

# Governor Livingston High School

175 WATCHUNG BOULEVARD  
BERKELEY HEIGHTS, NEW JERSEY 07922  
(908) 464-3100  
WWW.BHPSNJ.ORG

**2020-2021**



Parents and/or students whose primary language is other than English and require assistance to fully understand this handbook are urged to contact the principal. The principal will arrange for interpreting services.

The Governor Livingston School Handbook is subject to change during the school year. *The most up to date version will be posted on the school website.*

\*indicates that there are additions or changes made to that section due to COVID-19 guidelines; please see the COVID Addendum to the GLHS Student Handbook linked [here](#).



## GOVERNOR LIVINGSTON HIGH SCHOOL

Berkeley Heights, NJ 07922  
(908)464-3100 FAX (908)464-7508



### PRINCIPAL'S MESSAGE

Dear Students,

As a faculty and staff, we would like to welcome each of you to Governor Livingston High School for the 2020-2021 school year. This handbook provides a guideline to the policies and procedures in effect for this year. Please understand that these policies often reflect official Board of Education and New Jersey policies and laws that can be found in detail in other locations. We have designed this handbook to be a reference and guide for what you can expect as a student at the high school.

Governor Livingston is a dynamic school in a rapidly changing world. We must all, therefore, understand that because things change quickly, procedures, policies and laws are also subject to change during the course of the school year. Changes in policies will always be reflected in our online version of the handbook. Students and parents are strongly encouraged to read the Student Handbook as they will be expected to adhere to the expectations outlined within.

Governor Livingston High School provides its students with a dedicated faculty and staff that will provide you with many diverse course offerings designed to meet your individual interests. We hope that you will consider getting involved in one of our many extra-curricular activities so that you may get the most out of your educational experience.

Welcome to Governor Livingston High School! We hope that you have a successful and rewarding school year!

Sincerely,

*Robert B. Nixon Jr.*

Mr. Robert B. Nixon, Jr., Principal

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**Governor Livingston High School Administrative Staff**

Mr. Robert B. Nixon, Jr., *Principal*

Mrs. Jacqueline Bartlett, *Assistant Principal*

Mrs. Tara Oliveira, *Assistant Principal*

**District Directors and Supervisors**

Ms. Ann Clifton, *Director of Health, Physical Education and Athletics*

Mrs. Michele Gardner, *Director of Student Personnel Services*

Ms. Ashley Janosko, *Director of School Counseling, Nurses*

Mr. James Finley, *District Supervisor of Science, Art*

Mr. Stephen Hopkins, *District Supervisor of Social Studies and World Languages*

Mr. Kevin Morra, *District Supervisor of Special Education*

Mrs. Laurie Scott, *District Supervisor of English, Music, Library & Media Services*

Mr. Drew Ziobro, *District Supervisor of Mathematics, Business Education, BSIP, Family & Consumer, Sciences, Tech./Industrial Arts Education*

For a complete faculty listing - please click [here](#)



## **MISSION**

The mission of Governor Livingston High School is to challenge students to explore, to excel, and to engage in a community of lifelong learners that fosters a culture of mutual respect, responsibility, and integrity, offering rigorous academic curricula and diverse co-curricular programs.

## **BELIEFS**

- We believe education is a lifelong process which requires educators, parents, students, and members of the community to work cooperatively so that each student will have the opportunity to reach his/her fullest potential and enhance his/her self image in an evolving democratic and ever-changing technological society.
- We believe students have the right to a quality education and the responsibility to accept their roles as active members in a learning partnership with the educational system.
- We believe it is the responsibility of the administration, faculty, students, staff and community to provide a learning environment, which fosters intellectual growth and free expression of ideas.
- We believe the scope of the curriculum offerings should reflect the intellectual, the cultural, aesthetic, physical, social, vocational, and technological needs and interests of the students.
- We believe the curriculum should be designed to foster the development of firm academic, problem solving, decision-making, communication, and critical thinking skills.
- We believe it is the responsibility of the school to promote an appreciation for the inherent dignity and rights of all people. Students should be exposed to the cultural perspectives of their community and the diversity of society and be made aware of the role as responsible members. The school must guide students to become informed about and involved with balancing the global ecology.
- We believe the goals of the school program should reflect the educational goals of the community, the Berkeley Heights School District, and the state.

## **OBJECTIVES**

- To encourage students to view the learning process as a lifelong pursuit.
- To help students to develop a sense of self-worth and to realize their fullest potential.
- To provide a rich learning environment through the collaborative efforts of the administration, faculty, students, staff, and community.
- To encourage students to participate actively in the learning process and in the total school experience.
- To encourage students to keep abreast of technological developments that will have an impact on their lives.
- To provide a varied curriculum addressing individual learning styles which offers students opportunities to develop a firm academic base, physical well being, cultural and aesthetic appreciation, and necessary life skills for personal and career success.
- To encourage students to be aware of the cultural diversity of their community and of their roles and responsibilities in that community.
- To increase positive social interaction and school spirit.
- To assist students in developing self-control and self-discipline.
- To encourage development of ethical principles and values.

## ACADEMICS

### Grading System

A+ = 95 - 100  
 A = 90 - 94  
 B+ = 85 - 89  
 B = 80 - 84  
 C+ = 75 - 79  
 C = 70 - 74  
 D+ = 65 - 69  
 D = 60 - 64  
 F = 40 - 59

SP = Passing or Satisfactory in Pass/Fail course  
 FL= Failing or Unsatisfactory in Pass/Fail course  
 ME = Medical Excuse, Phys. Ed Only  
 I = Incomplete, Becomes F after 10 school days

WP = Withdrew Passing  
 WF = Withdrew Failing  
 NG = No Grade, Phys. Ed. Only  
 NC = No credit  
 EX = Exempt from exam  
 AU = Audit

Semester and final averages will be calculated using the following formulas:

<u>Semester Course:</u>		<u>Full Year Course:</u>	
<i>Marking Period</i>	<i>Weight of Grade</i>	<i>Marking Period</i>	<i>Weight of Grade</i>
MP 1	45%	MP 1	22.5%
MP 2	45%	MP 2	22.5%
Final Exam	10%	MP 3	22.5%
		MP 4	22.5%
		Final Exam	10%

**GPA Calculation:** The following final grades earn the corresponding quality points for the purpose of calculating a student's grade point average.

A+ = 4.5	C = 2.0
A = 4.0	D+ = 1.5
B+ = 3.5	D = 1.0
B = 3.0	F = 0.0
C+ = 2.5	

GPA is calculated by first multiplying the earned quality points by the potential credits of each course. The sum of all these calculations is then divided by the sum of all potential credits.

Please note that although credit towards graduation may be earned in programs outside of Governor Livingston, no course taken outside of Governor Livingston will be used to compute the GPA.

### Grade Weighting

Honors courses will carry an additional weight of 0.5 and Advanced Placement courses will carry an additional weight of 1.0. Dual reporting of current (non-weighted) and weighted GPA will be posted on the student transcript. The weighted GPA is calculated after completion of each school year and reflected only in the GPA average reported on the transcript.

### **Class Rank**

Due to the high level of academic success of our students, class rank does not accurately represent their achievements. Therefore, Governor Livingston does not rank students.

### **Progress Reports**

PowerSchool's Parent/Student Access Portal permits students and parents to monitor grades and attendance throughout the school year. Therefore, progress reports will not be mailed. If internet access is not available, please contact the guidance department to make alternative arrangements. Please keep in mind when checking grades on PowerSchool that the grades on display are a snapshot of your student's grades and may not include the most recently submitted assignments. Teachers should be given a reasonable amount of time to grade and post student assignments. If you lose your portal log-in information, please contact the main office. A new log-in will be sent to you via the US Mail to maintain student security.

### **Report Cards**

Report cards will be distributed one time a year, at the conclusion of the second semester. Grades can be accessed at all other times using the Parent Portal. Marking periods are approximately 45 days in duration. Parents should expect report cards in June.

### **Honor Roll**

High Honor Roll: Student earns a weighted marking period GPA of 4.0 with no marking period grades below a B

Honor Roll: Student earns a weighted marking period GPA of 3.75 with no marking period grades below a B

### **Academic Integrity**

Academic integrity is founded upon the values of personal honesty and ethical behavior. It involves the honest presentation of one's own work and the responsible, cited use of the work, words, or ideas of others. Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will not be tolerated at Governor Livingston High School. This includes, but is not limited to, cheating on tests (including final exams), copying the work of others, falsification of data, and failure to properly cite the works, words, or ideas of others. When a student participates in academic dishonesty:

- 1) The student will receive a zero as a grade
- 2) The parent/guardian will be notified by the teacher
- 3) The Supervisor and Assistant Principal will be notified
- 4) A meeting may be held with the parent
- 5) The student may be subject to disciplinary action, including but not limited to exclusion from honor societies

Governor Livingston High School reserves the right to verify student work electronically using online plagiarism prevention programs and databases. Each department may also enforce subject specific integrity standards that will be disclosed at the start of the academic year.

### **Auditing a Course**

Audits will be offered to students only under extenuating circumstances with approval of the principal. Requests for audits should be made to the principal prior to the start of the school year. Students in an audit status are required to complete all activities and assignments required of students taking the course for credit, including final exams. Audit status notification will appear on the student's transcript. All attendance policies apply to students auditing classes as they do for those taking courses for credit. Students may not change from audit to credit status.

### **Pass/Fail Option**

- The purpose of the pass/fail option is to encourage students to explore aspects of the curriculum in which they may be interested, but which they usually would not select for study
- A student with six subjects or more in a semester may elect one of these courses that semester on a pass/fail basis. A student with seven subjects or more scheduled for both semesters may elect one of these courses each semester or one full-year course on a pass/fail basis. There are exceptions: no student may elect pass/fail for the four years of English, one year of World History and Cultures, two years of United States History, three years of mathematics, or three years of science required for graduation. Nor is it possible to elect physical education and health as pass/fail courses.
- All pass/fail options must be so indicated in writing to the counselor no later than the end of the fourth week of the first marking period of the course. The written request must include a parent signature. Prior to electing a course for pass/fail, a student must discuss with his/her counselor the impact of this option on his/her educational objectives. The principal will make final decisions for students requesting to take the Pass/Fail option.
- If a student elects pass/fail in a full-year subject, three of the four marking periods must be passed; one of these three must be the last marking period. If a student elects pass/fail in a one-semester course, both marking periods must be passed (NOTE: A pass/fail grade is not included in computing a student's GPA; however, a student must earn a passing grade in order to receive credits for the course. A fail grade will be considered when a student's record is reviewed for the honor roll and the eligibility list for National Honor Society.)

#### **Student Schedule: Course Drop/Add Procedures\***

- Any schedule change request after the summer schedule mailing must be presented to the Change Committee.
  - Change committee meetings are scheduled after one full schedule rotation at the start of each semester and take place after school.
  - A student must request this meeting through his/her guidance counselor.
  - A form will be completed and signed by the student and parent and returned to the guidance director.
  - A meeting after school will be arranged on a first come first served basis. Only compelling reasons for changes will be addressed.
  - The committee will make a determination on the same day. Students will have the opportunity to appeal the decision of the committee by putting a request in writing to the principal within 48 hours.
- The only exceptions to this are student requests for course level changes, which will be processed by the appropriate supervisor rather than the change committee.
- Students must carry a schedule of at least 35 credits unless approved by administration.
- All course drops after the change committee meetings have concluded are subject to the approval of the administration.

#### **Level Changes**

- Requests for level changes must be made prior to December 15.
- Students requesting a level change should put in writing their reason for request through the counselor to the subject supervisor.
- The counselor will forward the request to the appropriate supervisor after counseling the student.
- Upon approval of said level change, students' grades will be transferred from level to level.

#### **Grading of a Dropped Course**

- Courses dropped through the change committee will not appear on the student's transcript.
- Following the change committee deadlines, any dropped courses will be recorded on the report card and transcript with a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF). Both grades have a value of "0."



- A student removed from a subject any time during the course for administrative reasons may not receive credit.
- A student who drops a full-year course at the end of one semester will not receive graduation credit for that semester.
- A student who drops a course may impact his/her athletic eligibility for the next academic semester. Please note the section on athletic eligibility found in this handbook.

### **Final Exams**

- A final examination, product or project is required in all subjects except Physical Education, Math and English Strategies, and various quarter courses.
- All students must take their exams at the scheduled time of the scheduled day. In the event of extraordinary circumstances students will be permitted to take his/her exam(s) at an alternate date with the approval of the principal. Exams not made up within 10 days will result in the failure of the exam.
- **Students who fail to complete a final exam will receive a zero for an exam grade. A zero grade on an exam may impact a student's ability to earn credit in that course.**
- Students are required to be in attendance for the entire exam period. No requests to be dismissed early will be honored.

### **Final Examination Exemption**

- Senior year students may be exempt from final examinations. A senior is defined, for this purpose, as a student who has earned at least 100 credits as of September.
- Exemptions will be granted during the senior year for full-year courses or one-semester courses in either semester of the school year.
- Exemptions will be based on a cumulative average of "A" or greater achieved during the third and fourth marking periods of a full-year course, or a cumulative average of "A" over both semesters of a full year course, or a cumulative average of "A" or greater over both marking periods of a one-semester course. The cumulative average shall be the average of both marking period report card grades.
- Students who qualify for an examination exemption may elect to take the examination if they wish; however, the final examination will be used in calculating the final average in the course in all such cases.
- For students exempt from a final examination, the final average will be computed on the basis of the recorded grades.
- Any senior who is exempt from a final examination is required to report to class on the day of the examination.
- Any student who takes the Advanced Placement exam for the enrolled course may be exempt from the course final, if they sit for the AP exam and they have an overall average of 75% in the first three marking periods of the corresponding AP course.
- Any student who has unauthorized absences in a class may have his/her final exam exemption privilege rescinded.

### **Physical Education\***

Physical Education is required of all students for each year they are in attendance. Athletes are not exempt from this requirement. All athletes in season are required to dress and participate each day, including the day of an athletic contest.

All students are required to participate in physical education. Any student who is excused from participating must dress unless he/she has a note from the parent stating otherwise or is excused from P.E. by the nurse or teacher. Students excused from P.E. for three days or less must have a written note from a parent. Those excused for more than three days must have a written note from a doctor stating the diagnosis and the duration of exclusion from physical education. Students cannot resume P.E. or sports activities after a serious illness or injury without a medical release from the student's physician. Students are to bring the parent notes directly to the P.E. teacher and any doctor notes to the nurse at the beginning of their scheduled time block for physical

education. New physician documentation must be submitted each school year for any restrictions or exclusions for the student's physical education program.

### **Grading Policy**

A student's grade will be based on his/her participation in physical education and will include the following criteria for each marking period:

Attitude and Effort	50%
Knowledge (Observation and Testing)	25%
Skill (Observation and Testing)	25%

Any student who is unprepared five or more times will fail for the marking period.

### **Supplementary Grades**

- ME When there is a Medical Excuse for more than 50% of class time, a grade of ME is recorded.  
\* When a student receives an ME for one marking period of the Health/PE or Physical Education semester course, 1.25 credits will be granted.
- I Incomplete. After 10 days of incomplete work, the grade becomes 0.0
- NC No credit. Insufficient time in class (see below) \* A student will receive a grade of NG if there are an insufficient number of marks to warrant a grade. NOTE: A marking period requires 30 days of participation in PE.

### **Health**

The curriculum for Health Education and listing of instructional materials will be available in the Instructional Media Center for review by parents.

- Grade 9 A Study of the Body in Action, Understanding Yourself, Social Problems, Family Life
- Grade 10 Driver Education, Highway System, Preparing to Drive, Basic Maneuvers, Decision Making and Driving, Driving Laws, System Failures, Motorcycles, Career Opportunities
- Grade 11 Social Health Problems, Cardiopulmonary Resuscitation, Standard First Aid, Disease, Alcoholism, Drug Abuse, Obtaining Health Care, Public Health, and Environmental Health
- Grade 12 Seminar in Family Life Education, Mental Health, and Contemporary Health Issues.

### **Family Life Education**

Any pupil whose parents/guardians present to the principal of the high school attended by such student a written statement signed by the parent/guardian that any part of the instruction in the family life education program is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the program where such instruction is being given and no penalties as to credit or graduation shall result. This request must be made in writing prior to the start of the course.

## TECHNOLOGY

### **Appropriate Use of Technology**

Internet access and the use of computer equipment and networks is a privilege. All files saved to school servers/school issued electronic account, i.e. Google Drive, are public networks and subject to administrative action without prior notice. In addition, any attempts to bypass the server (for example through a VPN) is a violation of appropriate use. Please refer to the District Acceptable Use Form for detailed information. Violations of the Acceptable Use Policy or unauthorized or inappropriate use of any school technology will result in disciplinary consequences. These iPads are district owned devices, and as such any VPNs or unauthorized apps will be monitored.

### **1:1 iPad Initiative**

While an iPad is assigned to each student, the iPads remain the property of the district and are subject to the same acceptable use guidelines as all other Berkeley Heights Public Schools-provided electronic devices. As such, any lost or damaged iPads and accessories will be treated as damage to school property and therefore fines will be assessed. All district-purchased applications (apps), files and documents stored on the iPad are the property of Berkeley Heights Public Schools.

The district reserves the right to confiscate and search a student's iPad to ensure compliance with the responsible use of the device. Students in violation of responsible use may be subject to but not limited to: disciplinary action, repossession, overnight confiscation, or removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Berkeley Heights Public Schools is not responsible for the loss of any files that are deleted.

Any unauthorized use of this district technology may result in the confiscation and searching of all applications and documents accessed by this technology and may also result in disciplinary consequences. Failure to comply with administrative requests may be considered insubordination and may result in additional consequences.

In the event that your iPad is damaged, the steps below must be followed in order to ensure a timely replacement.

1. Report the damage to GL tech staff during lunch. Tech Staff can be found in the office near room 18. In addition, all tech requests can be submitted via Google Form found on the GL website.
2. Hand in a broken iPad and receive a temporary iPad. Obtain a replacement iPad form to bring home for parent signature.
3. Return signed form in order to receive a replacement iPad. \*Note: It is important to have parent forms signed and returned in a timely fashion. Temporary iPads will only be given out for a period of three school days.
4. A bill will be mailed home with directions for payment.

In the event that your iPad is lost or stolen, the steps below must be followed in order to ensure a timely replacement.

1. Report the loss to GL tech staff as soon as possible. Obtain a replacement iPad form to bring home for parent signature.
2. Report the loss to the local police station. Be sure to obtain a police report.
3. Submit the police report and the signed replacement iPad form to the GL Tech Staff in order to obtain a replacement iPad.
4. A bill will be mailed home with directions for payment.

*Refer to the Student iPad Acceptable Use and Responsible Use Documents located on the GL website for more information regarding iPad use and costs; including loss, theft and damage.*

**ATHLETICS AND CO-CURRICULAR PROGRAMS**

Fall Sports	Winter Sports	Spring Sports
Football Boys Soccer Girls Soccer Field Hockey Girls Tennis Cross Country Cheerleading Girls Volleyball	Boys Basketball Girls Basketball Wrestling Ice Hockey Fencing Winter Track Boys/Girls Swimming Cheerleading	Baseball Softball Boys Lacrosse Girls Lacrosse Boys Tennis Spring Track Coed Golf

**Attendance**

In order to be eligible to participate in a student activity or athletics (game or practice) on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half- day schedule, students are expected to be present in school for the entire day.

**Conduct of Athletes**

All student-athletes are representatives of Governor Livingston High School and of their communities of Berkeley Heights and Mountainside. All student-athletes are required to sign an Athletic Participation Form which signifies that the student-athlete agrees to engage in proper conduct and responsible behavior on and off the athletic field.

**Academic Performance Standards for Participating in Athletic and Other Co-curricular Activities**

It is the responsibility of local school districts to ensure that students participating in athletics and other co-curricular activities maintain a standard of academic performance that is consistent with the primary mission of the schools. This mission is to provide an effective and appropriate education for all pupils and to establish acceptable standards of pupil performance.

Therefore, the standards listed below, which are those adopted by the New Jersey State Interscholastic Athletic Association will serve as the policy of the Berkeley Heights Board of Education for athletics and other co-curricular activities.

- It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than 12 1/2% (15 credits) of the State minimum (120 credits) during the first semester provided they are meeting their school district’s graduation requirements and are passing all courses in which they are enrolled at the start of the first semester. Students should be cautioned not to register for the minimum credits (15) in their first semester of their senior year, since a failure of just one course will result in ineligibility in the second semester. Waivers will not be considered for a senior who does not attain 15 credits and who fails a subject in his/her first semester, unless that senior is passing all subjects in the subsequent marking period.
- The above paragraph shall not apply to incoming ninth grade students during the first semester.
- A pupil eligible at the beginning of an activity shall be allowed to finish that activity.

Students who turn nineteen years of age prior to September 1<sup>st</sup> of the school year are not eligible to participate in interscholastic sports. Students who turn 19 years of age on or after September 1<sup>st</sup> of the school year are eligible to participate in interscholastic sports for the ensuing school year.

## **NCAA Eligibility Center**

The NCAA Eligibility Center certifies the academic and amateur credentials of all college-bound student-athletes who wish to compete in NCAA Division I or II athletics. Any students interested in pursuing intercollegiate athletics should notify their guidance counselors and head coach by the start of their sophomore year, in order to initiate the process and to ensure that they are on the proper academic track. All high school student-athletes wishing to compete in college must register with the Eligibility Center. Information about the Eligibility Center can be found in the Guide for the College-Bound Student-Athlete.

You can find resources for the Eligibility Center at: [www.ncaaeligibilitycenter.org](http://www.ncaaeligibilitycenter.org)

## **Athletic Contests**

Good sportsmanship on the part of the players and spectators is expected. Access to the fields by vehicular traffic is prohibited. All spectators, except for the handicapped, must walk to the fields. Please call the Athletic Office for Handicapped parking access.

## **Spectator Conduct**

- Any kind of tobacco use on school grounds is prohibited
- Liquid refreshments in the gym are prohibited
- Consumption of alcoholic beverages is prohibited
- Mechanical noise makers are prohibited
- Whistling is prohibited
- Cheer your team in a positive manner
- Display good sportsmanship at all times
- Signs or banners are prohibited

## **Co-Curricular Activities**

Governor Livingston High School invites and encourages active student participation in its co-curricular program. We seek to provide the kind of environment, which fosters existing activities and makes the initiation and development of new clubs and activities unrestricted.

In order to be eligible to participate in a student activity or athletic event on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half-day schedule, students are expected to be present in school for the entire day.

## **Honor Societies**

### **National Honor Society**

Students are selected for membership into the National Honor Society (NHS) on the basis of having demonstrated excellence in the four pillars of NHS: scholarship, character, leadership and service. Candidates are evaluated on their entire high school career.

Students who have demonstrated the requirements for scholarship will be invited to participate in the selection process by the NHS advisor. The selection process will determine if the candidate meets expectations for Character, Leadership, and Service.

### **Scholarship:**

- Scholarship is a distinguishing feature or trait of an individual, which is indicated by academic achievement.
- Students in the Junior Class are eligible for membership, provided that each student has an overall final weighted grade point average (GPA) of a 3.75 or higher based upon all courses taken for credit through the 4<sup>th</sup> semester.
- Students in the Senior Class, not previously selected for membership, are eligible, provided that each student has a final weighted GPA of a 3.75 or higher based upon all courses taken for credit through the 6<sup>th</sup> semester.

**Character:**

- Character is what a person is; reputation is what a person is thought to be. Character is a distinguishing feature or trait of an individual, which is indicative of mature, responsible behavior.
- Character may be demonstrated by possessing qualities such as:
  - Honesty
  - Responsibility for completion of obligations
  - Considerate behavior toward others
  - Appropriate conduct without major or repeated disciplinary infractions
  - Regular school attendance without excessive or unwarranted absence or tardiness
  - Not Participating in an act of Academic Dishonesty during their high school career
- Any student found by the faculty or administration to be in violation of the Student Code of Conduct, and especially the Governor Livingston Academic Integrity policy, may lose the ability to be a member of the National Honor Society. Disciplinary records from freshman year to the present will be used to evaluate candidates eligible for selection.

**Leadership:**

- Leadership is a distinguishing feature or trait of an individual, which is demonstrated by the ability to influence others toward positive goals.
- Leadership may be demonstrated by:
  - Holding a school or community position of responsibility, school office or committee chairmanship and efficiently performing the duties required
  - Influencing others by promoting constructive activities within the classroom, the school and community

**Service:**

- Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.
- Service may be demonstrated by:
  - Participation in a service-oriented club or activity, which entails the student's involvement inside or outside the school environment
  - Commitment to service from the beginning of the candidate's high school career.

**Athletic Honor Society**

- The student must be a junior or a senior at Governor Livingston High School.
- The student must have earned at least two varsity letters.
- The student must consistently exhibit exemplary behavior in the classroom and at school functions and activities. Students who have been suspended, who have chronic conduct violations, or who have violated the athletic code of conduct will be ineligible.
- Initial student/athlete eligibility for "Varsity A" recognition will accrue after the first semester of the athlete's junior year. At this time, the student must have a weighted G.P.A. of 3.5 or higher in all courses taken through the fifth semester and have earned two varsity letters. An athlete who is projected to earn a letter in the spring and has attained a 3.5 weighted G.P.A. or better after the fifth semester is also eligible. *If the student does not meet said criteria, a review will be held at the conclusion of the student's junior year (all courses taken through the sixth semester). Similarly, a review of the athlete's G.P.A. will be conducted at the conclusion of the first semester of the student's senior year.*

**American Sign Language Honor Society (ASLHS)**

Students must have completed ASL 1 and be currently enrolled in ASL 2 or 3. Students must have an A average (3.75 or better) in all ASL classes. Students must have a minimum overall GPA of 3.2. Students must complete

5 hours of community service using ASL &/or benefiting the Deaf Community (may include peer tutoring, visitations, involvement in community activities).

**French NHS**

Entry is by academic achievement. A French III, IV, or V student who each year earns a 3.75 or better, will be inducted at a ceremony in the fall of the next academic year.

**Latin NHS**

Students must have an A/4.0/90 average in Latin and be an active member in good standing of the Junior Classical League. Students are eligible upon completion of Latin I. Students must be enrolled in the sequential year of the language and must fulfill requirements each year to be eligible.

**Italian NHS**

To be inducted into the Italian Honor society a student must have completed the third level of Italian (Italian 3), must be enrolled in the next level of the language (Italian 4/ Italian 5) and must have an average of 90 or above in all levels completed.

**National Art Honor Society**

Recognizes students who have achieved high standards in the art program. A student must have completed at least 4 art classes with a B+ average or better.

**Quill and Scroll**

Recognizes students with outstanding writing abilities.

**Spanish Honor Society**

Students inducted offer their services as tutors to students who need help in Spanish. The members must continue their study of Spanish in high school and maintain an A-A+ average in the language.

**Science Honor Society**

Recognizes students with outstanding science abilities.

**Mu Alpha Theta**

Mathematics Honor Society. Recognizes academic achievement in mathematics. The student must have completed five semesters of honors or regular math courses, or have completed four semesters and be enrolled in a fifth. The student must have earned a 3.75 or better in all math courses and be recommended by the faculty and administration.

## Attendance

### **Parent/Guardian Responsibilities**

- To make your child's school attendance your first priority for all 180 days;
- To support the integrity of the attendance policy by accurately and punctually reporting your child's absence from school;
- To provide a note explaining the reason for your child's absence(s), including dates, immediately upon his/her return to school or, when possible in advance;
- To appreciate the correlation between regular attendance and academic achievement;
- To be aware of the dates of your child's absences. Please check PowerSchool Parent Portal regularly;
- To inform your child that you do not condone illegal class absences (cutting);
- To know that class cutting and any other unexcused absence will result in a zero for class participation and a zero for any test/quiz missed without the opportunity for make-up;
- To direct your child to meet with teachers about work missed during his/her absence;
- To schedule medical/dental appointments, college visitation, and other non-school-sponsored matters outside school hours;
- To participate in meetings/reviews cited in the attendance procedure.

### **Student Attendance\***

Achievement in school requires good attendance. There are three primary ways of assisting students to increase attendance:

- Through counseling services
- Through community intervention and social services if appropriate
- Through consequences imposed by the school

In order to be eligible to participate in a student activity or athletic event on a school day, students must arrive at school no later than 9:50 a.m. on the day of the event when school is in session until 2:45 p.m. In the event school is on a half-day schedule, students are expected to be present in school for the entire day.

### **School-Sponsored Activities**

A student not present in class because of a school-sponsored activity such as a field trip, musical or drama performance, athletic event, debate, student council meeting, etc., is recorded as present; therefore, this attendance policy does not apply in such instances. Involvement in school-sponsored activities is considered important and valuable for student growth. It shall be the student's responsibility, prior to being excused from a class for any of the above reasons, to see each teacher whose class will be missed the following day and to learn what homework or class assignments need to be done. The teacher and the student should arrive at a due date for this work.

### **Student Absence**

- A student who is receiving home instruction through the school is recorded as being in attendance.
- Each course has an attendance requirement, which if violated will result in loss of credit for that course. A student will be placed in no credit status for the course, regardless of grades earned, if he/she is absent from the course (a mark of NC will be reflected in the student transcript and report card):
  - 5 days or more in a 1.25 credit course (marking period course)
  - 9 days or more in a 2.5 credit course (semester course)
  - 18 days or more in a 5.0 credit course (full-year course)
- Any and all absences will be recorded. Religious holidays approved by the State Board of Education will be recorded as an "R." If a parent receives notification that his/her child exceeded the allotted number of days and wishes to seek an appeal, he/she may do so by notifying the assistant principal, **within ten (10) school days.**



- If a student is absent, a parent/guardian must call to announce the absence prior to the start of the school day at 7:50am. This can be done by selecting option #1 from the main menu when calling 908-464-3100. **Please note that this call verifies the absence, but does not excuse it.** As previously indicated, all absences are recorded.
- As per the New Jersey State Department of Education, the following absences will be deemed excused with official documentation:
  - Three college visit in the student's Junior Year
  - Three college visits in the student's Senior Year
  - Take Your Child to Work Day
- The Attendance Appeals Committee will handle parent requests for attendance appeals. The committee shall consist of an assistant principal, school nurse, two teachers, and the individual student's counselor. The committee shall review all pertinent data and interview the parent and student before rendering a decision. A decision shall be rendered within three (3) school days of the meeting. If a parent or student wishes to appeal the decision of the committee, he/she may do so by contacting the principal.
- Truancy shall be defined, as an absence from school not excused by the school administration. Students, at the discretion of the principal, may be charged with a class cut for each class missed during truancy.
- Consideration will be given by the principal for exemptions to the attendance policy in the case of extreme or unusual circumstances.
- Students who become ill or get injured during the school day should see the school nurse. The school nurse will make a determination as to whether the students should be sent home or stay in school. If a parent decides to take their child home from school without the nurse's recommendation, they need to email the attendance secretary or physically enter the building and sign their child out of school. Unless excused by the nurse, the student will be marked absent for the remainder of the school day.

## Procedures

- Sign-Out Procedure
  - Students will not be permitted to leave the school building during school hours, including common lunch, for any reason, except under extenuating circumstances that must be pre-approved by the principal or designee. If a student believes that they need to leave school due to illness, they must report to the nurse's office.
- Unauthorized Absences
  - If a student is truant from school, parents/guardians will be notified as soon as possible. A conference with the student and/or parent/guardian is required to determine the appropriate course of action, which may include administrative detention or out-of-school suspension.
  - Students who are absent from class without authorization shall be referred to the assistant principal for cutting class. A total of three (3) cuts in a course shall result in loss of credit in that subject. Disciplinary action to be taken for cutting is as follows;
    - 1<sup>st</sup> Cut: Administrative detention or out-of-school suspension.
    - 2<sup>nd</sup> Cut: 2 Administrative detentions or out-of-school suspension.
    - 3<sup>rd</sup> Cut: Loss of credit in class.
  - Parents/guardians will be notified by letter and/or personal contact when their child cuts class. A registered letter will be sent after the second cut. After the third cut, the student's permanent record will show that the student has lost credit for the course and NC will appear on the report card and transcript. The student is required to continue attending and complete all work in the class.
- Make-Up Work for Absences
  - A student who is absent from class is required to make arrangements with his/her teachers to make up the assignments missed in order to receive credit for that work. The period of time for makeup will be determined by the teacher, keeping in mind the needs of the student and the amount of work to be made up. Long term assignments are due the day the student returns to school.

- At the discretion of the teacher, students who miss assignments, tests, or quizzes due to tardiness may be required to complete or turn in work prior to leaving school on that day. This may take place during the common lunch, a study hall, after school, or at a mutually agreed upon time at the teacher's discretion. These procedures will be established by each individual teacher at the beginning of each school year. Failure to do so may result in a grade of zero for the missed assignment, test, or quiz.
- Students who are absent from class due to field trips, school activities or athletic events are expected to meet all deadlines and should make arrangements with each individual teacher prior to the absence.
- Absentee Notes
  - It is recommended that a note from a parent/guardian of a student will be submitted on the day the pupil returns to school. Notes for absences may be submitted and will be added to the student attendance file for verification purposes. A note may be submitted on a day prior to the absence, indicating the hours to be missed, on the specified day, if it is known in advance.  
**Please keep in mind that this note verifies the absence, but does not excuse it.**

### **Tardiness\***

Students who arrive late are missing valuable class time and are disrupting the learning of other students.

- Any student who arrives at school after the regular start time must report directly to the attendance office and check in with the attendance secretary in order to be admitted. The attendance office is located next to the main office. **Students who arrive to school late will be provided with a pass from the attendance office.** Failure to follow this procedure could result in disciplinary action.
- Excessive tardiness will result in disciplinary action according to the structure outlined below and may result in a parent meeting at any time:
  - 5 tardies to school - Lunch Detention
  - 10 tardies to school - Office Detention
  - 20 tardies to school - 90-minute Administrative Detention, loss of Open Campus if applicable
  - 30 tardies to school - 3 hour Administrative Detention, removal of Open Campus if applicable
  - 40 tardies to school - two 3-hour Administrative Detentions
  - Over 40 tardies - subject to the administration
- A student who misses more than half of a class period due to tardiness will have an absence recorded for that period.

## **BUSES\***

**School Bus Transportation** - School bus *route assignments* along with approximate morning pick-up times and bus stop locations will be communicated to parents/guardians prior to the start of the school year.

**From Home To GL** - In the morning, students should plan for a window of 10 minutes before and 10 minutes after the scheduled pick-up time to be at the bus stop.

**From GL to Home** - In the afternoon, school is dismissed at 2:45pm with buses departing the high school *promptly* at 2:50pm. All *First Student* buses are parked in the lot adjacent to the GL auditorium. Remaining buses are parked in front of the high school and include MUJC, Berkeley Heights Board of Education and Durham (Mountainside students). Buses will not wait beyond the 2:50pm departure time since they have other routes to get to after the completion of the GL route.

**Questions** - Mountainside families should reach out to the Mountainside Board of Education at [908-232-3232 ext. 140](tel:908-232-3232). Families residing in Berkeley Heights should reach out to the Berkeley Heights Board of Education (Transportation Office) at [908-464-2533](tel:908-464-2533).

## **STUDENT CONDUCT\***

The Student Code of Conduct at GLHS is based upon the underlying belief that all students have the right to learn and all teachers have the right to teach. It is the goal of the Code of Conduct that students become independently responsible for their own behavior. However, situations do arise which require action on the part of the school to modify student behavior in order to meet the expectations of the student code of conduct.

Infractions brought to the attention of the administration will be given the appropriate time and consideration. However, each disciplinary matter or incident will be treated individually. Students will be held responsible for the accuracy of the information that they provide regarding any incident. Lack of knowledge of school rules will not be taken as an excuse for breaking school rules.

There are seven levels of discipline:

**Teacher Detention:** The first level of discipline. For infractions of classroom rules, teachers should have students report to them before or after school or at lunch. The length of the detention is determined by the teacher.

**Lunch Detention:** For violations of the student code of conduct or inappropriate lunch time behavior. Students assigned to restricted lunch must report to the assigned classroom by 11:00 and remain for the duration of the lunch period. Students will be permitted to eat lunch while serving this detention.

**Office Detention:** For repeated or more serious violations of the student code of conduct. Office detentions are assigned by the Assistant Principals or designee. Office Detention is run on Tuesday, Wednesday, and Thursday afternoons from 3:00pm – 3:45pm.

**90-Minute Administrative Detention:** For more serious or repeated violations of the code of conduct. 90 minute Administrative Detentions are assigned by the Assistant Principals or designee. These detentions are held on Wednesday afternoons from 3:00 to 4:30.

**Administrative Detention:** For gross or repeated violations of the code of conduct. Administrative Detentions are assigned by the Assistant Principals or designee. These detentions are held on Wednesday afternoons from 3:00pm to 6:00pm.

**Out of School Suspension:** New Jersey Statute 18A; 3702: ... “Any pupil who is guilty of continued willful disobedience, or of open defiance of authority of any teacher or person having authority over him (or her), or of habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension from school.”

Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Berkeley Heights Board of Education, acting upon the recommendation of the administration.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils, shall cause a pupil to be suspended upon the first offense.

Pupils who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work, incomplete assignments will result in a grade of zero. Students will not be readmitted without a parent/guardian conference.

Please note that gross violations of the student code of conduct can result in police notification and possibly filing of charges. Suspensions generally are assigned for a period of 1-10 days.

New Jersey Statute 18A:

“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:

- a. Continued and willful disobedience;
- b. Open defiance of authority of any teacher or person having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;
- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by the 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;
- h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- i. Incitement which is intended to and does result in truancy by other pupils; and
- j. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.”

**Expulsion:** Expulsion refers to discontinuing the educational services of a student. (N.J.S.A. 18A:37-2 to 18A:37-5).

#### **Bullying, Harassment, and Intimidation (BP- 5512.01)**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation or bullying.

#### **Definition**

“Harassment, intimidation or bullying” means any gesture, written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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

6. Creates a hostile environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic Communication” means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, or pager.

### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavior expectations and standards regarding harassment, intimidation, and bullying, including:

- A. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
- B. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
- C. Pupil rights; and
- D. Sanctions and due process for violations of the Code of Pupil Conduct

These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation

of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

#### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of part or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Consequences and appropriate remedial action for a pupil or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. 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 must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. 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. The consequences and remedial measures may include, but are not limited to, the examples listed below:

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. After-school programs;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action;
9. Expulsion; and
10. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

#### **Harassment, Intimidation, and Bullying Off School Grounds**

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

### **Harassment, Intimidation, and Bullying Reporting Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in the Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provision of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

#### **GL Anti-Bullying Specialists**

Mrs. Christina Zaun, coordinator 464-1718 x 1010

Christopher Coughlin

Marissa Gold

Michele Morin

Carolyn Quigley

Steven Seibelts

Robert Segear

Deborah Velelis

### **Consequences and Appropriate Remedial Action for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Pupils – Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in

accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.

3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

*The entire policy can be found at <http://www.bhpsnj.org//Domain/112>*

### **Hazing (BP – 5512)**

The Board of Education prohibits acts of hazing. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Hazing, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate hazing.

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

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

The district prohibits active and passive support for hazing. All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

### **Hate Crimes and Bias Related Acts (BP-8465)**

The Berkeley Heights Board of Education is committed to providing a safe and healthy environment for all children in the school district. Hate crimes and bias-related acts involving pupils can lead to further violence and retaliation. Hate crimes and bias-related acts, by their nature, are confrontational, inflame tensions, and promote social hostility and will not be tolerated by the school district. The school district employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts.

### Definitions

A "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, disability, religion, sexual orientation, or ethnicity.

A "bias-related act" is an act directed at a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religion or sexual orientation, or ethnic prejudice. A bias-related act need not involve conduct that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.



### Required Actions

Whenever any school employee in the course of his/her employment develops reason to believe that (1) a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or (2) a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during operating school hours, the school employee shall immediately notify the Building Principal and Superintendent, who, in turn shall notify the Berkeley Heights Police Department and Bias Investigation Officer for the county prosecutor's office. The Principal shall notify the Berkeley Heights Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.

Whenever any school employee in the course of his/her employment has reason to believe that a bias-related act has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school (including via digital platform) property and whether or not such bias-related act was or is to be committed during operating school hours, the school employee should immediately notify the Building Principal and Superintendent, who in turn should promptly notify the Berkeley Heights Police Department.

In deciding whether to refer the matter of a bias-related act to the Berkeley Heights Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider the nature and seriousness of the conduct and the risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public. The Building Principal and Superintendent should also consider the possibility that the suspected bias-related act could escalate or result in some form of retaliation which might occur within or outside school property.

It is understood a referral to the Berkeley Heights Police Department or county prosecutor's office is only a transmission of information that might be pertinent to a law enforcement investigation and is not an accusation or faunal charge.

Unless the Berkeley Heights Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to address and remediate any such acts.

School officials will secure and preserve any such evidence of a suspected hate crime or bias-related act pending the arrival of the Berkeley Heights Police Department or the county prosecutor's office. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Berkeley Heights Police Department or county prosecutor's office.

Every individual that studies or works within Governor Livingston High School has the right:

- To be treated equally and respectfully by everyone within the school community
- To be protected against all and intimidating behavior or incidents of violence
- To have access to the formal complaint procedures in case this person believes that he/she was subjected to any form of discrimination or racism due to his/her gender, nationality, appearance, religion, sexual orientation, disability or other aspects of his/her identity.

- To expect safety, confidentiality and privacy during any reporting or investigating of misconduct regardless of how one may be involved

All members of the GLHS community (teachers, students and other school personnel) ought to:

- Respect the rights of all individuals in the school community
- Recognize and implement their obligations in terms of dealing with discrimination and racism by reporting issues of discrimination and racism using the procedures put in place by the school.
- Behave in a safe and responsible manner by avoiding all forms of misconduct or any other form of communication *both in person and digitally* that shows lack of respect towards other individuals or their properties
- Reject all forms of racism, discrimination or harassment towards any individual within the school community
- Avoid causing any discriminatory or bias related incidents (directly or indirectly) *both in person and via digital platforms*.

GLHS students ought to commit themselves in such a way so as to:

- respect other people's personality, freedom and dignity (inside the school, outside of the school premises *and via digital platforms*)
- be aware of their own rights and obligations regarding racism and discrimination
- recognize all discriminatory or bias related incidents and report them immediately to a teacher *or trusted adult*
- refuse to participate in any kind of discriminatory behavior
- enlighten people who are telling a stereotypical or discriminatory joke that it might hurt other people's feelings
- strive to be inclusive of students from different backgrounds, irrespective of any differences they may have with them
- challenge stereotypes or racist misconceptions found within their environment
- reflect on their own behavior and whether it may be biased or have negative consequences towards other people

### Consequences

Consequences and appropriate remedial action for a pupil who commits a Hate Crime or Bias Related Act may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences 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 must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. 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 bias related acts. The consequences and remedial measures may include, but are not limited to, the examples listed below:

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges *including those specific to seniors such as On Campus Parking or Open Campus*
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. After-school programs;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action;

9. Expulsion; and
10. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.
11. In all instances, the school will work to provide an educational component to the remediation in order to foster individual growth beyond the incident.

#### **Common Areas and Lunch Behavior\***

Students are expected to be cooperative members of the school community and therefore are responsible for maintaining the cleanliness of the common eating areas at all times. Students shall discard all garbage and debris in the appropriate receptacles provided in each of the common areas. Recyclables are to be placed in the appropriate bins. Students will be held responsible for the cleanliness of the table(s) at which they are present at any point during the lunch period. Students reported for not maintaining or cleaning their areas as well as students considered disruptive or insubordinate during lunch will be subject to disciplinary action.

#### **Gambling**

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice, or any other activity construed by the school administration as gambling. Items perceived to be used for the purpose of gambling may be confiscated. Violators will be subject to disciplinary consequences and possible legal action.

#### **Theft**

Students are discouraged from bringing any items of value to school including personal electronic devices, jewelry, etc. The school is not responsible for damage to or loss of personal property. Students are responsible for securing personal items. Should a theft occur, please report it to an administrator. All thefts will be reported to the Berkeley Heights Police.

#### **Electronic Listening Devices (including cell phones)**

It is recommended that students not bring electronic listening devices, including cell phones, to school. If a student chooses to bring them to school, GLHS is not responsible for the item if it is lost or stolen. Students are not permitted to charge any personal electronic devices in school outlets at any time. Students are allowed to listen to audio devices in the building before and after school and during non-instructional time, or in an instructional setting with the teacher's permission. Use of listening devices at inappropriate times may result in the confiscation of the device.

#### **Cell Phones**

It is recommended that students not bring cell phones to the school. If a student chooses to bring a cell phone to school GLHS is not responsible for the loss or theft of the item. Students are not permitted to charge cell phones in school outlets at any time. Cell Phones are to be off and away during all academic related activities. Cell phones (and other communicative devices) create class disruptions and potential issues concerning academic integrity.

- Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school rules.
- The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities.
- Whether or not or when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of violation.
- Remember: cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

#### **Recording Devices\***

Photography, videotaping and audio recording is strictly prohibited during school hours or at school-sanctioned events unless approved by the Administration. Furthermore, unauthorized electronic recording of students or

staff is subject to disciplinary consequences and may be deemed an act of bullying, harassment or intimidation. All unauthorized use of this equipment may result in confiscation and/or search of the device. This includes incidents using district issued iPads for purposes other than those assigned by staff.

### **Student Dismissal and Transportation Conduct**

Governor Livingston High School offers its student body a large number of extra-curricular opportunities in a wide variety of areas. Many of these opportunities take place at the end of the school day. All students not participating in a school sponsored activity or not under the direct supervision of a district employee are expected to leave school property at dismissal. Any means of transportation provided by the Board of Education is considered school property. Therefore, school rules are in effect during the period of time students are transported. All rules stated in the student/parent handbook apply. Students who do not follow these rules or behave inappropriately may lose their bus privileges for a period of time.

### **Smoking and Use of Tobacco**

In accordance with New Jersey state law and Board of Education Policy (BP 7434), smoking is prohibited on all school grounds. The use of chewing tobacco, snuff, “chew”, etc. is also prohibited on school grounds. The possession of cigarettes, electronic cigarettes or similar devices, vaping devices, as well as the use and/or possession of any other tobacco products, lighters, matches, or other paraphernalia on school property or at any school sponsored activity are prohibited. These items are subject to confiscation and students will face disciplinary consequences, up to and including school suspension.

### **Dress and Grooming**

In accordance with policy 5511, The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The board will impose its judgment on pupils and parents or legal guardians only when a pupil's dress and grooming affect the educational program of the schools.

Students are expected to dress in a neat, clean and appropriate manner. Governor Livingston is a serious academic high school. As such, when in doubt, student dress should be conservative and modest.

The following would be examples of apparel inappropriate to the school setting:

- Clothing that is excessively short, tight and/or too revealing of one's anatomy
- Exposed undergarments
- Clothing or accessories that create a safety risk
- T-shirts with inappropriate messages (for example: alcohol, language, symbols, drugs, etc.) or content offensive to others
- Headwear such as hats, hoods, or bandanas worn in the building
- Any other item of apparel that would materially or substantially interfere with the operation of the school

Repeated violations of the dress code may result in disciplinary action. This list is not intended to be all inclusive. It is meant to provide a sense of appropriateness for school. Administration reserves the right to make the final decision regarding appropriate dress in school and at school-sponsored activities.

The wearing of hats inside the school building during school hours is prohibited. Exceptions will be made for religious purposes. *Board of Education Policy – 5511 Dress and Grooming*

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions. *Board of Education Policy – 5511 Dress and Grooming*

## **SCHOOL COUNSELING PROGRAM**

### **COUNSELING DEPARTMENT**

The Board of Education provides counseling facilities and staff to offer services to all students. The counseling department includes a district director, counselors, and support staff. The student's respective counselor will be assigned at the beginning of freshman year and will remain with the student (and family) throughout high school. The counselors assist students with academic planning, personal/social concerns, and college/career counseling. The counseling staff maintains close contact with faculty, students and welcomes open parental communications to better assist and meet the students' needs. Taking the time to get to know your counselor to discuss your ideas, concerns, plans and future goals beginning freshman year is very important as your counselor can be very helpful to you in many ways. The counselor will initiate some conferences with you, but if you desire an appointment to speak with your counselor about any issue or concern, complete a Guidance Conference Request Form. Forms can be obtained from and returned to the guidance assistants. Your counselor will then schedule your appointment and you will be notified. You are always welcome in the Guidance Office during lunch or free periods throughout the day. We urge you to avail yourself of the services provided by our professional staff.

### **Course Selection**

A major function of the GLHS Counseling Department is to assist students in the selection of their high school subjects. A four-year educational program will include consideration of personal goals, interests, achievements, and academic performance levels. The student will assume a responsibility and has been given the opportunity to explore and express his/her wishes before any decision has been made. It should be noted that subject selection is an important task. All school personnel are in some way involved in the process. We encourage parents/guardians to collaborate with the student while discussing the course selection process for the next year. Each counselor meets 1:1 and/or in a small group to assure appropriate subject selection and placement. All prerequisites must be met before a course can be scheduled. Parent approval is then requested.

### **College & Career Development**

Throughout the school year, students are invited to attend various College & Career Programs including but not limited to college admissions counselor visits, college fairs, speakers, interest surveys, career specific speakers, and other interesting career oriented programs. The Counseling Career Center is designed to offer easy access to college searches, career interests and other vocational information. The counseling department will meet with students through individual, small group and classroom settings to share college and career related information and navigation through various related components of Naviance, the online student information system.

### **College Bound Standardized Tests**

College bound students will establish a sound testing pattern early in their high school careers. It is recommended that subject area tests, College Board SAT Subject Tests, are often taken directly upon termination of the related course. The PSAT/NMSQT should be taken in October of the junior year. Students are also encouraged to participate in the PSAT assessment during freshman and sophomore year in practice and preparation for the PSAT/NMSQT. It is also recommended that the students take the SAT (College Board) and/or the ACT twice, for better comparison and assessment results. Each student should consult their counselor to develop an appropriate testing portfolio.

### **Home Instruction Services**

When a student is absent from school for more than ten days due to a health problem, the student may receive home instruction. Requests for home instruction are to be made by the parent to the student's school counselor. A doctor's note must accompany the request and subsequently be approved by the GLHS school physician.

### **Intervention and Referral Services**

Each school has an Intervention and Referral Services Committee (I&RS) designed to support general education students who may be experiencing academic, behavioral and/or social emotional difficulties that are impacting the student's educational progress. The responsibilities of the I&RS Committee are as follows:

- Identifies students in need and plans to provide appropriate interventions and/or services to address the student's needs;
- Identifies the school personnel who will participate in provided interventions and services;
- Provides support and guidance to the school staff working with the student;
- Involves parents and/or guardians in the development and implementation of the plan;
- Coordinates with outside service providers when appropriate;
- Reviews and assesses the effectiveness of the plan and modifies or terminates the plan as needed; and
- Refers the student to the child study team for evaluation, when appropriate.

A written I&RS plan is developed by the committee which lists the suggestions that can be implemented in school and/or at home to support the student. The parents and all of the student's teachers receive a copy of the plan.

### **Referral to Child Study Team**

A parent may request a Child Study Team (CST) or speech evaluation for their son/daughter by putting their request in writing to the building principal or Director of Student Personnel Services. This written request is considered a referral. A CST member or speech therapist will contact the parent to schedule an Evaluation Planning Meeting within 20 days of the receipt of the referral. The purpose of the Evaluation Planning Meeting is to discuss whether or not the district will proceed with a speech or a CST evaluation. Except in certain circumstances, pre-referral interventions through the I&RS should be implemented prior to a referral to the CST.

### **CORE Team**

The purpose of the Core Team is to identify students who are at risk for substance abuse or who are having difficulty with peer/staff relationships. Confidential referrals are made by staff members. Parents will be notified if the CORE team feels that the student may be at risk. Strategies to assist the child and parents will be recommended by the team.

### **Student Assistance Counselor**

The student assistance counselor is available in the guidance office for students who have personal or substance abuse problems. The counseling sessions are confidential and the objective of the process is to have the students help themselves. The counselor will direct students who seek assistance, with parent/guardian approval, to the appropriate agencies or persons for professional help.

## HEALTH OFFICE

### **Health Examinations (BP5310)**

The Board of Education requires that all pupils enrolled in this district submit to physical examinations in accordance with law and rules of the State Board of Education and State Department of Health to insure that the learning potential of each child is not diminished by a remediable physical disability and that the school community is protected from the spread of communicable disease.

A pupil who presents a statement signed by his or her parent that required examinations interfere with the free exercise of his or her religious beliefs shall be examined only to the extent necessary to determine whether the pupil is ill or infected with a communicable disease or under the influence of a drug or is handicapped or is fit to participate in any health, safety, or physical education course required by law.

The results of physical examinations and screenings shall be reported to the pupil's parent when any condition is identified that requires follow-up by a physician or family health provider.

The Superintendent shall instruct all teaching staff members to observe pupils continually for conditions that indicate a physical defect or disability and to report any such conditions promptly to the school nurse.

### Health Examinations

Pupil health examinations shall include, in accordance with district regulations, immunizations; the pupil's health history; height, weight, hearing, and vision screenings; and physical examination of the pupil's body.

Each candidate for a place on a school athletic squad or team shall submit to a medical examination conducted in accordance with Policy No. 2431 and rules of the State Board of Education.

Pupils referred for evaluation for eligibility for special education and/or related services shall be examined in accordance with Policy No. 2460 and rules of the State Board of Education.

Pupils suspected of being under the influence of alcohol, drugs, or anabolic steroids shall be examined in accordance with Policy No. 5530 and rules of the State Board of Education.

### **Health Services**

A nurse is on duty during school hours. If the nurse's office is temporarily closed, please report to the main office for assistance. No student is admitted to the Health Office AT ANY TIME without a pass from his/her teacher or from the administration, except for extreme emergencies.

### **Administration of Medication**

Medication will only be administered to pupils in school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the pupil's parent(s) or legal guardian(s), a pupil who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Please refer to BP (5330) for a more detailed explanation of the policy and procedures required for the administration of medication in school.

## **MISCELLANEOUS**

### **Bulletins and Announcements**

Bulletin Boards have been placed in strategic spots in the corridors to inform students of special activities, scholarships, and work opportunities, etc. In addition, bulletins of an urgent nature are announced regularly. Listening to such announcements is of utmost importance to students. Regular club meetings, class activities, and other important announcements are also posted on the front bulletin board outside the main office. All items to be placed on bulletin boards must be submitted to the Assistant Principal for approval. Any fliers, posters, etc. posted without the initials of the Assistant Principal will be removed immediately. All announcements will be available on the school website.

### **Instructional Media Center\***

The Instructional Media Center is open to all students from 7:30 a.m. until 2:45 p.m. Students can use the IMC for schoolwork as well as for recreational reading. The media specialist teaches information literacy skills and research strategies and is available to help all students with their research assignments. The IMC subscribes to over twenty online subscription databases that are available for student use. These online databases can also be accessed from home with passwords. The IMC contains over 25,000 print volumes, magazines, periodicals, newspapers, videos, DVDs, audio cassettes and electronic books. The IMC Catalog lists the location of the entire print and multimedia collection. The IMC has laptops and two printers that are available for student use. During class periods students must present a pass from their teacher in order to use the IMC. All students must sign-in when using the IMC. Students will also have other opportunities to use the IMC with their classroom teachers. Food and beverages are not allowed in the IMC. If you have any questions while using the IMC, please ask for help! Students are reminded that they are responsible for the proper maintenance and timely return of all materials checked out of the IMC.

### **Fines**

A student must pay all fines prior to the end of each quarter. These fines include textbook damage and loss fees, library fines, laboratory breakage fees, shop fees, etc. Unpaid fines may result in the withholding of student records. Seniors with outstanding obligations will not receive their diploma.

### **Lockers\***

State law provides that student lockers or other storage areas provided for student use may be searched as long as students are informed in writing at the beginning of each school year and regular inspections occur.  
N.J.S.A. 18A : 36-19.2.

Students should be aware that the posting of this handbook qualifies as notice that the Berkeley Heights Board of Education will exercise the right, through its designees, to search student lockers. Students should also be aware that they would be subject to random, unannounced, drug searches by K-9 units of lockers and personal property. School lockers remain the property of the district even when used by pupils.

A locker is assigned to each student. Students may use only the lockers and locks they are assigned by the Assistant Principal's Office. The student accepts the use of a locker with the understanding that the school authorities from time to time may open and inspect the locker and its contents without prior notice to the student. A fine will be assessed at the end of the school year for damage beyond ordinary use.

Do not store valuables, personal possessions, money or items to be sold for fundraising activities in your lockers. Do not share your lockers or locker combinations with other students. The school is not responsible for any items lost or stolen from your hall, gym, or other lockers you may be using. It is the student's responsibility to protect their personal property by utilizing and securing the lockers provided by the school.



**Lost and Found**

All found items should be taken to the main office. Anyone wishing to claim an item may do so in the main office. There is no insurance coverage for loss of personal items. At the end of each month, items remaining in the lost and found will be donated to a local charity.

**Open Campus**

Open Campus is a privilege for 12<sup>th</sup> grade students in good standing. This program is reviewed and approved by the Board of Education on an annual basis.

The Open Campus program is intended only for senior students in good standing. Those given the privilege to participate must:

1. not have been suspended from school or assigned an Administrative Detention in the past four academic months
2. have completed 90 or more credit hours of coursework by the beginning of the senior year, and 105 credit hours by the end of the first semester,
3. be enrolled in at least 30 credit hours of coursework,
4. maintain a cumulative and current "C" average, and be passing all courses, 2.0 G.P.A.
5. have demonstrated a good record of attendance and punctuality during the junior year, with no more than 18 absences for any reason or excessive tardies,
6. have completed the following items in Naviance: student resume, Junior questionnaire, parent questionnaire. Student must also complete the transcript release form (not in Naviance)
7. have obtained written permission from their parent or guardian, and
8. not have left school grounds without permission during their junior year at GLHS

Procedures regarding Open Campus will be communicated to students, if approved.

**Personal Messages**

Personal messages from outside school will be given to students only if they come from the parent or other authorized persons. Unless it is of an emergency nature, the message will be given to the student after school in the main office.

**School Visitors\***

Our goal; in cooperation with the local police, is to maintain student and staff security through improved facilities, revised procedures, and the reduction of school visitors to the school during operational hours. Please consider the importance of your visit prior to your arrival.

Parents/Guardians are important educational partners and are welcome in Berkeley Heights Public Schools. In order to ensure the availability of teachers and counselors, parents are encouraged to schedule appointments for meetings in advance.

Upon arrival at a school building, a parent/guardian must use the main entrance of the building and sign in at the "Welcome Window" in the secure vestibule, where they will be asked to provide identification and receive a visitor identification tag.

Visits from students from other school buildings or districts are discouraged. Students are not permitted to have a guest in school unless the school's principal has approved the arrangements in advance. Visitors will not have access to the building beyond the vestibule unless they are invited in or have an appointment.

Family members will be invited to visit our schools at various times during the school year. Information about the procedures for these visitations will be provided by the building principal and classroom teachers.

### **Students Cars and Parking**

1. Parking on school grounds is a senior privilege that is restricted to students in their 4<sup>th</sup> year. Seniors have the opportunity to enter a lottery by completing a parking application and submitting it to the assistant principal's office by the designated date. A nominal fee will be assessed to assist with costs associated with student parking (parking tags, student mailing, parking enforcement). A lottery drawing will be held and successful students will be mailed their assigned parking space number, parking tag, as well as rules and regulations for the parking lot. Parking procedures will be in effect on day one of the school year.
2. After all senior requests are satisfied, unassigned spaces will be open to students in their 3<sup>rd</sup> year, on a semester basis.
3. Cars driven to school by students must be registered through the Office of the Assistant Principal.
4. Students parked in the lot who are not registered or are parked outside lined parking spaces will be subject to disciplinary consequences. Violation of parking rules and procedures could result in disciplinary consequences up to and including loss of privileges.
5. Students should leave their cars immediately after parking. Students are not permitted to occupy parked cars during the hours when school is in session.
6. The speed limit is 10 miles per hour on the school grounds.
7. Students are not permitted to go to their cars between classes or during lunch without written permission of administration or designee.
8. All accidents on school property must be reported to an Assistant Principal, who will then facilitate a call to the police. Parents will be notified.
9. Students without parking permits are not allowed to park on school property during school hours. A pupil's person and possessions, including the motor vehicle operated by the student and parked on school grounds, may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating the rules of the school.

### **Textbooks**

Books are assigned to a student for his/her personal use and should be covered. Each student is responsible for the care and protection of books and will be required to reimburse the school for damage beyond normal wear or loss of the books.

### **Video Surveillance**

Please be aware that video surveillance is in use throughout GLHS school property. Recorded video is not for public consumption, but rather for authorized official use only.

### **Working Papers**

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacation. Inquire at the main high school office to obtain papers. Do not apply for papers unless you have a specific job promised to you. They are issued only for a specific job and are not transferable from job to job without State approval.

### **Student Employment**

On occasion, the Berkeley Heights Board of Education may employ students as custodians and/or clerks during the summer. Applications will be made available through the main office in the high school. Completed applications must be returned directly to the Main Office prior to the deadline date. Recommendations for employment will be made by the building principal. Upon Board of Education approval, successful applicants will be notified.

Note: Students employed during the school year must reapply for summer employment.

### **Affirmative Action/Section 504 Officer/A.D.A. Compliance**

The Assistant Superintendent is designated as the compliance officer who coordinates and oversees all Affirmative Action policies dealing with equality in education. In addition, the Assistant Superintendent is in charge of activities related to Title IX of the Education Amendments of 1972; the district's compliance with the Americans with Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational

programs. Students, parents, residents of the district, or staff members who have concerns about Affirmative Action or any other matter dealing with equality in education should contact Ms. Patricia Qualshie, Assistant Superintendent. A copy of the district's Affirmative Action plans and self-evaluation of Affirmative Action achievement is available for review in Mr. McKinnney's office.

The GLHS, principal or his/her designee oversees all procedures dealing with Section 504 of the Rehabilitation Act of 1973. If there are any questions or concerns, contact the principal's office.

**No Child Left Behind Act (2415)**

The No Child Left Behind Act of 2001 (a federal law) requires school districts, if asked, to disclose the name, address and telephone listing of every Governor Livingston High School student to military recruiters and institutions of higher learning for the purpose of military recruitment. If families do not want this information revealed, parents of minors and students 18 years and older must request in writing that Governor Livingston High School not disclose this information.

**Pupil Records (8330)**

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law, rules of the State Board of Education, and authorized administrative directive and those records permitted by this Board. No liability shall be attached to any member, officer, or employee of this Board of Education for the furnishing of pupil records in accordance with law and rules.

## **DRUG AND ALCOHOL**

### **Substance Abuses (5133)**

The Berkeley Heights Board of Education recognizes that the misuse of drugs by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug, substance, and alcohol abuse and the rehabilitation of drug, substance, and alcohol users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs.

Board drug policies and implementation procedures shall be reviewed and evaluated annually in consultation with members of the:

1. Berkeley Heights CORE Teams
2. Administrative Council
3. The County Prosecutor's Office; and
4. Municipal Alliance (Representative Community/Board members)
5. Drug Free Schools Committee

Input from the above groups will be utilized to determine the effectiveness of policies and procedures and in the determination to continue and/or modify programs, policies and procedures.

The drug, substance, and alcohol policies and procedures will be distributed annually to staff, students, and parent/guardians in the form of printed or online materials such as staff/student/parent handbooks.

Each principal/or their designee will report each Substance abuse incident to the Superintendent as delineated in the policy and procedures as set forth below. With the assistance of the referring staff member, the Superintendent will review and compile all data necessary to complete the Violence, Vandalism and Substance Abuse Incident Report for transmittal to the County and State Department of Education.

For the purposes of this policy the following terms are defined as follows:

Substances means alcoholic beverages, controlled dangerous substances, anabolic steroids, over the counter or prescription medications, or any chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4.

Drug Paraphernalia means all equipment, products and material of any kind which are used or intended for use in processing, preparing,

packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled dangerous substance, controlled substance analog or toxic chemical in violation of N.J.S.A. 2C:35-1et.seq.

Substance Abuse means the consumption or use of any drug for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings. N.J.S.A. 18A:40A-9

The Board prohibits the use, possession, and/or distribution of any Substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by the Board. Students suspected of being under the influence of Substance will be identified, evaluated, and reported in accordance with law. A student who uses, possesses, distributes or is under the influence of any Substances, on school premises, at any event away from the school premises that is sponsored by the Board, or on any transportation vehicle provided by the Board, will be subject to discipline, which will be graded to the severity of the offense and shall include suspension, expulsion and/or exclusion from school activities. The student may be reported to appropriate law enforcement personnel and the CORE Team. Incidents of drug involvement will also be reported to the Commissioner on the state-approved form.

The Board will enforce the laws of New Jersey requiring a program of Substance education. The Superintendent shall prepare and submit to the Board for its approval a comprehensive curriculum for such instruction in grades kindergarten through 12. Substance education shall be integrated with the health curriculum.

All professional staff members and any other employees of the school district including, but not limited to, teaching staff members and coaches shall be alert to signs of Substance use by students and shall respond to those signs in accordance with procedures established by the Superintendent. The Board will provide in-service training to assist teaching staff members in identifying the symptoms and behavioral patterns which might indicate that a student may be involved with Substances, in applying appropriate intervention strategies, in teaching students about the consequences of Substance use, and in helping students with Substance-related problems in a program of rehabilitation and/or through the CORE Team.

The Board directs the establishment of a Student Assistance Program which provides counseling for students affected by their own and/or family Substance abuse, referral to outside agencies, and aftercare support for students returning from treatment. The Board also directs the establishment of a CORE Team at both the high school and middle school. This interdisciplinary team meets on a

regular basis to make decisions about students who have been referred to them due to possible Substance use and abuse. The goal is to facilitate early identification of students with Substance abuse problems and to provide assistance to them and their parents. The team provides the school with viable intervention strategies and possible treatment referrals.

In accordance with Board policy, the following procedures are established for:

I. Substance Education

II. The Identification of Pupils Involved with Substances

III. Possession of Substances or Drug Paraphernalia

IV. Reporting and Evaluation and Treatment of Pupils Under the Influence of Substances Other Than Anabolic Steroids

V. Procedures to be Followed if Screening Results are Positive

VI. Procedures to be Followed if Screening Results are Negative

VII. Identification of Students Who Possess and/or Distribute Substances

VIII. Procedure for Students who are Recommended for a Substance/Alcohol Assessment and/or Treatment Program

IX. Reporting and Examination of Students under the Influence of Anabolic Steroids

- X. Students Returning from Treatment
- XI. Voluntary Student Request for Assistance
- XII. Family Services
- XIII. Expense of Counseling and Treatment Programs
- XIV. Legal Liability of School and Medical Personnel
- XV. Outreach to Parents
- XVI. Law Enforcement
- XVII. Athletics
- XVIII. Confidentiality
- XIX. Failure to Comply

Note: For the purpose of this document extra-curricular activities include all school sponsored activities.

## I. SUBSTANCE EDUCATION

A. Teachers shall be guided by the Substance education program approved by the Board of Education as part of the health education curriculum in accordance with State Board rules and Department of Education guidelines. Substance education in the elementary grades will be appropriate to the age and maturity of students. Substance education in grades 6-12 will be conducted for no fewer than ten hours per school year.

B. Teachers, administrators, parents/guardians and/or community members will be requested to evaluate the Substance education program consistent with the district curriculum review schedule (every 5 years).

C. Efforts to determine and address the underlying causes of Substance abuse within the school environment will be encouraged.

## II. IDENTIFICATION OF STUDENTS INVOLVED WITH SUBSTANCES

A. A student is "involved with Substances" when he or she uses or is in possession of Substances or Drug Paraphernalia. A suspicion or determination that a student is involved with Substances does not depend on a finding that he/she is under the influence of a Substance or possesses or distributes a Substance on school premises.

B. Any educational or other professional staff members will be alert to the signs of a student's involvement with Substances; impaired health or fatigue; excessive truancy or tardiness; decline in academic performance; depressed appetite or loss of weight; appetite extremes; eyes that are bloodshot, watery, extremely wide, or have extremely small pupils; an unusual body or breath odor; needle tracks, a change in attitude, personality, temperament, appearance or peer groups; mental confusion; resorting to excuses and rationalization.

## III. POSSESSION OF SUBSTANCES OR DRUG PARAPHERNALIA

A. A student is in possession of Drug Paraphernalia if they are found to have devices, cartridges, oils or containers intended for storage purposes or for consumption, or other items deemed to be possessed for the facilitation of Substance use.

B. Any Substance use or Drug Paraphernalia possession will result in an automatic Substance and alcohol assessment at the district's expense.

a. If any student refuses or does not go for an assessment within two (2) hours of the district's request, it will be considered a positive test result and a referral will be made to the CORE team. This referral may result in a full Substance and alcohol screening requirement. Failure to comply may result in a Division of Child Protection and Permanency notification.

b. If such student is over 18 years of age, assessment results must be given to the high school administration within two (2) school days of the results being provided. If results are not given to the district, a formal complaint may be filed with the police.

#### IV. EVALUATION AND REMEDIATION/TREATMENT OF STUDENTS UNDER THE INFLUENCE OF SUBSTANCES OTHER THAN ANABOLIC STEROIDS

A. A student is under the influence of Substances other than anabolic steroids when he or she is observed in the use of Substances other than anabolic steroids or exhibits physical and/or behavioral characteristics that indicate Substance use (other than anabolic steroids) including alcohol intoxication. If the student is using and/or in possession of a Substance other than anabolic steroids, the student will receive consequences for both the Substance (other than anabolic steroids) use and possession.

Physical and behavioral signs that may indicate Substance use other than anabolic steroids include, but are not limited to the following:

- Altered, rapid, slurred or incoherent speech
- Glassy, bloodshot eyes
- Dilated or constricted pupils
- Unusual, erratic behavior
- Drowsiness or inability to stay awake
- Lack of coordination
- Loss of fine motor skills
- Delayed reaction, disorientation
- Muscle twitches or tremors
- Odor of alcohol, marijuana, etc., emitting from the student's breath or body
- Sudden weight fluctuation
- Significant mood and/or behavior changes
- Decline in academic performance

B. Any educational staff member or other professional of the school district to whom it appears that a student may be currently under the influence of Substances other than anabolic steroids, shall report the matter as soon as possible to the principal or, in her/his absence to her/his designee and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator. N.J.A.C. 6A:16-4.3

C. In instances where the principal and either the certified school nurse, non-certified school nurse, the school physician or the substance awareness coordinator are not in attendance, the principal's designee shall be the staff member responsible for the school function. N.J.A.C. 6A:16-4.3(a)(1)(ii).

D. The principal or her/his designee shall immediately notify the parent or guardian and the Superintendent of Schools, and arrange for an immediate examination of the student by a physician selected by the parent or guardian, or if that physician is not immediately available, by the school physician, if he/she is available. If a physician or school physician is not immediately available, the student shall be taken by a parent or guardian to the emergency room of the nearest hospital for examination. The student shall be examined as soon as possible for the purpose of diagnosing whether or not the student is under such influence. "Immediate" shall be defined as two (2) hours following the initial report that a student may be under the influence of a Substance. If a parent is not available, authorities may be contacted to transport the student to the hospital for a test.

E. When the medical examination is conducted by a physician selected by the parent the examination shall be at the expense of the parent and shall not be at the expense of the Board of Education.

F. The examination may be performed by the contracting physician in which a physical examination and an immunoassay Substance screen will be given. A monitored urine screening and chain of custody will be followed to ensure test validity.

G. The medical examination shall include at the minimum the following:

- examination by a physician
- monitored urine screening and chain of custody
- any additional medical test deemed necessary by the physician
- a note indicating the student is/is not physically and mentally able to return to school. (See addendum)

H. The district may require testing for Substances indicated by the district physician.

Since Substance preferences change over time, the administrators, the Student Assistance Counselor and the CORE Team will make recommendations for adding or deleting Substances from the above list.

Based on the recommendation, the Superintendent will determine what Substances are appropriate for testing.

I. the student, and the principal by the examining physician within 24 hours. N.J.S.A. 18A:40A-12; N.J.A.C. 6A:16-4.3(a)(8)

J. The principal or the principal's designee may inspect the student's locker or other storage facility provided to the student to protect this student and all other students from possible ingestion of any harmful substance per United States Supreme Court in New Jersey vs. T.L.O. 469 U.S. 325 (1985). Students shall be informed in writing at the beginning of each school year that such inspections may occur.

#### V. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE POSITIVE

A. Results are considered positive when:

- a positive diagnosis is obtained;
- a negative diagnosis indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory;



- student refuses to give a urine sample; or
- student does not give a urine sample within the two-hour time allotment following the report of possible substance use.

B. If there is a positive determination from the medical examination indicating that the student's Substance use interferes with his or her physical or mental ability to perform in school:

- The student shall be returned to the care of his or her parents as soon as possible;
- Attendance at school shall not resume until a written report has been submitted to the parent, the principal, and the chief school administrator from an appropriately licensed physician verifying that the student's Substance use no longer interferes with his or her physical and mental ability to perform in school;
- The Student Assistance Counselor will contact the student and parents/guardians, conduct an investigation for the purpose of assessing the student's need for educational programs, supportive services or treatment which extends beyond the general school program and refer the student to an outside state-approved facility for a Substance assessment; and
- Local law enforcement officers may be notified.

C. The consequences for positive test results of Substance use are outlined below:

Any student for whom there is a positive diagnosis from the medical examination indicating that the student was under the influence of Substances in school or at a school function will be subject to the following:

1st offense

- parent/guardian meeting with administration
- a four (4) day out-of-school suspension
- followed by seven (7) calendar days exclusion from extracurricular activities

2nd offense

- parent/guardian meeting with administration
- a ten (10) day out-of-school suspension followed by 28 calendar days exclusion from participation in extra-curricular activities

3rd offense

- parent/guardian meeting with administration
- a ten (10) day out-of school suspension
- followed by 45 school calendar days exclusion from participation in/attendance at extra-curricular activities possible expulsion from school or alternate educational setting

NOTE: Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.

#### VI. PROCEDURES TO BE FOLLOWED IF SCREENING RESULTS ARE NEGATIVE

A. The student whose screening results are negative may return to school and continue in his/her regular program. However, the Board understands that the written report of a physician is merely to document whether the student must be kept out of school for medical reasons. It does not prohibit the Board from taking disciplinary action against a student who has violated a school policy by using or consuming Substances on school property. Thus after completion of the screening, the principal and the CORE team shall review these findings and recommend appropriate action.

#### VII. IDENTIFICATION AND REMEDIATION OF PUPILS WHO POSSESS AND/OR DISTRIBUTE SUBSTANCES

A. In the event that there is a suspicion of Substance or Drug Paraphernalia possession, a student's person, belongings, and school storage places will be searched. The principal or designee conducting the search shall confiscate as evidence any drug Substance or Drug

Paraphernalia found in the student's possession. Such evidence shall be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search. The evidence shall be locked in a secure place until the school official delivers the evidence to a law enforcement officer from whom the school official shall obtain a receipt.

B. A student found to have possessed or distributed Substance in violation of law and Board policy will be reported to the principal or his/her designee, the CORE Team, Child Study Team when appropriate, Student Assistance Counselor, and appropriate law enforcement officers, and is subject to discipline in accordance with this policy.

C. Since the Board believes that a student who possesses and/or distributes such Substances is likely using the drugs, the school will require an assessment for the purpose of determining the extent of the pupil's Substance use and its effect on his/her school performance.

Penalties will be imposed depending on whether the student is considered to be in possession (for personal use), is found to have distributed, or has intentions of distributing Substances.

A formal complaint may be filed with law enforcement.

D. School related consequences for the possession of Substances

1st offense

- parent/guardian meeting with administration - a four (4) day out-of school suspension
- followed by seven (7) calendar days exclusion from extra-curricular activities

2nd offense

- parent/guardian meeting with administration
- a ten (10) day out-of-school suspension
- followed by 28 calendar days exclusion from extra-curricular activities

3rd offense

- parent/guardian meeting with administration
- a ten (10) day out-of-school suspension
- followed by 45 calendar days exclusion from extra-curricular activities
- and possible expulsion from school

E. Penalties for distribution of Substances

1st offense

- parent/guardian meeting with administration
- a ten (10) day out-of school suspension
- followed by 45 calendar days exclusion from participation in extra-curricular activities

2nd offense

- parent/guardian meeting with administration
- a ten (10) day out-of school suspension
- possible expulsion from school

NOTE: Exclusion from extra-curricular activities will carry over, if necessary, to the following school year. Notifications to the extra-curricular programs will be made by the School Administrators.

#### VIII. PROCEDURE FOR STUDENTS WHO ARE RECOMMENDED FOR A SUBSTANCE ASSESSMENT AND/OR TREATMENT PROGRAM

A. The student will be referred to an outside resource recommended by the State Department of Health for a Substance assessment and urinalysis.

B. The student/parent/guardian may be required to give written permission for the CORE Team records to be released to the treatment facility.

C. Following the diagnostic assessment, the facility will send a written report outlining findings and therapeutic recommendations to the student assistance counselor. This report is CONFIDENTIAL and shall not be part of a student's permanent school record. The results and recommendations shall be shared with the building principal and the CORE Team.

D. Failure of the parent/guardian/student to comply with the CORE Team's recommendation regarding the Substance assessment and/or treatment, will result in a report being sent to the Department of Child Protection and Permanency.

The student assistance counselor will monitor progress and behavior of students enrolled in an approved treatment program. Students may continue to attend school as long as participation in a treatment program can be documented. Parents/guardians will sign a confidential release so that the school and treatment program may communicate about a student's progress without breaching confidentiality.

E. If the student/parent/guardian disagrees with the facility recommendations, the student may receive another assessment. However, information gathered from the original assessment will be communicated through the release of information process.

F. When a professional evaluation suggests that a student is experimenting but not chemically abusing or dependent, it will be recommended that the student participate in follow up counseling sessions.

G. If a student leaves a treatment program before completion, he/she will be suspended from school until such time as he/she receives a new

Substance assessment and is enrolled in a program. Previous treatment and school records must be released to the agency completing the assessment. If the student complies with these requirements, he/she will be allowed to re-enter school. If the student is a classified student, he/she shall be placed in an alternative educational setting for no more than 45 days that shall be determined by the IEP Team.

#### IX. REPORTING AND EXAMINATION OF STUDENTS UNDER THE INFLUENCE OF ANABOLIC STEROIDS

A. Any teaching staff member who has reason to believe that a student has used or may be using anabolic steroids shall report the matter as soon as possible to the principal or the principal's designee and either the certified or non-certified school nurse, the school physician, or the Substance Awareness Coordinator.

B. The principal or his or her designee shall immediately notify the student's parent and the Superintendent.

The principal shall arrange for the immediate examination, defined as within two (2) hours, of the student by a physician selected by the parent.

If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or another physician identified by the principal. N.J.A.C. 6A:16-4.3(b)(2)

C. The student shall be examined within two hours for the purpose of diagnosing whether or not he or she has been using anabolic steroids. A written report of the examination of the student shall be furnished by the examining physician to the student's parent/guardian, and to the school nurse.

D. If it is determined that the pupil has been using anabolic steroids, the school physician shall refer the pupil to the student assistance counselor. The student will then be referred to an appropriate treatment program approved by the Commissioner of Health. The appropriate law enforcement officials will be contacted.

#### X. STUDENTS RETURNING FROM TREATMENT

A. Students enrolled in inpatient treatment facilities who are absent from school for an extended period of time will be readmitted to school only upon the school's receipt of a written recommendation from the treatment program. The absences will be considered in the same manner as an extended illness. A re-entry conference will be held with the principal (or her/his designee) and the student assistance counselor.

B. All students who have been in an inpatient Substance treatment program must follow the recommendations of the discharging facility upon

re-entry to school. The school will develop and conduct a program for students returning from treatment.

The student assistance counselor will work closely with students on an individual and/or group basis.

However, the school-based student assistance program is not a substitute for an aftercare program at a state-approved facility.

C. Concerns about the student's relapse to Substance use shall be dealt with in the same manner as any other student suspected of being under the influence, outlined elsewhere in these procedures.

#### XI. VOLUNTARY STUDENT REQUEST FOR ASSISTANCE

Whenever a student voluntarily seeks help for a Substance use pattern through a staff member, the staff member shall:

1. Reinforce the student's actions by expressing approval of a decision to seek help and indicate concern for the student.
2. Indicate at the beginning of the conference that what is told to the student assistance counselor which relates to the request for assistance shall be kept confidential consistent with State and Federal Law.
3. Offer immediate help to the student through the office of the Student Assistance Counselor.
4. If the student is reluctant to go to the student assistance counselor alone, the staff member shall offer to go with the student to the student assistance counselor's office and attend the initial conference with the individual and the student assistance counselor, if possible and appropriate. All students are eligible for services through the student assistance program.

#### XII. FAMILY SERVICES

In the case of a family seeking help for a Substance dependent/abuser student, the student assistance counselor shall be active in the intervention process. The following options may be considered:

1. The CORE Team may obtain behavior referral sheets from the student's teachers and guidance counselor.
2. The established procedure for processing referrals to the CORE Team may be followed.

#### XIII. EXPENSE OF COUNSELING AND TREATMENT PROGRAMS

All Substance assessments, counseling and treatment programs not provided by

staff members of the district recommended under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.

#### XIV. LEGAL LIABILITY OF SCHOOL AND MEDICAL PERSONNEL

Any staff member (including a Substance Awareness Coordinator, any school nurse or other educational personnel, medical inspector, examiner, who complies with the procedures delineated herein and, in good faith, reports a student to the principal or the principal's designee, shall not be liable in civil damages as a result of their compliance. N.J.S.A. 18A:40A-1, 13-14et. seq.

#### XV. OUTREACH TO PARENTS

A. All parents of students whose assessment results are positive will be referred to assistance programs, which are to be included on the district website.

B. The parents/guardians' outreach program will include:

1. Recommendations as to the ways in which parents/guardians may enhance, reinforce, and supplement Substance abuse instruction;

2. Information on the pharmacology, physiology, psychosocial, and legal aspects of Substance abuse;
3. Instruction in the identification of the symptoms and behavioral patterns that might indicate a Substance abuser;
4. Information on the state and local organizations available to assist in the prevention of Substance abuse and the early intervention, treatment and rehabilitation of Substance abusers;

#### XVI. LAW ENFORCEMENT

Pursuant to N.J.A.C. 6A:16-6.1et seq., the Board will develop procedures for cooperating with law enforcement drug operations and activities on or near school property. The Superintendent shall annually designate a liaison person or persons to the law enforcement agencies concerned with the enforcement of drug laws and prescribe the role and responsibilities of such liaison person or persons.

#### XVII. ATHLETICS

The Berkeley Heights School District is a member of the New Jersey State Interscholastic Athletic Association ("NJSIAA"). As a member of this agency, we are obliged to comply with all regulations concerning Substance abuse. It is the responsibility of the school district to inform the student athlete and his/her parents of NJSIAA regulations.

#### XVIII. CONFIDENTIALITY

Reporting procedures for the Student Assistance Counselor and the Core Team will be in compliance with State and Federal Regulations governing confidentiality. Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in possession of a Substance-abuse counseling or treatment program including, but not limited to, the district's own Substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. N.J.S.A. 18A:40A-7.1and N.J.S.A. 18A:40A;-7.2; N.J.A.C. 6A:16-6.5; 42 CFR 2

#### XIX. FAILURE TO COMPLY

If the parent/guardian refuses to allow a medical examination of his/her child, in accordance with the procedures described herein, such refusal will be interpreted as a violation of this policy. Additionally, a report will be made to the Division of Child Protection and Permanency (DCPP).

**ROTATING DROP SCHEDULE\***

- 1      7:50 – 8:46      56 minutes
- 2      8:50 – 9:49      56 minutes + 3 minute announcements
- 3      9:53 – 10:49      56 minutes
- 10:49 – 11:19      30 minute Science lab
- 10:49 – 11:49      60 minutes lunch
- 11:19 – 11:49      30 minute Science lab
- 4      11:49 – 12:45      56 minutes
- 5      12:49 – 1:45      56 minutes
- 6      1:49 – 2:45      56 minutes

DAY	TERMS	1	2	3	LUNCH	4	5	6	
1	S1	Q1	A	B	C	LUNCH	E	F	G
		Q2							
	S2	Q3							
		Q4							
2	S1	Q1	B	C	D	LUNCH	F	G	H
		Q2							
	S2	Q3							
		Q4							
3	S1	Q1	C	D	A	LUNCH	G	H	E
		Q2							
	S2	Q3							
		Q4							
4	S1	Q1	D	A	B	LUNCH	H	E	F
		Q2							
	S2	Q3							
		Q4							

## FINAL EXAM SCHEDULE

EXAM DAY 1	EXAM DAY 2	EXAM DAY 3	EXAM DAY 4
7:50 – 8:00 Announcements	7:50 – 8:00 Announcements	7:50 – 8:00 Announcements	7:50 – 8:00 Announcements
8:00 - 10:00 Block A Exam	8:00 - 10:00 Block C Exam	8:00 - 10:00 Block E Exam	8:00 - 10:00 Block G Exam
10:20 – 10:30 Announcements	10:20 – 10:30 Announcements	10:20 – 10:30 Announcements	10:20 – 10:30 Announcements
10:30 – 12:30 Block B Exam	10:30 – 12:30 Block D Exam	10:30 – 12:30 Block F Exam	10:30 – 12:30 Block H Exam

### HALF DAY BELL SCHEDULE

Period	Time
1	7:50 – 8:33
2	8:37 – 9:23 (includes 3 min. of announcements)
3	9:27 – 10:10
4	10:14 – 10:57
5	11:01 – 11:44
6	11:48 – 12:30

### DELAYED OPENING SCHEDULE

Period	Time
1	9:50 – 10:29
2	10:33 – 11:15 (includes 3 min. announce.)
3	11:19 – 11:58
	Science Lab 11:58 – 12:19
	Lunch 11:58 – 12:40
	Science Lab 12:19 – 12:40
4	12:40 – 1:19
5	1:23 – 2:02
6	2:06 – 2:45





GOVERNOR LIVINGSTON  
HIGH SCHOOL  
BUILDING MAP

