

STUDENT HANDBOOK

2009-2010



BERGEN ARTS & SCIENCE CHARTER SCHOOL

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Dear Students,

Welcome to the 2009-2010 school year at Bergen Arts and Science Charter School! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at Bergen Arts and Science Charter School is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of the Bergen Arts and Science Charter School is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

Bergen Arts and Science Charter School is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Bergen Arts and Science Charter School staff and community, best wishes for a great 2009-2010 school year!

Sincerely,

Nihat Guvercin, M.Ed, Lead Person

MISSION STATEMENT

The Bergen Arts and Science Charter School's (BASCS) mission is to provide the ideal environment for the intellectual and social development of its students by utilizing a combined effort of students, educators, families, and the community as a whole.

Because of the nature of its mission, Bergen Arts and Science Charter School does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

BERGEN ARTS AND SCIENCE CHARTER SCHOOL STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- ✓ To feel safe in the school environment;
- ✓ To take full advantage of the learning opportunities;
- ✓ To work in an environment free from disruptions, and chaos:
- ✓ To express their opinions, ideas, thoughts, and concerns:
- ✓ To have a healthy environment that is smoke, alcohol, and drug free; ,
- ✓ To use school resources and facilities for self-betterment under appropriate supervision;
- ✓ To expect courtesy, fairness, and respect from all members of the community;
- ✓ To be informed of all expectations and responsibilities;
- ✓ To take part in a variety of school activities; and
- ✓ To have the right to due process;

STUDENTS' RESPONSIBILITIES

- ✓ To be caring and honest;
- ✓ To do his or her best to learn and master all he or she can;
- ✓ To respect school rules, regulations, and policies;
- ✓ To be sure that personal expression does not interfere with the rights of others;
- ✓ To follow state law and school policies concerning substance abuse;
- ✓ To respect and protect the personal and property rights of others and of the school;
- ✓ To treat all members of the community with full respect, fairness, and courtesy;
- ✓ To abide by all the expectations of the school and its community;
- ✓ To follow the prescribed guidelines for participation in school activities; and
- ✓ To adhere to due process procedures.

1. INTRODUCTION

To achieve our mission, every member of the Bergen Arts and Science Charter School community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to/and for you. Each section begins with a general description of the issue involved, and then it addresses you and your actions and attitudes very specifically.

2. COUNSELING SERVICES

Bergen Arts and Science Charter School has a teacher who is available to see students regarding problems that they may be experiencing at school or home. Usually the class teacher refers the student to this teacher with the approval of the Lead Person or Administrator.

3. UNIFORM AND PERSONAL APPEARANCE

BASCS has a uniform to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Most of the uniform items can be purchased from the companies suggested by the school.

PLEASE NOTE...

If you arrive at school out of uniform, your parents will be called.

You will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence.

The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.

OFFICIAL UNIFORM:

Uniform Top for All Students (With school logo)

- Polo school shirts with short/long sleeves
- Fleece Jacket
- Sweatshirt

Uniform Pants or Walking shorts

- Properly fitting khaki pants or walking shorts.
- Black or dark blue belt: it must be worn at all times, and it should be properly fitting
- No jeans except when given explicit permission
- Walking shorts are acceptable (No shorter than kneecap level)

Footwear

- **Socks:** White, navy, blue or black (must be worn at all times).
- **Shoes:** Dark-colored lace-up shoes or loafers (closed toe, closed heel), athletic shoes
- No sandals, flip flops or mules
- All shoes should have backs or secure straps on back of shoe for safety and always remain tied.

PE Uniform (With School Logo)

- **Sweat Pants Navy**
- **Sweat Shirts Navy**

For 09-10 school year all uniform items can be purchased from the WISCO Promo and Uniform Inc.

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, BASCS requires that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. BASCS prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their "work" place; and help to improve student conduct and discipline.

The dress code listed below will encourage young people to maintain good standards of dress as well as allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classroom and hallways and they must be stored in lockers.

Uniform Top:

- Shirt is in good condition. Free from holes and tears.
- Shirts must be long enough to tuck in and stay tucked in all day. Shirt will remain tucked in at all times before, during and after school, whenever on school campus.
- Shirts are properly tucked in so belt is visible all the way around.
- Shirt collars and sleeves must remain down.

Pants, Walking shorts:

- a) Must fit properly
 - May not be baggy.
 - May not sag.
 - May not have a low waist.
- b) Not permitted
 - No pants, shorts, or skirts that are anatomically revealing.
 - No jackets, sweatshirts, or sweaters will be worn around the waist.
 - Shorts shorter than kneecap level.
 - No cargo style

- No pedal pushers

For safety: All shoes must be strapped and or tied.

All shoes must have closed toe & heel.

ALL GARMENTS MUST COMPLY WITH BASCS GUIDELINES AT ALL TIMES!

General Guidelines

- I. BASCS prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- II. Jewelry must be gender appropriate and simple. Jewelry and accessories should be appropriate for school and not attract undue attention.
- III. Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him/her (this includes Mohawks or any other extreme haircuts).
- IV. PE uniforms are permitted for only on PE days.
- V. Coats, jackets, and items not meeting dress code must be stored in lockers/classrooms. They are not to be worn inside classroom or hallways.
- VI. **Dress Code on Free Dress Days:** All dress code rules apply to free dress days also with the exception of not wearing school uniforms. Garments will be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle legging, short dresses and skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a child if students violate the dress code.

All female students: NO HOOP EARRINGS of any kind. Post earrings ONLY. No Make-up.

All male students: No Earrings.

ALL STUDENTS ARE NOT PERMITTED:

Tattoos; body piercings; body writings; sunglasses; pajamas; wallets with long chain; hats; caps; bandannas; and other headgear.

4. REPORTS and GRADING SCALE

All students will be assigned a progress report grade in all classes at the end of the designated progress report periods. All progress reports will be sent home with the student. All students will be assigned a report card grade in all classes at the end of every 9 week (4 Quarters) reporting period within a semester. Each report card will be mailed out. Please notify the school office (call 973-253-0002) for any address or contact number changes.

The school is responsible for printing and issuing progress reports and report cards in a timely fashion. It is the parent's responsibility to request a report from the front office if it was not received on time. If you do not get your progress report or report card, please call the school office at 973-253-0002.

It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at www.bergencharter.org

BASCS is dedicated to excellence in education, and we strive to create a caring and efficient communication between homes and school.

All classes except for Kindergarten at BASCS will follow this standard scale for assigning letter grades for each nine week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

A	90 - 100
B	80 – 89
C	70 – 79
F	0 – 69

Comment Legend in Students report cards:

- 1 - A pleasure to have in class
- 2 - Works hard
- 3 - Improved effort
- 4 - Homework not handed in
- 5 - Frequently tardy
- 6 - Frequently absent
- 7 - Grade reflects poor test scores
- 8 - Talkative and/or disruptive
- 9 - Parent teacher conference requested
- 10 - In Danger of Failing
- 11 - Unsatisfactory or no project work
- 12 - Unsatisfactory participation
- 13 - Actual grade below 50

5. EXAMINATION PROCEDURES

At BASCS, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (TERRANOVA, NJASK) are used on a state-wide basis as measures of student performance, students at BASCS are exposed to formal examinations not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
- Under no circumstances are students permitted to distract other students during examination.
- Students must leave school bags at the front or outside of the examination room.
- Students are not permitted to take any paper, including worksheets and scratch paper, into the examination room. Further, students are not permitted to remove any paper, including the question paper, from the examination room.
- Students must bring appropriate equipment for each exam and are not to borrow equipment or anything else during examinations. Students are expected to wear the school uniform to all examinations.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students are responsible for the collection of their work.
- Students who are absent from any examination are required to present themselves to the subject teacher immediately upon their return to school. All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

In the event of any violation of the above rules during an examination the student will, in the first instance, receive a zero. After the event, a review of the situation will determine if a zero award is to be made or a lesser/harsher penalty imposed.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE SUBJECT TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.

6. HOMEWORK POLICY

Homework is an essential part of your successful educational program at BASCS. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments the teacher's record is final. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

7. GRADE PROMOTION POLICY

1st thru 7th grade promotion from one grade to another in BASCS shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 in Reading/Language Arts..
3. A student must maintain a yearly average of 70 in Mathematics.
4. A student must maintain a yearly average of 70 in Social Studies
5. A student must maintain a yearly average of 70 in Science.
6. A student must attend at least 91% (164 days) of the classes throughout the year in order to be promoted to the next grade level. More than 18 absences within one school year will result in failing. There will be no make-up exam for unexcused absences.

8. ILLNESS, INJURY, AND MEDICATION POLICIES

BASCS will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

Illness or Injury During the School Day

Please follow these three rules if you become ill or are injured during the school day.

- Report to the nurse office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not leave the building without permission. Always report to the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
 - sent directly from the pharmacy or physician's office;
 - or brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container, the following information must be clearly printed:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from BASCS.

Head Lice Policy

BASCS follows the No – Nit Policy. At the time head lice are positively identified the students parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student re-checked. At the time of re-check if there are nits visible the student will not be allowed to remain in school.

9. LIBRARY

The library is a resource center used by all BASCS students for class assignments and for leisure-time reading of appropriate books or magazines. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, life-long learners. Students may use the library before and after school and during a study hall. Books, magazines, and reserve materials may be checked out for varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. Desks and carrels are available for studying. You may do group work for a class if you work quietly. Please do not move any furniture. In keeping with school policy, do not bring food or drink into the library. Finally, the total number of students using the library at any one time will be limited.

10. LOCKERS

Each student will be assigned a locker for his/her individual use at BASCS. This locker is for storing books, coats, and personal items necessary for school. The lockers should not be used to store valuable items. BASCS will not be liable for personal items left in the lockers or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker and its combination private. **Do not trade lockers with another student. Do not let another student share your locker.** It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the front office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. School officials will make periodic locker inspections. No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. State law permits inspection of student lockers, at the discretion of local school officials. Students attending BASCS should not expect privacy of the contents of their lockers, desks, or other school property.

In a regular school day, students can go to their lockers on the following designated times only.

- a. Before classes begin in the morning
- b. During the five minute passing periods.
- c. After classes are over

You may not go to your lockers during the lunch time.

You will not need to purchase a combination lock for your locker. Student may not put their personal lock on their lockers. A locker is an essential part of a student's life at BASCS. Use of lockers is strongly encouraged since no backpacks will be allowed in any of the classrooms.

11. LOST AND FOUND

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to seven (7) days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost Property shelves located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced.

12. LUNCH PERIODS

All students will remain at school during the lunch period. You may buy your lunch at school, or you may bring a packed lunch. If you have a special situation, you will need to meet with the Lead Person. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Cafeteria Conduct

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting in lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed.

13. PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES

Hallways, stairways, cafeteria, and lavatories are areas used by all members of BASCS. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories.
- You may not eat in halls or lavatories.
- You may not run in the halls, lunchroom or lavatories.
- You may not use any profane or vulgar language while in these areas.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- You may not draw graffiti, post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of or on top of your locker.

- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not roughhouse, push, or wrestle.
- Do not trip other students.

Students are not permitted in the halls during class periods and lunch hour unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

14. RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without written permission of the Administrator or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission given .
- Construction areas are out of bounds.
- Any other areas that are determined by the Lead Person or Administrators
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.
- Student may not use pay-phone during the day without permission of the Lead Person or Administrators.

Teachers on special duty at school have the authority and discretion to correct any pupil and submit referrals to the office.

15. SCHOOL ACTIVITIES

BASCS will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

Field Trips

Field Trips offer exciting ways to learn. BASCS students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring a Field Trip Permission Slip signed by your parents or guardian to school by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by BASCS codes of student conduct while on the field trip.
- Students who have P or N conduct in their report card will not participate in field trips.
- You may not qualify for field trips due to standards or requirements set by either the field trip leader or by an administrator.
- Students will be responsible to make up the work for any classes they miss.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- Students are allowed a five minute window from designated departure time for any field trip.
- Field trip leader or BASCS is not responsible for the students who are left at the school after the designated pick up time.

After-School Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy more deeply and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation; your pick-up or ride should arrive home promptly at the end of the activity.
- You must abide by the BASCS code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

Science Fair

Bergen Arts and Science Charter School organizes a school-wide science fair every year. Due to our high expectations from our students in science, math and technology, each student is required to complete a research project in one of these areas (individual or group). Failure to do so will result in failing the science class. A student wins a trophy or medal in the science fair, or in any other competition/contest in which he/she represents the school, and then the school owns the trophy or medal and displays it.

Science fair handbook is going to be provided to the students by BASCS school science fair committee. Every student is required to follow the guidelines cited in the Science Fair Handbook.

16. STUDENT ID CARDS

Student ID cards may be issued to each student with a reasonable fee. This card allows students to attend school-sponsored functions and the student may be asked to show and use the ID card in order to get breakfast and lunch. If you lose your ID card, go to the main office before or after school to purchase a new one. Students shall return their Student ID cards in case they withdraw from the school.

17. TEXTBOOK AND SUPPLIES

BASCS may use classroom sets for each course. BASCS will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw or be expelled, all textbooks must be returned to BASCS immediately.

When textbooks are checked out, the textbook will be registered and the condition of the book will be noted. When you return the book, its condition will be checked. If you lose the book or damage it by writing in it or ripping it so that another student cannot use it, you will have to pay the current price value of the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

FINAL REPORT CARDS, TRANSCRIPTS AND/OR WITHDRAW FORM WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.

18. VISITORS

Visitors for educational reasons are welcome at BASCS. Visitors must sign in with the office when they arrive. Visitors must present a valid ID to the front office personnel. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office. Students' visitors are not permitted on site. Do not bring guests to school without prior arrangements. No visitors will be allowed during the last two weeks of each semester or/and during the week prior to any school holiday.

Parents or other adults may not walk in the cafeteria, hallways or to the classroom, unless a form has earlier (at least 24 hours) been completed to give notification to the school and the teacher. The same form must be completed when a parent requests to observe a class.

19. ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her Education—to benefit from teacher-led activities, to build each day's learning on the previous days, and to grow as an individual. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 91 percent of the days the class is offered. A student who attends fewer than 91 percent of the days the class is offered cannot receive credit for the class, unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance that has been approved by the District's Board of Trustees.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, Lead Person, or Superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.

Please note:

- The District shall excuse students from attending school for the purpose of observing religious holidays when it is a tenet of their faith that they must be absent from school during such time and if, after the absence, the parent, guardian, or person having custody or control of the student submits written notification for the excused absence. The District shall excuse the student for days on which the student must travel to and from the site where the holidays will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site. A student whose absence is excused for religious holidays shall not be penalized for the absence and shall be counted as having attended for purposes of calculating attendance. Students excused under this provision shall be allowed a reasonable time to make up schoolwork missed on those days.
- In those rare circumstances when a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence; a note signed by the student, even with the parent's permission, will not be accepted.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is tardy if he or she is not in the classroom when the tardy bell rings. Repeated instances of tardiness will result in disciplinary action. Notes must be received within three days of the absence, or the absence will be unexcused.
- All anticipated absences must be cleared by the administrator at least one full day before the absence. All assignments missed will be due on the day the student returns to school unless otherwise arranged with teachers or administrator. Assignments associated with an anticipated absence will be provided before or after the absence at the discretion of the school. Any absence not cleared in advance will be unexcused.

BASCS has the right to take extreme absence cases to court.

A. Absence and Tardiness

BASCS recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand the meanings of each. Also, you need to be acutely aware of your

responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences.

Students must provide a note from a parent/guardian or a doctor for an excused absence to be admitted to school.

B. Excused Absences

BASCS accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

Unexpected Absences

Personal Illness

- Your parent or guardian must call the school each morning you are ill.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- The school may require a doctor's confirmation.

Illness in the Family

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

Quarantine of the Home

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.
- Such an absence is limited to the length of the quarantine as fixed by the proper health officials.

Death of a Relative

- Your parent or guardian must call the office to explain the situation and estimated time of absence.
- When you return to school, you must bring an explanatory note from your parent or guardian.

Anticipated or Planned Absences

Observance of Religious Holidays

- Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief (Documentation from the family's place of worship is required).
- You must bring a note from your parent or guardian to the office before the day(s) of the absence.
- You must bring a note to the office the day you return.

Professional Appointments

- We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. In addition, the following rules shall apply to this kind of dismissal during the school day:
- Parents must come to the office to pick you up:
- You and your parent must sign you out of school, when you return to school, you must sign in;
- You must return to school when finished if classes are still in session.

C. Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within three school days following an absence;
- leave school without the permission of the Administrator;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons considered unacceptable to the Administration.

D. Make-up Work for Excused Absences

- An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.
- To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed, and record the due dates.
- If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to re-schedule the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

E. Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in an "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

F. Truancy

Truancy means that a student is inexcusably absent from his or her assigned location without the knowledge of a parent. BASCS shall consider any student truant if he/she is inexcusably absent from his/her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy;
- A record of the truancy will be entered into your record file;
- A conference with your parents will be held.

G. Habitual Truancy

BASCS shall consider a student a "habitual truant" by State law and expel him/her when, in spite of warnings and/or his/her parents' efforts to ensure attendance, he/she has accumulated five (5) consecutive days or nine (9) total days of unexcused absence during a semester.

H. Tardiness

In BASCS, there are two types of tardiness: Tardy to school and tardy to class.

SCHOOL TARDINESS

The BASCS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of BASCS's standard of excellence, which prepares students for success.

In our school, instructional time is viewed as a precious resource. Consequently we view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students make maximum use of class time and learn to be punctual. School begins at 8:00 a.m. Beginning the day promptly is important and demonstrates commitment to success.

If students come after **8:00** a.m. they need to get a tardy slip from front office. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems, etc. are all unexcused. Tardiness are excusable by a school official under the following circumstances:

1. Court appointment
2. Illness of the student
3. Student has a doctor/dentist appointment

A note or phone call from a parent or a professional note from a doctor/dentist will be required to verify the above.

Problems with tardiness to school may require adjustments in the family's morning schedule.

The consequences for repeated tardiness to school within a semester (two quarters) are as follows.

The number of tardiness to school	Consequences
5 th tardy	A letter sent to parent. After School Detention.
10 th tardy	A letter sent to parent. 1 day Saturday Detention.
15 th tardy	A letter sent to parent. 1 Day in School Suspension.
20 th tardy	A letter sent to parent. 1 day out of School suspension.

The administrator has the right to substitute an alternative disciplinary intervention for repeated offenders.

CLASS TARDINESS

In our school, instructional time is viewed as a precious resource. Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of BASCS's standard of excellence, which prepares students for success.

We view chronic tardiness as a serious problem. Note that after each incident you will receive this notice; but if the problem continues additional consequences will be imposed.

Thank you for your support in ensuring students makes maximum use of class time and learn to be punctual.

Tardiness are excusable only if a student has a written note from the nurse, a teacher, or an administrator.

The consequences for repeated tardiness to class within a semester are as follows.

The number of tardiness to class	Consequences
10 th tardy	A letter sent to parent. After School Detention.
15 th tardy	A letter sent to parent. 1 day Saturday detention.
20 th tardy	A letter sent to parent. 1 day in School Suspension.
25 th tardy	A letter sent to parent. 1 day out of school suspension.

The administrator has the right to substitute an alternative disciplinary intervention for repeated offenders.

G. Dismissal Policy:

These instructions should be kept all year as a reference for dismissal procedures. Please read through and discuss them with your child. Forward any questions to Mr. Yildiz at oyildiz@bergencharter.org. Please remember that all rules and

policies are there to keep the students of Bergen Arts and Science Charter School safe and to get them home in the most efficient way possible.

1. Regular dismissal time for all students in grades K thru 7 is sharp **3:00pm**. Dismissal time for the "Early Dismissal" days is **1:20pm**. **Please do not arrive at school before dismissal times unless you are picking up your student early and have made arrangements beforehand with the office and homeroom teacher.** Parents are expected to pick up their children **at most by 3:30pm**.
2. This year K-3 grade students will be dismissed from their classes. Only K-3 grade parents are allowed to go to the classrooms to pick up their students. After the dismissal bell (3:00pm), 4-7 grade students will report to the GYM. All 4-7 grade students must be picked up from the GYM by their parents/legal guardians. Unless they have a walker pass student will not be released until their ride comes.
3. For the parents who cannot pick up their children by 3:30pm, BASCS provides an After School Program. For the students not being picked up on time, there will be a \$5 charge per student/day.
4. After school students must be picked up at 4:30pm. An additional charge of \$5 (per day/per person) will apply to students who remain beyond 4:30pm and parents will be contacted. Same charge will also apply to students who stay for extended care and not being picked up by 5:00pm.
5. **DO NOT PARK YOUR CAR AT THE FIRE ZONE!!!!** This comes straight from the fire marshals/police department.
6. BASCS has a right to call DYFS, Garfield Police Department, or related authorities for the students who are still on the campus after 5:10 PM.
7. Students walking home will be assigned a walker pass, if requested by parents / legal guardians. BASCS is not responsible for a child who walks home once he/she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from after school coordinator or teachers on duty.

Dismissal Information Form: Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. BASCS is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

For more information, please contact the After School Coordinator.

H. Early Dismissal of Students from School

Because BASCS is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure student's safety.

- School administrators may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.

- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Lead Person and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Lead Person.

Please be reminded that regardless of whether it is a regular or an early-dismissal day, the school building may be locked at 5:30 PM.

I. Unexpected Closing of School

In case it would be necessary after students have gone home to close school the next day because of weather or some other emergency situations, the closing will be posted on the school website or local radio or TV stations will be notified.

20. STUDENT CONDUCT AND DISCIPLINE

BASCS has as its goal helping every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the **BASCS** administrators and teachers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity.

Classroom rules in every classroom:

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet, and objects to yourself.
4. Do not engage in behavior that creates classroom distractions.
5. Follow directions the first time they are given.
6. No gum, food, or drinks are allowed in the building except in designated food service areas.
7. Raise your hand before speaking.
8. Every student must have a hall pass with him/her at all times. No exceptions!
9. No students may leave class without a hall pass.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules. One or a combination of following consequences for violating daily classroom rules may be implemented:

- Discipline points as part of the DPS
- Written warning
- Teacher's option
- Parent contacted
- Sent to the office or Dean of Discipline

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Pass to student store
4. Note to parents
5. Phone call to parents
6. Parties
7. Trips, picnics
8. Personal notes to student

9. Notes accompanying report cards
10. Notes on papers, tests, etc.
11. Field trips

Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials.

- Do not bring radios, tape players, tapes, MP3 players, beepers, CD players, virtual pets, games, or any type of electronic equipment.
- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classes unless excused by a parent, guardian, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- Being insolent, disrespectful and/or argumentative is prohibited.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is prohibited.

Discipline: Severe Clauses-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult.
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Possesses a weapon or any object deemed as a weapon.
- Damages or destroys property belonging to a student, the school or to a teacher.
- Swears, makes rude gestures, cruel teasing or put-downs

If at any time a student's disciplinary record includes five (5) documented disciplinary actions or if serious or unacceptable behavior occurs, the student may be removed from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation from a student and/or parent(s) in the process does not preclude action taken by the **BASCS** administration.

21. UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

As a student at BASCS, you shall not...

A. Fight and Arrange Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

Consequences:

- 1st Offense: Parents/guardian contacted. Up to Three (3) day suspension. Possible expulsion.
- 2nd Offense: Parents/guardian contacted. Possible expulsion

B. Bring beepers, pagers, cellular telephones or other electronic devices:

Radios, tape or CD players, electronic games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the administrator. Cell phones can only be used for the purpose of calling parents, between 3pm to 3:30pm at the gym area. Students are not allowed to chat or play games with their cell phones or any other electronic devices at the school premises.

Consequences:

1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. BASCS is not responsible for the confiscated items which are not received one week after confiscation.

2nd Offense: Parents/guardian contacted. Up to two (2) day suspension. Device will be confiscated and device will be given to parent on or after last day of school along with a \$10 fee. BASCS is not responsible for the confiscated items which are not received one week after the last day of school.

3rd Offense: Parents/guardian contacted. Up to three (3) day suspension. Possible expulsion.

C. Cheat and/or plagiarism:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct. Each teacher sets his/her own standards of behavior for the classroom, and students are expected to know the standards and procedures for each of their classes and the expectations their teachers have. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Consequences:

See individual teachers' policies.

D. Abuse and/or misuse of computers and laboratory equipments:

Computer hardware and software, and lab equipments are for the benefit of all students. No student may purposefully tamper with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate web sites or web pages using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

Consequences:

1st Offense: Parents/guardians contacted. Administrative discretion. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Up to two (2) day suspension

2nd Offense: Parents/guardians contacted; Administrative discretion. You will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering under supervision. You may have to pay for computer or lab technicians to undo tampering; Up to three (3) day suspension

3rd Offense: Parents/guardians contacted. Administrative discretion, student will be banned from using any computer and science labs at BASCS. Under supervision, you will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. You may have to pay for computer or lab technicians to undo tampering. Recommendation for expulsion.

E. Disrupt Learning:

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students.

Consequences:

1st Offense: Parent/guardian contacted. Teacher discretion with the recommendation of detention, and/or up to one (1) day in-school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion including possible detention, and/or up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion including up to three (3) day suspension, and/or expulsion.

F. Uniform Violations:

Students shall come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

Consequences:

1st Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire. Possible one day in-school suspension.

2nd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Possible one (1) day in-school suspension.

3rd Offense: You will be sent to the office to fix the violation. Parent/guardian contacted. If violation cannot be corrected, parent/guardian will be contacted to bring proper attire to you. Up to three (3) day in school suspension.

4th Offense: You will be sent to the office to fix the violation. Parent/Guardian contacted. If the violation cannot be corrected, your parent/guardian will be contacted to bring proper attire to you. Up to three (3) day suspension with possible expulsion.

G. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

Consequences:

Parent/guardian contacted. Direct expulsion proceedings.

H. Give A False Fire Alarm:

Issuing a false fire alarm is a violation of the State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be \$100 dollars for each false call.

Consequences:

Parent/guardian contacted. Three (3) day suspension. Recommended for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

I. Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's/guardian's, or student's name to any school document is considered forgery.

Consequences:

1st Offense: Parent/guardian contacted. Two (2) day suspension.

2nd Offense: Parent/guardian contacted. Three (3) day suspension.

3rd Offense: Parent/guardian contacted. Recommendation for expulsion

J. Gamble and Play Cards:

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Bringing, trading, and playing any cards such as Pokemon cards, Yu-Gi-Oh cards, non-sports cards, and any other trading cards.

Consequences:

1st Offense: Parent/guardian contacted. Up to two (2) day in school suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians along with a \$10 fee. BASCS is not responsible for the confiscated items which are not received one week after confiscation..

2nd Offense: Parent/guardian contacted. Up to three (3) day suspension. Card(s) will be confiscated and they will be given to parent only on or after last day of school along with a \$10 fee. BASCS is not responsible for the confiscated items which are not received one week after last day of school.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Recommendation for expulsion

K. Bring Inappropriate Materials:

Pornographic, criminal, hate related, etc.

Consequences:

1st Offense:Parent/guardian contacted. Three (3) day suspension.

2nd Offense: Parent/guardian contacted. Recommendation for expulsion.

L. Harass another Student and/or a Teacher, Administrator, or Staff Member:

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment.

Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience consequence of his/her behavior.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

M. Disrespect to teachers or staff or using inappropriate language and behavior. Responding in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

Consequences:

1st Offense:Parent/guardian contacted. Up to two (2) day in school suspension.

2nd Offense: Parent/guardian contacted. Up to two (2) day suspension.

3rd Offense: Parent/guardian contacted. Three (3) day suspension. Possible expulsion.

N. Hazing Students:

Hazing means to plan, encourage or engage in any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may also carry heavy legal consequences.

Consequences:

Parent/guardian contacted. Administrative discretion with a recommendation for suspension. Possible expulsion. Possible prosecution.

O. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School:

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.

Consequences:

1st Offense:Parent/Guardian contacted. Three (3) day suspension. Possible expulsion.

2nd Offense: Parent/Guardian contacted. Possible expulsion

P. Steal and/or Vandalize Private Property:

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or

guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. Restitution if required. Up to three (3) day suspension. Possible expulsion.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Restitution if required. Possible expulsion. Police report filed.

Q. Be Habitually Tardy:

This means to be late for the beginning school day and/or late for classes.

Consequences:

See Tardy Policy of BASCS.

R. Display Threatening Behavior:

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), hand written notes, and/or non-verbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

Consequences:

1st Offense: Parent/guardian contacted. Administrative discretion. 1 day school suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Three (3) day suspension recommended.

3rd Offense: Parent/guardian contacted. Possible expulsion.

S. Be Truant:

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

Consequences:

Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

T. Bring Any Kind of Weapon to School:

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

Consequences:

Parent/guardian contacted. Three (3) day suspension with a recommendation for expulsion. Possible prosecution.

U. Possession or Use of Fireworks:

Using or possessing any amusement device, smoke bomb, etc.

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

V. Gang and Secret Society Symbols:

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students can not promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

1st Offense: Parent/guardian contacted. Administrative discretion. Up to 2 day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion.

W. Possession of Stolen Property:

Having in one's possession property obtained without permission of the owner

1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

2nd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

X. Arson:

Intentionally starting any fire or combustion on school property,

1st Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

Y. Public Display of Affection

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

1st Offense: Parent/Guardian contacted. Conference with student. Up to 2 day in school suspension.

2nd Offense: Parent/Guardian contacted. Administrative discretion. Up to three (3) day suspension. Possible expulsion

Z. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules:

1st Offense: Parent/guardian contacted. Administrative discretion. Saturday Detention.

2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) day suspension.

3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

1. Bullying Policies

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act.

1st Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension.

2nd Offense: Parents/Guardian contacted. Possible expulsion.

2. Conspiracy

Any two (2) or more persons mutually agreeing to do any unlawful act.

1st Offense: Parents/Guardian contacted. Up to two (2) day out of school suspension.

2nd Offense: Parents/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

3. Failure Of Identify (lying to staff or giving incorrect Information)

Refusal to stop, provide name and/or other information when asked to do so by a staff member.

1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.

2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

4. Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion.

6. Bus Misconduct

Failure to comply with rules of bus safety or disturbing others.

- 1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

7. Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension.

- 1st Offense: Parent/Guardian contacted. Up to Two (2) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension. Possible expulsion.

DISCIPLINE POINT SYSTEM

Along with the established disciplinary procedure, BASCS will enforce a Discipline Point System (DPS) in which students will be given points for unacceptable behavior. Each teacher and staff must use this system and the Administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences associated with the behavior.

Rules of Discipline Point System

1. Every unwanted behavior has a numerical point. (See Discipline Point Case File)
2. Every teacher is required to mention our DPS system in his/her syllabus and use it.
3. If a student has at least one discipline point and does not receive any discipline points within 7 consecutive school days, the student's Discipline points will be reduced by 5 in the following day.
4. A teacher can give points only once for the same incidence for one class period. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Administrator.
5. An accrument of 10 points or more within a semester period may result in attending Saturday Detention.
7. An accrument of 20 points or more within a semester period may result in attending second Saturday Detention.
8. Students required to attend Saturday Detention are rewarded 5 points for attending Saturday Detention and obeying rules of conduct for Saturday Detention. Students may receive more DPS points, however for an unwilling behavior.
9. Failing to attend a Saturday Detention without any confirmed excuse may result in a 1 day out of school suspension.
10. An accrument of 25 points or more within a semester period may result in 1 day in school suspension.
11. An accrument of 50 points or more within a semester period may result in 1 day out of school suspension.
12. An accrument of 70 points or more within a semester period may result in 3 day out of school suspension
13. An accrument of 75 points or more within a semester period may result in expulsion.

DISCIPLINE POINT CASES

Case	Points	Case	Points
Lack of materials	1	Throwing things in class/hallway/cafeteria	2
Not working on assigned tasks	2	Vulgarity	3
Not turning in assigned work or homework	2	Not being in assigned location	1
Unexcused tardy to the class	1	Dress code violation	2
Bringing pop or drink to class	1	Talking back to teacher	3
Inappropriate behavior to another student	2	Gossiping/spreading tale	2
Sleeping in class	2	Back-pack in the classroom(4 th -7 th)	1
Running in hallway	1	Writing or passing notes	2
Lack of cooperation	2	Humming/Singing/making noises	2
Leaning back in chair	2	Leaving the classroom without permission	3
Antagonistic behavior	2	Leaving paper/trash on the floor	1
Excessive talking	2	Not having hall pass card in class	1
Inappropriate cafeteria behavior	2	Disturbing class	2
Eating/drinking in class	2	Using profanity	4
Chewing gum	2	Horse-playing	2
Tapping	2	Not receiving any DPS points within consecutive seven school days	-5
Not sitting properly	2	Saturday Detention	-5

22. TYPES OF CONSEQUENCES

A. Detention

Detention may be held on each day during school for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: after school and Saturday detentions.

DETENTION (After School)

Rules

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by teacher.
2. Sleeping is not permitted.
3. Do not address staff or teachers. No other form of communication will be allowed.

4. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
5. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
6. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
7. Detention time will be assigned within 24 hours of the Administrator meeting with the student. This allows the parent time to make transportation arrangements.
8. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
9. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.
10. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

Failure to follow After School Detention Rules may result in one day School Suspension.

SATURDAY DETENTION

Saturday Detention serves as an alternative to out-of-school suspension for violation of school rules. During the hours of detention, students work to increase academic skills, engage in activities to improve self-concept, and address the discipline.

The purpose of Saturday Detention is to provide positive, worthwhile, educational experience and a meaningful misbehavior deterrent for those students who have violated school rules problem area.

Saturday Detention will prevent students from losing instruction time, keeping them in school.

A serious violation or repeated violations of the behavior code is cause for a student to serve a Saturday detention.

Students who attend Saturday Detention may receive academic assistance and may be given the opportunity to do homework, make-up, or remedial work, under the supervision of a teacher. Each student will be given a Behavior Modification Packet which may help students to understand why they break school rules; the consequences students will face thorough introspection. Hopefully this counseling session will guide students toward acceptable alternatives through goal setting exercises given to students from the Behavior Modification Packet. And also, student may do some physical exercises during detention.

Written notification of a Saturday detention is sent home with the student. This notification lists the cause for and date of the detention. The only acceptable excuse for not attending a Saturday detention is a verified (doctor's note) illness of the student.

RULES AND REGULATIONS

- Saturday Detention will be held 9:00 a.m. to 12:00 p.m. in the cafeteria at Bergen Arts and Science Charter School. The doors will be open at 8:45 am.
- Parents are expected to provide transportation to and from detention, and students are required to wear their school uniforms.
- Students left at the school after 12:30 PM. will be unsupervised. Bergen Arts and Science Charter School is not responsible for the students who are left after 12:30 PM. In case of unexpected situations, please call 973 2530002 to notify us of your lateness.

- Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
- Students may be asked to bring appropriate materials with which to work.
- There are no radios, food, beverage, candy, comic books, etc. allowed in the Saturday Detention School.
- Students will be expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parent will be notified regarding the infraction immediately.
- No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
- Lavatory privileges will be at discretion of the Saturday Detention administrator.
- If an emergency arises and the student cannot attend, the parent must contact the Administrator at 973 2530002. If the reasons are acceptable, the detention will be rescheduled.
- If a student does not participate in scheduled Saturday detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance at the next scheduled Saturday detention.
- If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.

Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.

B. Suspensions

Bergen Arts and Science Charter School will use two kinds of suspension: In school suspension and out of school suspension.

IN SCHOOL SUSPENSION

Rules and Regulations

1. Report to the Detention room at 8:00 A.M. If you come after 8:05 you will be count as absent. In school suspension will be run from 8am to 3pm.
2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments. It is the student's responsibility to go and ask the teachers for assignment.
3. Students must sign the sign in paper when they report to the detention room. They must sign the paper when the suspension is over. Without Administrator permission, a student can not go out of detention room. Students are to keep clean the detention room.
4. No talking or conversations. Students must be seated at all times.
5. Students will not be permitted to go their lockers. All materials must be brought to the room when reporting.
6. Students will not be permitted to go to lunch. They will have their lunch in detention room.
7. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
8. No disruptive behavior will be allowed.
9. Unexcused absences will be referred to the Administrator.

10. No food, drinks, gum or illegal substances allowed.
11. No visits by parents, relatives or other students.
12. Sleeping is prohibited.
13. Students are responsible for lost, stolen or damaged items.
14. Transportation to the in-school suspension site is the responsibility of the students and their parents/guardians. Transportation arrangements must be made prior to arrival at the site. Telephones are not available for student use.
15. Student Handbook rules apply.
16. No physical contact of any kind between participants
17. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
18. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
19. Failure to comply with the rules will be reported to the Administrator for further action. This further action may be up to 3 day school suspension.

OUT OF SCHOOL SUSPENSION

Notice of Suspension and the reasons for the suspension will be given to the student by the Administrator after the discipline committee meeting.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Lead Person. Consequences will not be deferred pending the outcome of an appeal.

Lead Person will make the decision within 2 school days after the appeal made. Lead Person's decision is final.

Suspension Policy

Grounds for suspension will include, but not be limited to:

1. Damage or destruction of school property or private property
2. Smoking
3. Profanity or obscene language or materials
(These shall include obscene gestures or signs.)
4. Insubordination in refusing to comply with directions of school personnel
5. Truancy from, or repeated tardiness to, class or school
6. Theft of school property or equipment, or personal property of any school personnel, another student, or visitor
7. Fighting among two or more students on school property (including buses) or at any school sponsored activity
8. The act of extortion from any person on school property (including buses) or at any school sponsored activity
9. Repeated or flagrant violation of any school or classroom rules or accepted standards of school behavior
10. Using a fire exit door in inappropriate time.

11. Selling food or items without an approval form from an administrator.
12. Not being in assigned location. Skipping a class (including clubs and electives)

Rules and Regulations

1. A student who is suspended from the school is not allowed on school property.
 2. A student who is suspended is responsible for all make-up work missed.
 3. Parents or guardians of the student will be notified in advance of dates of suspension.
 4. If the incidence is severe, then Lead Person or Administrator may keep the student in detention room, until parents are notified and pick up the student.
 5. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
 6. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
- Failure to follow School Suspension Rules may result in extra disciplinary action.

ANY STUDENT SUSPENDED DURING THE SCHOOL YEAR MAY BE DENIED REGISTRATION TO BASCS THE FOLLOWING YEAR.

C. Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the Administrator after hearing about the events involved in a situation. In addition, suspensions may be used for students who have committed a removal or expulsion offense and for whom a conference or hearing is pending. You and your parent/guardian may appeal an expulsion within two (2) school days of the expulsion being issued. This appeal will be made to the Superintendent in writing. Consequences will not be deferred pending the outcome of an appeal. All disciplinary hearings on expulsions will be held within four (4) school days of the appeal being made. The decision of Superintendent is final.

Expulsion Policy

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other student or visitor while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by use of violence, force, coercion, threat, or disorderly conduct
(This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.

8. Receiving a total of 100 DPS points within a year.

23. DAMAGE TO SCHOOL PROPERTY

Students who accidentally damage school property must report this promptly to the Lead Person or classroom teacher. Where damage (e.g., a broken window) results from careless behavior, students will be expected to pay the cost of repairs. Unreported damage will be regarded as vandalism.

24. DUE PROCESS

All students at BASCS are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the "Unacceptable Types of Student Behaviors" listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at BASCS have the right to feel that they are physically, emotionally, and intellectually safe.

- Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;
- Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;

25. WITHDRAWAL FROM SCHOOL

When a student must withdraw from BASCS during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fees are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

26. COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly.

Communication is the key word for success in education. You have many ways to contact our teachers. Possible ways are listed;

- 1- You may directly call the teacher's extension during school hours (8:00 am. thru 4:30 pm.). Call 973-253-0002 and dial teacher extension number you want to reach. If a teacher is having a class, please leave a voice message. Teacher phone extensions are available at the front office.
- 2- You may send an e-mail to teachers. E-mail addresses are available at the front office. You can use our website www.bergencharter.org to see your child academic progress and conduct

- 3- Check Wednesday mail envelope each Wednesday, and make sure that you signed the paper and make him/her turn into homeroom teacher on Thursday.
- 4- Check "Letters and Messages to Parents" board in front office.

Please note that it is also Parent's or Guardian's responsibility to monitor student's progress and conduct.

27. GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

28. ACTIVITIES

Fundraising

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school Lead Person or the superintendent of schools.

Sales

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school Lead Person.

Demonstrations or Meetings on School Premises (Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the Lead Person at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, the Lead Person will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students will be dismissed for the assembly by intercom. Students are expected to attend assemblies when dismissed from class unless a different assignment is given a student by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Arts and Activity Groups Procedure

The BASCS philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies.

Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. In grades 9-12, the student may lose the position in the performing group and become an alternate performer to the main performing group.

The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family provided prior approval obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with director and Lead Person.

The Lead Person will determine whether or not an activity is a required rehearsal or performance.

The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the building Lead Person will be informed of the need to review the request.

The Lead Person will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the Lead Person concerning resolution of disagreement will be provided all interested parties.

29. PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

30. EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class. Students need to understand and follow these instructions. This is a life and death matter.

SPECIAL NOTE

It is the school's responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook will be provided to each parent. Copies will also be available in the front office. It is important that each student attending BASCS and their parents have read, understood, and agreed with the content of the student handbook.

BASCS reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school web page.

31. STUDENT CONDUCT CONTRACT

Because all of you have elected to apply to BASCS, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of that community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn.

Student Contract

(MUST BE RETURNED TO HOMEROOM TEACHER)

As a student of BASCS, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school ground without the permission of the Lead Person.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I agree to follow all requirements of the BASCS Student Handbook.
- I agree to follow the Student Code of Conduct.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date