be dismissed by 3:00 p.m. unless other arrangements are made by the teachers.
3. A student staying for detention must leave the building as soon as the detention is over.
4. Pupils who fail to report for detention given by teachers will be referred to the Vice Principal for further actions as determined by the Discipline Code. -- (1st Offense – 1 ALL/TC, 2nd Offense – 2 ALL/TC, 3rd Offense – 3 ALL/TC, 4th Offense – SPPC)

School Bus Discipline

By law, school buses are extensions of the school campus and therefore students are subject to the same rules and expectations as if on campus. All students must get on and off the bus at their assigned bus stop and the BRHS only. Bus drivers are prohibited from picking up students at any other places. In addition, students are permitted to ride only their designated bus to and from school. Only BRSD students are allowed to ride the district bus. It should be noted that riding the school bus is a privilege extended by the Board of Education through the School Administration. This privilege may be suspended or revoked as a result of committing any of the following offenses.

- General misconduct on the bus.
- Insubordination towards the school bus driver.
- Failure to obey the school bus driver's directives.
- Failure to sit in assigned seat or disruptive behavior; i.e. yelling, screaming or disturbing other students.
- Throwing any objects while on or at the school bus. Throwing any object out of the school bus window.
- Smoking or fireworks infraction.
- Maliciously defacing or damaging of the school bus.
- Possession/use of anything that could be considered a weapon (as determined by the School Administration).
- Standing or moving from seat to seat without permission of the bus driver.
- Abusive behavior to passer(s)-by or other bus drivers.
- No cell phones are permitted to be in use on the school bus.
- Fighting or assault upon another student(s) on the school bus.
- Other misconduct and/or violation of established district transportation policy.

Students riding any district bus, at any time, are subject to BRHS discipline code as well as subject to removal from the school bus according to the following guidelines:

1st Offense One (1) school days

2 nd Offense	Three (3) school days
3 rd Offense	Five (5) school days
4 th Offense	May result in exclusion for the remainder of the school year.

Student Attire and Personal Appearance

The Board of Education Policy on student dress and grooming is as follows:

The responsibility for each student's appearance at Buena Regional High School rests with the parents and students themselves. Successful learning is the first concern in the Buena Regional School District, however, **dress and appearance which cause disruption of the educational process**, present health and safety problems, cause excessive wear or damage to school property or prevent the student from achieving his/her own educational objective because of blocked vision or restricted movement shall not be permitted.

Code of Dress (during regular school hours and during school activities).

The following articles of clothing are **NOT** permitted to be worn to school:

- Articles of clothing displaying indecent pictures or slogans, the advertisement for alcoholic beverages, tobacco, or any illegal substances, or articles containing inappropriate language or messages.
- Articles of clothing deemed indecent or offensive by implication of gender, race, ethnicity, religious identity, or other specified group.
- Articles of clothing deemed representative of a group or gang deemed adverse to the school mission and/or culture/climate.
- Tank tops (male and female).
- Low cut dresses or tops, tube tops, transparent blouses, short-shorts or mini-skirts.
- Spaghetti straps, halter tops, backless or strapless clothing.
- Clothes exposing the abdomen and/or lower back.
- Arrangement of clothing in a manner which allows the underwear to be visible.
- Articles which may cause damage to students or property. (i.e. studded bracelets).
- Head coverings and/or sunglasses without medical/religious permission.
- Heavy, bulky outdoor sweaters or outdoor jackets are not to be worn in the classroom without teacher permission.
- Items such as, or resembling, pajamas (e.g. dorm pants), slippers or types of beachwear.
- Article of clothes that are soiled, ragged or ill fitting.
- Skin may not be visible when students are wearing long pants from the knee up.
- Yoga pants / tights may be worn, but students must wear a shirt covering their backside.

Any change from the dress code for religious or health reasons must be accompanied by a note from a parent or doctor (if medical) and pre-approved by the School Administration or Health Office.

Lost and Found

Any found items must be taken to the office immediately. Students may claim articles by providing a proper description. Articles not claimed by the end of the year will be donated to a charitable organization or destroyed.

Unmet Obligations

All student unmet obligations which occur either from curricular or extra-curricular activities must be paid before the student will be permitted to participate in any extra-curricular activity or receive their report card, schedule, and/or diploma.

Use of School Books

A student must pay for a lost book before another book will be issued. The office will issue a receipt of payment to the student and a statement to issue another book. Should the book be found, the money will be returned, providing the book is in good condition.

Books are loaned to students. They should be covered at all times. Should a student write in them or damage them he/she will be charged in proportion to the damage. Do not stuff papers in the books, do not leave them on the floor, do not leave them in the classrooms, or outside where they could be damaged. Remember if you do not care properly for the books, you will pay for them. It is the student's responsibility to provide book covers.

Care of Personal Property

The responsibility for your personal property is yours. *Electronic devices, large sums of money, expensive jewelry, and other items of value should be left at home.* If you do lose an article, please check to see if it has been turned in to the Main Office. *The school is not responsible for the loss of these items. In addition, the school is not responsible for damage to cars parked in the school parking lot.*

Lockers

Each student is provided with a locker to keep his/her books and outside clothing in. They are also provided with a small locker for gym clothes. All corridor lockers have built in locks and are automatically locked when the door is closed. Students are to keep these lockers closed and clear at all times. The gym lockers have no locks. Students should provide their own combination locks which must be removed each day at the end of their gym period. *It is very important to keep these lockers locked at all times and do not give your combination to any friends. DO NOT SHARE YOUR LOCKER.* Remember if you lose anything from these lockers, you are responsible and will be expected to pay for any lost school property.

Never leave money or valuable property in your locker! If necessary, check money or valuable property at the Main Office. *The school bears no responsibility for lost or stolen personal property and carries no insurance to cover these items.*

Lockers are the property of the school and the Administration reserves the right to search lockers if and when the need arises. Every student is responsible for the contents of his or her own locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.

Telephone Messages

Students will not be disturbed during the school day to answer personal telephone calls in the Main Office, nor will the office deliver messages to students unless the message constitutes a family EMERGENCY.

Accidents

There is a possibility that you may hurt yourself during the school day in physical education class, shop, or in an extra-curricular activity. If you are hurt, the following procedure should be carried out:

1. Report all accidents immediately to the teacher, coach or advisor in charge.
2. The adult in charge should send or accompany the student to the school nurse.
3. If further medical attention is needed the student's parent or guardian will be notified and emergency care administered.

Student Grievance Procedure (Academic Concerns)

Students and parents of students with grievances shall resolve their grievances in the following manner:

1. Students shall first make their grievances known to their classroom or homeroom teacher or to their guidance counselor in private session. The teacher or counselor shall attempt to determine the cause of the grievance and resolve the problem, keeping the Vice Principal informed of all aspects thereof.

Written records of all such grievances and conferences shall be maintained in the Vice Principal's office. If the Vice Principal, teacher, or counselor feels there is a need for a parent conference, the notice is to be sent through the Vice Principal.

2. If the resolution of the problem cannot be reached with the teacher, a conference shall be arranged between parent, student and Vice Principal, which conference shall be handled in the same manner as the teacher conference.
3. If the problem is not resolved, the parent, student, or Vice Principal shall bring the grievance to the attention of the Principal in writing. The Principal shall arrange a conference with the parent and student and (if necessary) teacher, which conference shall be handled in the same manner as the initial conference.
4. If the problem is not resolved in a conference with the Principal, the Principal, parent, or student may request a conference with the Superintendent. The Superintendent, parent, or student may request a conference with the Board of Education or a committee thereof between the parent and the student. The Superintendent shall prepare a written report and shall make available to the Board or the Committee all of the previous reports concerning the grievance.

5. In the event that a grievance is of such nature that it cannot be resolved at the level of the teacher, Vice Principal, Principal, or Superintendent, the grievance shall be brought to the attention of the President of the Board of Education in writing and the President shall cause an immediate investigation by a standing committee consisting of himself and two Board Members. In the event that the President does not feel that the grievance is such a nature that it warrants bypassing of the normal grievance procedure, he shall refer to the grievant to the appropriate level of the grievance procedure for further handling. (Approved by the Board of Education on 10/10/72)

Student Grievance Procedure (Discipline Concerns)

Any parent/guardian that wishes to file an appeal regarding discipline must use the form provided in the Main Office of the High School and inform the Vice-Principal or Principal that an appeal will be filed. The Discipline Appeal Form must then be returned to the Main Office within two school days of the infraction(s) being made known to the parent/guardian.

1. A conference will be held with the Vice-Principal to discuss the appeal that has been filed.
2. If the problem has not been resolved, the matter will then be brought to the attention of the Principal. The Principal will then arrange a conference with all pertinent parties.
3. If the problem has not been resolved in a conference with the Principal, the Principal or parent/guardian may request a conference with the Superintendent. The Superintendent will then arrange a conference with all pertinent parties.
4. In the event that a grievance is of such nature that it cannot be resolved at the level of the Vice Principal, Principal, or Superintendent, the grievance shall be brought to the attention of the President of the Board of Education in writing and the President shall call for an immediate investigation by a standing committee consisting of himself and two Board Members.

STUDENT CONDUCT

ZERO TOLERANCE FOR VIOLENCE AND SUBSTANCE ABUSE

Buena Regional High School will not tolerate incidents of violence or the possession, use, or distribution of any Controlled Dangerous Substance (CDS). This includes alcohol. Any student who violates the discipline code with reference to violent acts or threats of violence or the possession, use or distribution of a controlled dangerous substance will be suspended as indicated within the Buena Regional High School Discipline Code. The State Police will be contacted in instances when the Administration deems it necessary.

Philosophy of Character Development

The Buena Regional School District's Board of Education as well as Buena Regional High School's (BRHS) School Administration and Staff are dedicated to providing students with the opportunity to develop their academic skills, natural abilities, and character to the fullest potential. BRHS strives to encourage students to form an appreciation for lifelong learning including critical thinking skills, good work habits, and self-discipline. Through a

partnership with parents and community, we can encourage students to develop awareness of their environment and of the world, with a sense of integrity and responsibility that can only be accomplished through the shared accountability and an alliance of students, parents/guardians, staff and Administration of the Buena Regional High School.

A Successful Student Outlook

Because no school can function successfully without rules, regulations and requirements are developed to which students are required to adhere. However, the most important component of student success is a positive attitude. The following are a list of "senses" which we believe students should develop and exhibit in order to advance to their greatest level of success:

1. *A Sense of Motivation* – School staff and administration understand that school involves hard work and we all know it should. Therefore, students are most successful when they arrive to school with a positive attitude towards expanding their academic, physical, social, and emotional growth.
2. *A Sense of Responsibility* – Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on your efforts, then many valuable opportunities may be wasted.
3. *A Sense of Courtesy* – In daily school life, it is routine to come into contact with people of different ethnicities, ages, beliefs, and backgrounds. Courtesy is the sense that helps you get along with others. Buena Regional High School requires all students to display a strong sense of courtesy.
4. *A Sense of Good Citizenship* – Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student activities, and setting a positive example in the classroom, the hallways and when attending assemblies and other school events.
5. *A Sense of Sportsmanship* – This sense is especially applicable to things like athletic games and/or various competitions. Students must show respect to all teachers or officials and consider their decisions as final. Competitors deserve spirited competition, but never hostility. Spectators must show positive spirit and enjoyment without annoying those around them.

**Buena Regional High School Student Discipline Code
2016-2017**

AD	-	Administrative Detention (2 periods ALL)
ALL	-	Alternative Learning Lab
AMP	-	Anger Management Program/Teen Center
AW	-	Administrative Warning
BA	-	Board Action
C	-	Complaint Signed
CON	-	Confiscated
CP	-	Computer Privileges
CST	-	Child Study Team
DP	-	Driving Privileges
I	-	Intervention
IFC	-	Intervention Flow Chart
MED	-	Mediation
PBA	-	Possible Board Action
PC	-	Parent Conference
PM	-	Peer Mediation
PN	-	Police Notification
PPU	-	Parent/Guardian Pick Up
PR	-	Pass Restriction
R	-	Restitution
S or OSS	-	Suspension or Out of School Suspension
SAM	-	Summer Attendance Make-Up
SPPC	-	Suspended Pending Parent Conference
TC	-	Telephone Conference
TCP	-	Teen Choice Program
TD	-	Teacher Detention
TW	-	Teacher Warning

Attendance Infractions	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Late to Class	1 AD – TC	2 AD – TC	1 ALL – TC	2 ALL - PC
Excessive Late to Class (More than 3 min. late)	2 AD - TC	1 ALL - TC	2 ALL - TC	3 ALL - PC
Cutting Class	1 ALL - TC	2 ALL - TC	3 ALL - TC	4 ALL - PC
Roaming Halls	1 AD – TC	2 AD – TC	1 ALL – TC	2 ALL - PC
In An Unauthorized Area w/o Permission/Pass	1 AD – TC	2 AD – TC	1 ALL – TC	2 ALL - PC
Leaving Class w/o Permission	1 AD – TC	2 AD – TC	1 ALL - TC	2 ALL - PC
Outside of Building w/o Permission	2 AD – TC	1 ALL – TC	2 ALL - TC	3 ALL - PC
Truant	1 ALL – TC	2 ALL – TC	3 ALL - TC	5 ALL - PC
Leaving Campus w/o Permission	2 ALL – TC	3 ALL – TC	4 ALL –PC	3 OSS – PC, PR
On School Grounds – Not in School	2 ALL – TC	3 ALL – TC	SPPC	1 OSS – PC
Cutting Detention/Failure to Remain for Detention	2 AD – TC	1 ALL – TC	2 ALL – TC	3 ALL - PC
Forging a Pass, Misuse/Alteration of a Pass	1 ALL – TC	2 ALL – TC	2 OSS – TC	4 OSS - PC
Harassment/Intimidation/Bullying Infractions	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Verbal Altercation	AW – PM	1 AD – TC PM	1 ALL – TC MED	2 ALL/TC – MED
Harassment/Intimidation/Bullying (Verbal, Written, Computer or Gesture)	1 ALL – TC	3 ALL - TC	3 OSS – PC	5 OSS – PC PBA
Failure to Report to HIB Counseling	1 ALL – TC	2 ALL – TC	3 ALL – TC	4 ALL - TC
General Harassment/Intimidation/Bullying (Verbal, Written, Computer or Gesture) Teasing, Spreading Rumors, Gossip	1 AD – TC	1 ALL – TC	2 ALL – TC	3 ALL - TC
General Threat (Verbal, Written, Computer, or Gesture)	2 ALL – TC	2 ALL - TC	3 OSS – PC	5 OSS – PC PBA
Terroristic Threat (Verbal, Written, Computer, Electronic Device, or Gesture)	5 OSS – PC PBA	5 OSS – PC PBA	8 OSS – PC CST/PBA	8 OSS – PC CST/PBA
Threat Towards Teacher/Staff Member (Verbal, Written, Computer, Electronic Device or Gesture)	10 OSS – PC PN/PBA	10 OSS – PC PN/PBA	10 OSS – PC PN/PBA	10 OSS – PC PN/PBA

The full text of the Buena Regional School District's Harassment/Intimidation and Bullying Policy can be viewed online at www.buena.k12.nj.us.

Assault/Violence Infractions	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Aggressive Physical Contact	1 ALL PM – TC	2 ALL TC MED	3 ALL TC MED	4 ALL - PC
Physical Assault	5 OSS – PC AMP PBA	6 OSS – PC AMP PBA	7 OSS – PC CST/PBA	10 OSS – PC CST/PBA
Assault and Battery and/or with a Weapon	5 OSS – PC AMP PN PBA	10 OSS – PC/PN CST PBA	10 OSS – PC/PN CST PBA	10 OSS – PC/PN CST PBA
Gang and/or Group Assault/Fight Assault to a Staff Member	10 OSS – PC/PN AMP/CST/ PBA	10 OSS – PC/PN AMP/CST/ PBA	10 OSS – PC/PN AMP/CST/ PBA	10 OSS – PC/PN AMP/CST/ PBA
Inciting a Fight (Verbal, Written, Computer, Electronic Device or Gesture)	3 OSS – PC AMP	5 OSS – PC AMP PBA	7 OSS – PC CST/PBA	8 OSS – PC CST/PBA
Fighting	5 OSS – PC AMP PN PBA	7 OSS – PC AMP PN PBA	8 OSS – PC PN CST PBA	10 OSS – PC PN CST PBA
Robbery/Extortion	3 OSS PN	5 OSS- PC/PN/PBA	7 OSS – PC PN/PBA	8 OSS – PC PN/PBA
Minor Sexual Misconduct /Sexual Reference/Lewd Conduct(Verbal, Gesture, Computers, Electronic Devices, or Written)	1 ALL - TC	3 ALL - TC	4 ALL – PC PBA	5 OSS – PC PB
Sexual Misconduct/Offense (Verbal, Physical, Computer, Electronic Device)	5 OSS – PC/PN PBA	8 OSS – PC PN PBA	10 OSS – PC PN/CST/PBA	10 OSS – PC PN/CST/PBA
Vandalism/Damage to Property	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Stealing/Theft	2 ALL – TC PN	3 ALL TC PN	3 OSS – PC CST PN PBA	5 OSS – PC PN CST PBA
Minor Defacing or Destruction of School or Individual Property	1AD – TC	1 ALL – TC	2 ALL – TC	3 ALL - PC
Defacing or Destruction of Individual or School Property	2 ALL – TC R PBA	3 ALL – TC R PBA	3 OSS – PC R PBA	5 OSS – PC R CST/PBA
Defacing or Destruction of Computers (Terminals, Systems, or Network)	3 ALL – TC CP (1 Month) PBA	3 OSS PC CP (1 Month) PBA	5 OSS – PC CP CST PBA	8 OSS – PC CP CST PBA
Setting Off Building Alarms (Fire, etc.)	8 OSS – PC CP PN PBA	10 OSS – PC CP PN PBA	10 OSS – PC CP PN PBA	10 OSS – PC CST PN PBA
Using Another's Password, Trespassing Into Another's Folder, Work or Files on Computer	2 ALL – TC CP	3 ALL – TC CP PBA	4 ALL – PC CP PBA	3 OSS –PC CP PBA

Illegal Possessions	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Possession or Use of Fireworks (Firecrackers, etc.)	8 OSS – PC/CST PN/PBA	8 OSS – PC/CST PN/PBA	8 OSS – PC/CST PN/PBA	8 OSS – PC/CST PN/PBA
Possession, Use and/or Distribution of, or Conspiracy to Distribute, and/or Being Under The Influence of a Controlled Dangerous Substance (CDS). Includes Prescription Medicine and Over The Counter Medication. (Police, Parents, etc. notified as per Board Of Education Policy).	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA
Possession, Consumption and/or Distribution of, or Conspiracy to Distribute, and/or Being Under The Influence of Alcohol. (Police, Parents, etc. notified as per Board Of Education Policy).	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA	10 OSS – PC/PR I/PN/PBA
Possession of a Weapon (In School or On School Grounds incl. Bus). Includes Unauthorized Tools, Equipment, Look-A-Like Items, etc. <i>Note – Any Object Which Could Be Used To Injure Another Person or is Used With The Intent To Injure Another Person Is Viewed as a Weapon.</i> This Includes Sprays (e.g. Mace, Pepper Gas, etc.).	10 OSS – PC/CON PR/PN PBA	10 OSS – PC/CON PR/PN PBA	10 OSS – PC/CON PR/PN PBA	10 OSS – PC/CON PR/PN PBA
Possession of CDS Paraphernalia	3 OSS – PC/PR CON/PBA	5 OSS –PC PR/CON PN/PBA	10 OSS – PC/PR CON/PN PBA	10 OSS – PC/PR/ CON/PN PBA
Possession of an Unauthorized Paging Device or Beeper	SPPC – CON	3 OSS – PC/CON PN	5 OSS – PC/CON PN	10 OSS – PC/CON/ PN/PBA
Possession/Use of Tobacco/Nicotine Products, Including Lighters, Matches, E-Cigarettes, Vapor Pens and other such items	1 ALL – TC/I CON	3 ALL – TC/I CON	5 ALL – PC/I CON	SPPC
Drug, weapons, and/or gang references (Verbal or Written)	2 AD – TC PBA	1 ALL – TC PBA	2 ALL – TC PBA	3 – ALL PC PBA
Disruptive Conduct	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Food/Beverage Infraction (See Student Responsibilities, p.10)	AW	2 AD – TC	1 ALL – TC	2 ALL – PC
General Disruptive Conduct	IFC – AW	2 AD – TC	1 ALL – TC	2 ALL – PC
Dress Code Infraction	IFC – AW	2 AD – TC	1 ALL – TC	2 ALL – TC
Failure to produce ID/Name Giving false name	1 ALL – TC	2 ALL – TC	3 ALL - TC	4 ALL – PC
Excessive Act(s) of Affection	AW - TC	2 AD – TC	1 ALL – TC	2 ALL – PC

Disruptive Conduct Continued	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Gross Disruptive Conduct (Conduct requiring removal from class/area)	1 ALL – TC	2 ALL – TC	3 ALL – TC PBA	4 ALL – PC PBA
Disruptive Conduct during Emergency Drills	2 AD – TC	1 ALL – TC	3 ALL – TC	4 ALL - PC
Cell Phone/Media Device Infraction (As outlined on page 9 & 10)	AW – CON PPU/TC	2 AD – TC CON - PPU	1 ALL – TC CON - PPU	2 ALL – TC/CON PPU
General Profanity (Written or Verbal)	2 Periods ALL – TC	1 ALL – TC	2 ALL – TC	3 ALL - TC
Insubordination to Administrator	10 OSS PC PBA	10 OSS PC PBA	10 OSS – PC PBA	10 OSS PC PBA
Insubordination – Failure to Comply w/ Teacher/Staff Member Request	2 AD – TC	1 ALL – TC	3 ALL – PC CST PBA	5 OSS – PC CST PBA
Insubordination – Defiance/Disrespect of Teacher/Staff Member	2 AD – TC	1 ALL – TC	3 ALL – PC CST PBA	5 OSS – PC CST PBA
Unauthorized Audio/Video Recording of a Teacher/Staff Member	3 OSS CON PC	5 OSS CON PC	8 OSS CON PC	8 OSS CON PC
Unauthorized Audio/Video Recording	2 ALL/CON/ TC	5 ALL - TC CON PBA	5 OSS - PC CON PC	8 OSS - PC CON PBA
Gross Insubordination – Use of Profanity with a Teacher/Staff Member	3 OSS – PC	5 OSS – PC PBA	8 OSS – PC PBA	8 OSS/ PC/CST PBA
Failure to Report to The Front Office, Leaving The Front Office w/o Permission,	2 AD – TC	1 ALL – TC	3 ALL - TC	5 OSS – PC PBA
Failure to Report (w/o Valid Reason) or Refusing to Report to The Alternative Learning Lab	1 OSS – PC	3 OSS – PC	5 OSS – PC	8 OSS – PC CST/PBA
Disruptive Conduct In The Alternative Learning Lab (A.L.L. Time Must Be Completed Upon Return)	1 ALL TC	2 ALL – TC	2 OSS – PC	3 OSS – PC/PBA
Dangerous Conduct (e.g. Tripping, Throwing Objects) and/or Unhealthy Actions (e.g. Spitting, etc.)	2 OSS – PC C	3 OSS – PC C	5 OSS – PC CST/PBA	8 OSS – PC CST/PBA
Roughhousing/Horseplay	AW	2 Periods ALL – TC	1 ALL – TC	2 ALL - TC
Soliciting/Cheating	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Selling of Items, Use of Computer Network (Not Due To School Function) For Personal Gain	AW - TC – CON	1 AD - TC/CON	1 ALL – TC/CON PN	3 ALL – TC/CON PN/PBA
Gambling (All Forms)	1 ALL – PC	2 OSS – PC/CON	3 OSS – PC/CON PN	5 OSS – PC/CON PN/PBA
Forgery	1 ALL – TC	2 ALL – TC	SPPC	1 OSS/ PC
Plagiarism/Cheating	1 ALL – TC	2 ALL – TC	3 ALL – TC	SPPC

Please Note the following:

– Student infractions not readily covered by the discipline code will be interpreted by the School Administration. Complaints may be signed and/or Board of Education action may be added to any suspension for any offense if deemed necessary by the School Administration.

-The administration reserves the right to remove a student from any privilege offered at BRHS for students in continuous violation of the BRHS discipline code.

When a student reaches fifteen total days of suspension, that student will remain suspended until a conference is held with the student, his or her parent(s)/guardian(s) and the High School Principal. After this conference is held, any subsequent suspension will be out of school and may result in the student being referred to the Superintendent for further disciplinary action.

Note: If a conference is not held within five (5) school days, CP&P will be notified and the issue will also be referred to the Superintendent for further disciplinary action.

Students who commit any combination of the following offenses may be recommended to the Superintendent for possible Board of Education action after the third incident:

- Assault of another student
- Fighting
- Threats and intimidation
- Continued willful disobedience*

*Continued disobedience is a student’s consistent unwillingness to comply with school policy and procedures. This is a determination of the School Administration after a student has exceeded fifteen cumulative suspension days or three or more offenses.

Students who have accumulated fifteen total days of suspension will have a review of their disciplinary file which may result in them not being permitted to attend school sponsored field trips or belong to a school activity or athletic team.

The Buena Regional School District is fortunate to have a variety of counseling services available to the students of Buena Regional High School. To create a better student understanding, the following programs will be required of the students who are in violation of specific areas of the discipline policy:

Smoking (5G)	Warning Document/SAC
Fighting (2B & C)	Anger Management Program/Teen Center
Assaults (2B)	Anger Management Program/Teen Center
Destruction Of Property (3A)	Anger Management Program/Teen Center
Harassment (2A & 2E)	Teen Choice Program

Note:

Students found in violation of the Substance Abuse Policy are required to follow the recommendations of Student Assistance Coordinator, Ms. Judy Venafro.

PR/ Pass Restriction

Pass Restriction results from a major infraction of the discipline code or various continued violations of the discipline code. Pass Restriction means that for any departure from a classroom, security will be contacted through the Main Office for the purpose of escorting the student. It does not apply during normal hallway transition. Pass restriction remains in effect until graduation or otherwise permanent departure from the BRHS. However, under special circumstances, a subsequent request for removal from Pass Restriction status may be petitioned to the Principal for consideration the following academic year.

New Jersey Code Of Criminal Justice

Definition of "Firearm"
N.J.S. 2C:39 – IF MP

"Firearm" means any handgun, rifle, shotgun, machine gun device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing by means of a cartridge or shell or by the action of any explosive or the igniting of flammable or explosive substances, it shall also include, without limitation, any firearm which is in nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed air and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure another person.

Policy For The Use Of Computers

Individual users of the district computer networks are responsible for their behavior and communications over those networks. As outlined in the Board of Education Policy and Procedures on student user rights and responsibilities, the following are **some** of the prohibited activities and are subject to disciplinary action:

- Using the network for social interactions (Facebook, Twitter, etc.)
- Using the network as a consumer
- Employing the network for commercial purposes or as a seller
- Sending or displaying offensive messages or pictures using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computers systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folder, work or files
- Intentionally wasting sources

In addition, network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district

and school rules may result in loss of network access, disciplinary action and referral to law enforcement agencies.

Students found in violation of the policy above will receive the following disciplinary actions:

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
General Misuse of Computers	1 ALL TC	2 ALL TC	3 All TC	SPPC
Severe Misuse of Computers	3 OSS PC	5 OSS PC	8 OSS PC	8 OSS PC

The full text of the Buena Regional School District's Acceptable Use Policy can be viewed online at www.buena.k12.nj.us.

STUDENT SERVICES – GUIDANCE

Student Assistance Coordinator (SAC)

Available to students in room B214 is a Student Assistance Coordinator who serves as a coordinating agent between Buena Regional High School and the community social services as well as assists pupils who are in need of special guidance.

Natural Helpers

Natural Helpers is a student organization designed to include various helping activities across all age groups. These activities are designed to foster the values of respect, honesty and concern for others as well as to promote the value of an alcohol and drug free student body.

Mediation

Mediation is used to work out disagreements and conflicts between two or more students.

If a teacher or an administrator notices a problem between two students they may refer those students to mediation. Students themselves may request a mediation if they feel they are having a problem with another student.

Students are to see a guidance counselor in order to request mediation.

Intervention And Referral Services

Intervention And Referral Services provides the school with a systematic process for helping students who are having school-related or interpersonal difficulties. Student progress is monitored through direct intervention with Intervention and Referral Services.

Referrals may be made though Student Personnel Services by faculty, students or parents/guardians.

Teen Center

The Buena Teen Center is a school-based program for youth seeking support, formation and social services. The center is a collaborative effort with the New Jersey Department of

Human Services, AtlantiCare Behavioral, Inc. and Buena Regional School District. The Teen Center offers Psycho–educational Groups, such as anger management, divorce and separation, health education, self-esteem/skill building and cultural diversity workshops. The vision of the Teen Center is to help build a healthy community by providing high quality behavioral health care and developing innovations in related health care services.

Senior Release Policy

Senior students who are in good standing at Buena Regional High School may be entitled to Senior Release. Students granted Senior Release will be permitted to leave the school after periods 7, 8, or 9. Students must leave the building and school grounds immediately after their final scheduled class. Students must exit through the front doors. Students must have private transportation. A transportation release form must be signed by parent/guardian and placed on file in the BRHS main office

Senior Release is subject to Administrative approval. Students must maintain passing grades for all courses. Seniors that are failing any course and or have accumulated 10 or more unexcused absences may lose Senior Release status. Certain course selections may preclude one from receiving Senior Release.

ATHLETICS

The Board of Education has provided for many opportunities for the students at Buena Regional High School to excel in sports. The athletic teams that a student may join are listed below.

Fall Sports

- Boys and Girls Cross Country
- Boys and Girls Soccer
- Cheerleading
- Field Hockey
- Football
- Girls Tennis

Winter Sports

- Boys and Girls Basketball
- Cheerleading
- Winter Track
- Wrestling
- Swimming

Spring Sports

- Baseball
- Boys and Girls Track and Field
- Boys Tennis
- Golf
- Softball

Because of a change in the law and the rules of the New Jersey State Board Of Education and Department of Health Services, parents are now required to obtain school physical exams for their children at the “medical home” instead of physicals provided by the school districts. **NO PHYSICALS WILL BE GIVEN AT SCHOOL.** A family physician, nurse practitioner or doctor of your choice must do the medical exam with the cost borne to the

family. This practice includes physical exams for athletic teams. Please see the school nurse for the appropriate form for your exam.

HEALTH SERVICES

School Nurse

- Accidents

There is a possibility that you may hurt yourself during the school day in physical education class, shop, or in an extracurricular activity. If you do hurt yourself, the following procedure should be carried out.

1. Report all accidents immediately to the teacher, coach or advisor in charge.
2. The adult in charge should send or accompany the student to the school nurse.
3. If further medical attention is needed the student's parent or guardian will be notified and emergency care administered.

- Administration of Medication

The Administration of medication should be discouraged by school personnel as it is not normally a function of education. However, some children with chronic illnesses and specific disabilities often require medication during the regular school day.

The following are the adopted rules and regulations on the administration of medication at school:

1. The parent or guardian should provide a written request for the administration of the prescribed medication.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects.
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician and immediately turned in to the school nurse.
4. The school physician should review and approve, in writing, the orders of the private physician for long-term medication.
5. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school, except in extreme emergency such as a bee sting reaction. If there are any problems, please contact the school nurse.

No student may ingest or possess any medication, prescriptions or over the counter medicines, without being under the supervision of the school nurse or administrative designee. To do so is a violation of the Substance Abuse Policy.

BOARD OF EDUCATION POLICIES

Class Rank

Class rank is based on a weighted Grade Point Average (GPA) system. In the case of the senior class the final ranking for graduation will take place at the end of the first semester.

Courses are weighted according to their level of difficulty. Honors (.5) and AP (1.0) courses carry the highest point value; general level courses carry the lowest value. For our purposes, the following courses, Aides, Supplemental, Health and Physical Education are non-ranked.

Athletic and Extra-Curricular Eligibility Policy

The New Jersey State Interscholastic Athletic Association, founded in 1918, is a voluntary, non-profit organization made up of 433 accredited public, private and parochial schools in the state. The New Jersey Association joining with the other forty nine State Associations constitutes the National Federation of State High School Associations which has represented the best interest of high school athletics since 1920, and today represents 22,000 schools, more than 330,000 coaches, and almost 4.5 million high school athletes.

Incoming 9th, 10th, 11th, and 12th grade students: All incoming 9th graders are academically eligible to participate in Fall and Winter sports. Students entering grades 10, 11 and 12 must have earned at least 30 credits during the previous school year to be eligible for Fall and Winter sports. Students in grades 9, 10, 11 and 12 must have earned 15 credits in the first semester of the 2014/2015 school year to be eligible for Spring sports.

Any senior who carries less than a full schedule must pass all courses or maintain a minimum of 30 credits in order to be eligible for extra-curricular activities as per the policies of the NJSIAA and the Buena Regional Board of Education. (*As per NJAC 18A:36-37 and BRSD BOE Policy 6145*)

Dissemination of Personal Student Information On The Internet

Pursuant to law, the Buena Regional School District will not release any personally identifiable information on the School Web Site because it does not allow for us to control who may access the information. Personally identifiable information includes student names, photos or images, residential addresses, e-mail addresses, telephone numbers and locations and times of class trips. If a parent or guardian wishes to rescind this agreement, they may do so at any time in writing by completing a form or sending a letter to the Principal of your child's school. Permission must be done in writing. Forms can be obtained in the Main Office.

Graduation and Promotion Policy

According to New Jersey School Law (18A:35) and policies established by the Buena Regional Board of Education, students in the Class of 1996 and beyond must attain 130 credits in order to graduate.

In addition, students must meet the requirements of the Buena Regional High School Attendance Policy and must pass a Department of Education approved standardized assessment. Any student not meeting all requirements will not receive a diploma nor participate in Graduation Ceremonies.

Students will only be allowed to make adjustments to their schedules during the second full week of the school year.

Course level changes or withdrawal may be warranted until mid-marking period second quarter if academic progress is in jeopardy. Parent conference, counselor, and administrative approval will be required.

In order to be promoted from grade 9 to grade 10, a student must earn at least 27.5 credits. To be promoted from grade 10 to 11 a student must have earned a total of 55 credits. To be promoted from grade 11 to 12 a student must have earned a total of 90 credits. In order to graduate a student must have earned 130 credits.

2016-2017 Grades 9 - 12			
English	4 Years	Social Studies	3 Years
Science	3 Years	Health	4 Years
Mathematics	3 Years	Fine Arts	1 Year
Careers/Financial Literacy	1 Year	Physical Education	Each year of Enrollment
World Language – 1 year			

Grading Policy

- A – 92-100
- B – 85 – 91
- C – 76 – 84
- D – 70 – 75
- F – 69 and Below

Academic Honors

Principal's List	–	4.0 GPA or higher	
Honor Roll	–	3.75	– 3.99 GPA
Merit Roll	–	3.0	– 3.74 GPA

Academic Recognition Ceremony

- Once per year, students will be formally recognized for academic excellence. These students will have a cumulative G.P.A. of 3.4 or greater beginning in 9th grade through the end of Q3.

Credit Recovery

- Students may take only 2 summer school online classes for courses they failed during the year. These courses are to be taken through Educere at the student's expense. Courses must be approved by a Guidance Counselor.
- Students who have lost credit for the year due to excessive absences must repeat the entire school year.
- Seniors who have earned insufficient credits for graduation may petition the administration to complete additional coursework at a community college. On-line courses will not be considered. Please consult with the students Guidance Counselor for further information. Course fees are at the expense of the students. College courses are not factored into a student's G.P.A..

Enrichment Courses

- Students are welcome to enroll in enrichment courses at any point during their high school career. However, the courses will not be recognized for credit and will not appear on the student's transcript. Enrichment courses are taken at the expense of the student.

NCAA Requirements

- Students seeking to improve NCAA eligibility should consult the NCAA website for procedures. Any completed coursework is at the expense of the student and will not be on the Buena High School transcript.

Final exams are administered on the final days of the semester/school year. The exam score is calculated as 1/9th of the final grade in a course. Any student who fails to take a final exam in a course must make it up in the summer during summer completion. Seniors who carry an "A" average for all 4 marking periods are exempt from taking the final exam in that course. It is the responsibility of the student to schedule a make-up exam with his/her teacher. In the event that a student in a course does not take an exam, a grade of zero will be issued.

SPECIAL SERVICES

As per the district's board approved procedures for implementing IDEA Policy on locating, identifying and evaluating students with disabilities parent/pupil handbooks must include information describing:

- Procedures for referral to the Child Study Team
- Special Education Services
- General Intervention Services

Referral Process For A Child Study Team Evaluation

1. Referral of a pupil with educational difficulties may be made by administrative, instructional and other professional staff to determine eligibility for special

education services. A referral form is to be completed by the referring staff member.

2. If the parent initiates a referral of his/her child, a written request shall be forwarded, without delay to the Child Study Team.
3. Within 20 calendar days of the receipt of the written request, the Child Study Team in collaboration with the principal or designee convenes a meeting with the parent, teacher and other staff if appropriate to determine if a Child Study Team Evaluation is warranted.
4. If an evaluation is warranted a plan describing the nature and scope of the evaluation is developed. Informed parental consent must be obtained before the evaluation is conducted.
5. Within 90 calendar days of parental consent for initial evaluation of a student, determination of eligibility for services and if eligible, development and implementation of an IEP is completed.

Special Education Services

A continuum of alternative placement is available to meet the needs of students with disabilities in the least restrictive environment. This continuum of placement options includes:

1. Regular class placement with supplementary aids/services (e.g.: in class report.)
2. Regular class placement with pull-out replacement instruction in the resource center.
3. In-district self-contained programs.
4. Private schools for the handicapped or county special services district.

The following related services are provided to meet the individual needs of students with disabilities when specified in their IEP:

- Physical Therapy
- Occupational Therapy
- Speech and/or Language Services Counseling
- Commission For The Blind/Visually Impaired

General Education Intervention Services

Intervention in the general educational program is provided to students. The following are examples of interventions:

- Contact with parents via telephone, meetings or notes sent home discussing teacher concerns and suggestions to alleviate problems.
- Consultation with Intervention & Referral Services (I & RS), Child Study Team members, Guidance Counselor(s), Speech Therapist, School Nurse, Principal, and/or other teachers.
- Instructional accommodations (e.g.: oral testing, modification of assignments).

- Supplemental academic programs such as Basic Skills, ESL, Remedial Reading.
- Counseling Services: S.A.C., Crisis Counselor, and Guidance Counselor.
- List of community resources for parents available in the Principal's and/or Guidance Office.

General Education Intervention Procedures

1. The teacher or other professional staff submits a written request to the Principal or designee for intervention services for a pupil with education problem(s).
2. The parent is informed of this written request for intervention strategies for the I & RS Committee.
3. The I & RS Committee meet with the teacher and develop an action plan of intervention strategies to be implemented within specified timelines.
4. I & RS reviews the effectiveness of the intervention plan within 6 to 8 weeks of its implementation and makes additional recommendations if needed.

STUDENT ACTIVITIES

The **Buena Regional High School Student Council** provides a student government through expression of opinion, participation and representation by and of the student body. It is the advocate of the student body and works to promote harmony and cooperation between students and the other elements of the school and community as well as to promote general welfare. It also strives to broaden interest in social, athletic and extra-curricular activities. The Student Council is the umbrella of all other student activities.

Academic Team

Try-outs for the Academic Team are held in the fall of each year. Students compete in academic competitions. The team meets once per week to practice and prepare for special events.

Anime Club

Anime is a style of Japanese film and television animation, typically aimed at adults as well as children. The members of anime club share a common interest in art appreciation, especially anime. Members view, discuss and analyze themes of various anime. Other art forms are welcome to share for appreciation and discussion. Members also explore the culture of Japan and other cultures relating to the presented art forms.

Art Club

The Art Club is an organization in which interested students become involved in activities such as forming a decorating committee and designing decorations for the annual Senior Dinner. Themes and possible corresponding decorations are discussed and later produced in time for each activity in need. The Art Club also holds one fund raising activity yearly to provide savings bonds for outstanding male and female artist.

Band

The Buena Regional High School Band is open to all students who have instrumental experience on a woodwind, brass, keyboard, bass guitar or a percussion instrument. Fall activities include performance at football games, parades, and school events. Some after school participation is required during marching season. Other activities include concerts, graduation, the Teen Arts Festival and field trips. Our program welcomes students who are seeking to be active in school and community.

Color Guard

The Marching Chiefs Color Guard is open to all students who are interested in performing with the Band. Members learn field routines using equipment such as flags, rifles and dance equipment. The Guard seeks high-energy students who enjoy visual musical performance. Activities include football games, parades and school and community functions. Some after school participation is required during marching season.

DECA

DECA stands for “Distributive Education Clubs of America”. This club is a vocational organization open to students enrolled in marketing education classes. Students will realize the importance of the duties in the marketing field and will develop leadership and self-confidence by attending conferences. DECA also provides activities such as dances and fashion modeling.

Drama Club

The Buena Regional Drama Club is open to all eligible students. Those involved participate in the production of two plays each year. Students interested in acting, directing, set design and construction, lighting and sound can have the opportunity to improve their skills and learn more about the exciting world of the theater.

Fellowship of Christian Athletes

The FCA welcomes students of all ages, races, nationalities and religious backgrounds to attend our friendly and uplifting meetings. Special activities such as guest speakers, trips and Christian concerts as well as bi-monthly Bible studies will be included as well as many fun-filled, positive spiritual experiences.

Future Farmers of America

The FFA is comprised of students who are interested in learning more about and possibly pursuing a career in the field of agriculture.

Gilda’s Club (Teens Touched By Cancer)

Gilda’s Club is open to students who have cancer or are cancer survivors, or who have family members or friends who have cancer. Meetings are held on a monthly basis.

GSA (Gay Straight Alliance)

The Gay-Straight Alliance brings together gay and straight youth in a positive and non-judgmental environment where they can fully express their individuality. The GSA seeks to increase awareness, decrease prejudices and create a safe school atmosphere for all.

Interact Club

The Interact Club at BRHS is a Rotary sponsored club focused on global and community service. Students participate in activities that benefit organizations and individuals on large scale and personal levels.

Journalism Club

Journalism classes produce the school yearbook and the school newspaper. Students learn to write news articles, feature stories and editorials along with designing a layout for all productions.

Math League

Any junior or senior who is currently enrolled in either Advanced Math or Calculus is considered an active member. Six math contests occur each year. The top ten scores are submitted to the state for county and state ranking. The five highest scores of the junior class are the officers for the following year.

National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character.

To be considered for membership you must have attended BRHS for at least one semester. The minimum GPA needed for consideration is 3.5.

Both the leadership and service criterion are considered highly important for membership selection.

The student who exercises leadership:

- Successfully holds school offices or positions of responsibility.
- Demonstrates academic initiative.
- Demonstrates initiative in promoting school activities.
- Is a forerunner in the classroom, at work and in the school or community

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and interscholastic competition.
- Does committee and staff work without complaint.

Character is probably the most difficult criterion to define. The Faculty Council will consider all aspects of character.

The Faculty Council makes selection to the National Honor Society. This consists of five voting faculty members appointed annually by the Principal. It is important to understand that all decisions of the kind involved in the selection process have some subjective aspects.

No student has a right to be selected for membership in the National Honor Society. Reconsideration of the Faculty Council's decision is a rare occurrence.

However, if a student or parent has a concern and the Principal believes that some kind of technical mistake has been made, the Principal may ask the faculty Council to reconvene to review the situation. Technical errors might include the inadvertent omission of a student's name from the list of those qualified for consideration, the erroneous average of grades, etc.

STAND UP and REBEL

(Students Talking and Not Drinking and Reaching Everyone By Exposing Lies) is a youth-led, youth-driven movement whose mission is to reach, educate and empower youth to make healthy lifestyle decisions while supporting alcohol free and tobacco free social norms. The Buena Chapter meetings are held once a month. All events, activities and meetings are planned to impact our school and community regarding tobacco and alcohol use. Buena students are encouraged to attend county-wide STAND UP and REBEL activities.

Breach of Leadership Position or Office: Some issues and/or infractions may be deemed of such consequence that the student will be required to forfeit their office as determined by the advisor of the organization and the building principal and/or his/her designee.

Information contained in this Handbook was updated as of June, 2016, but may be subject to change. The Board of Education reserves the right to amend, modify or cancel the policies, terms and conditions, course information and other material as published in this Handbook from time to time with reasonable notice. The High School administration will make reasonable efforts to inform students of any changes to this handbook; however, students are encouraged to keep themselves informed of current policies and procedures, terms and conditions and course information, and all information relevant to their particular enrollment.

REGULAR BELL SCHEDULE
Buena Regional High School
2016-2017

Teacher Arrival	7:30 AM	-
Students Depart Busses	7:30 AM	-
Warning Bell	7:35 AM	-
Homeroom	7:40 AM - 7:48 AM	8 minutes
Period 1	7:51 AM - 8:31 AM	40 minutes
Period 2	8:34 AM - 9:14 AM	40 minutes
Period 3	9:17 AM - 9:57 AM	40 minutes
Period 4	10:00 AM - 10:40 AM	40 minutes
Period 5	10:43 AM - 11:23 AM	40 minutes
Period 6	11:26 AM - 12:06 PM	40 minutes
Period 7	12:09 PM - 12:49 PM	40 minutes
Period 8	12:52 PM - 1:32 PM	40 minutes
Period 9	1:35 PM - 2:15 PM	40 minutes
Dismissal for Students	2:15 PM	-
Dismissal for Teachers	2:25 PM	-

SINGLE SESSION BELL SCHEDULE
Buena Regional High School
2016-2017

Teacher Arrival	7:30 AM	-
Students Depart Busses	7:30 AM	-
Warning Bell	7:35 AM	-
Breakfast/Homeroom	7:40 AM - 7:48 AM	8 minutes
Period 1	7:51 AM - 8:11 AM	20 minutes
Period 2	8:14 AM - 8:34 AM	20 minutes
Period 3	8:37 AM - 8:57 AM	20 minutes
Period 4	9:00 AM - 9:30 AM	30 minutes
Period 5	9:33 AM - 10:03 AM	30 minutes
Period 6	10:06 AM - 10:36 AM	30 minutes
Period 7	10:39 AM - 11:09 AM	30 minutes
Period 8	11:12 AM - 11:32 AM	20 minutes
Period 9	11:35 AM - 11:55 AM	20 minutes
Dismissal for Students	11:55 AM	-
Dismissal for Teachers	2:25 PM	-

ONE HOUR DELAY BELL SCHEDULE
Buena Regional High School
2016-2017

Teacher Arrival	8:30 AM	-
Students Depart Busses	8:30 AM	-
Warning Bell	8:35 AM	5 minutes
Homeroom	8:40 AM - 8:48 AM	8 minutes
Period 1	8:45 AM - 9:19 AM	34 minutes
Period 2	9:22 AM - 9:56 AM	34 minutes
Period 3	9:59 AM - 10:33 AM	34 minutes
Period 4	10:36 AM - 11:10 AM	34 minutes
Period 5	11:13 AM - 11:47 AM	34 minutes
Period 6	11:50 AM - 12:24 PM	34 minutes
Period 7	12:27 PM - 1:01 PM	34 minutes
Period 8	1:04 PM - 1:38 PM	34 minutes
Period 9	1:41 PM - 2:15 PM	34 minutes
Dismissal for Students	2:15 PM	-
Dismissal for Teachers	2:25 PM	-

TWO HOUR DELAY BELL SCHEDULE
Buena Regional High School
2016-2017

Teacher Arrival	9:30 AM	-
Students Depart Busses	9:30 AM	-
Warning Bell	9:35 AM	5 minutes
Breakfast/Homeroom	9:40 AM - 9:48 AM	8 minutes
Period 1	9:51 AM - 10:17 AM	26 minutes
Period 2	10:20 AM - 10:46 AM	26 minutes
Period 3	10:49 AM - 11:15 AM	26 minutes
Period 4	11:18 AM - 11:45 AM	27 minutes
Period 5	11:48 AM - 12:15 PM	27 minutes
Period 6	12:18 PM - 12:45 PM	27 minutes
Period 7	12:48 PM - 1:15 PM	27 minutes
Period 8	1:18 PM - 1:45 PM	27 minutes
Period 9	1:48 PM - 2:15 PM	27 minutes
Dismissal for Students	2:15 PM	-
Dismissal for Teachers	2:25 PM	-