

September 2005

Dear Parents/Guardians:

This comprehensive publication has been designed to provide parents and guardians with pertinent information that should guide you in planning your student's high school career. The information enclosed provides you with the rules, regulations and procedures of our school. A thorough understanding of these guidelines will help in ensuring a smooth transition to the positive spirit of Butler High School.

As students become involved in their studies, it will become evident that high standards have been set for them to meet. Their interest and motivation in the educational program selected by them will determine, in part, future post high school opportunities. Goals should be set to a high standard in order to meet high expectations.

Over many years of observation, the following guidelines have proven successful for high school students. Students SHALL:

- Always respect the rights of others. This includes fellow students and teachers.
- Always respect the property of others.
- Always be on time for all of your classes.
- Maintain good health by following a sound plan for good diet, and exercising and by saying "NO" to drugs and alcohol.
- Always plan ahead, and budget your time so as to keep up with the academic obligations of your courses.
- Get involved in a school activity!

Once again, we are distributing to each student an Agenda and Organizer. Not only does it include Butler High School's regulations but the very important component-**The PASSPORT**. The Passport identifies the student and acts as a pass whenever students are in the hallways or out of class for any reason. Students must **ALWAYS** have their Agenda Book with them. Lost Agenda Book-Replacements are \$5.00.

After reviewing this booklet, you are urged to submit comments and suggestions to the Principal's Office. Have a good year!

William A. Hanisch, Principal

# Butler Public Schools

## Butler Board of Education

Patrick Urciuoli, President  
Richard Kovats, Vice President

Alfred Marion	Gilbert Grieder
Andrew Knapp	Rosemarie Lakawicz
Matthew Lee	Denise Roche
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**Rene Rovtar, Ed.D.**  
Superintendent of Schools

**Debra Naley-Minenna**  
Business Administrator/Board Secretary

**Kathy Gordon, Ed.D.**  
Director of Student Support Services

### **Butler High School Administration**

**William A. Hanisch**  
Principal

**John C. Vogel**  
Vice-Principal

**Wendel Kralovich**  
District Supervisor of Curriculum

Phone No. 973-492-2000    Fax No. 973-492-8672  
Nurse's Office 973-492-2000 ext. 281  
Assistant Principal's Office 973-492-2000 ext. 203  
Guidance Office 973-492-2000 ext. 240  
Athletic Office 973-492-2000 ext. 279  
WEB: [www.morris.k12.nj.us/butler](http://www.morris.k12.nj.us/butler)

It is the hope of the administration and faculty that parents recognize and appreciate the importance of the information contained in this handbook. It has been carefully prepared and designed to provide students and their parents with a thorough overview of Butler High School. Please take the time to read through this handbook and keep it for future reference

### **STATEMENT OF NON-DISCRIMINATION**

Section 504 of the Rehabilitation Act of 1973 provides that "No otherwise qualified handicapped individual...shall, solely by means of his handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any activity receiving Federal financial assistance."

"It is the policy of the Butler Public Schools not to discriminate in its educational programs, activities, employment policies or admission policies and practices on the basis of race, color, national origin, sex or handicap. Lack of English language skills will not be a deterrent to admission to any program at the Butler Public Schools."

Title IX and VI Coordinator and Affirmative Action Officer:

Kathy Gordon, Ed.D.

Coordinator for Section 504 of the Rehabilitation Act of 1973, Director of Student Support Services.

*Butler High School Alma Mater*

*On the hills of old Pequannock  
Amongst the maples old,  
Stands our honored Alma Mater  
With her colors Blue and Gold  
Steadfast as our slogan "True Blue",  
Loyal as the regal gold,  
Undaunted we will strive anew  
When our colors we behold.*

*As the years will lead us onward  
When high school days are through,  
Our thoughts will bring us back to dwell  
Where early friendships grew;  
And where'er our paths may take us  
What e'er our future hold,  
We will always give allegiance,  
To our Butler Blue and Gold.*

## School Calendar – 2005-2006

*September 6	Faculty Meetings
September 8	Schools Open
*October 10	Columbus Day
October 14	Faculty In-Service
November 10 & 11	NJEA Convention
November 23 (early dismissal)	
November 24 & 25	Thanksgiving Holiday
December 23 Closed	Christmas Vacation
January 3 (Tuesday)	Schools Re-open
January 16	M.L. King's Birthday
February 17 & 20 (Fri. & Mon.)	Mid-winter Break
April 10-17	Spring Recess/Easter
April 18 (Tuesday)	Schools Reopen
May 29	Memorial Day
June 16	Schools Close for Students
*June 19	Faculty Meetings

\* The above calendar includes 3 staff meeting/in-service days. Snow days (emergency closing days) are not included and will, therefore, be added to the end of the year (June) as they occur.

### REGULAR DAY CLASS SCHEDULE

Homeroom	8:00 - 8:12
Period 1	8:12 - 8:52
Period 2	8:56 - 9:36
Period 3	9:40 - 10:20
Period 4	10:24 - 11:04
Period 5	11:08 - 11:48
Period 6	11:52 - 12:32
Period 7	12:36 - 1:16
Period 8	1:20 - 2:00
Period 9	2:04 - 2:44

Each period is forty (40) minutes in length with four (4) minutes of passing time. Lunch periods are 4, 5, 6 and 7.

### DELAYED OPENING SCHEDULE

Period 1/Homeroom	9:30 - 10:04
Period 2	10:08 - 10:39
Period 3	10:43 - 11:14
Period 4	11:18 - 11:49
Period 5	11:53 - 12:24
Period 6	12:28 - 12:59
Period 7	1:03 - 1:34
Period 8	1:38 - 2:09
Period 9	2:13 - 2:44

### SCHOOL CLOSING/DELAYED OPENING

When inclement weather makes travel difficult or impossible, schools may be closed. Delayed opening is used when travel is difficult early in the morning and the situation improves after the rush hour. School begins at 9:30 a.m. (Period 1/Homeroom). Bloomingdale buses will begin their routes 1 ½ hours after the usual time.

#### NOTIFICATION

If there is a SCHOOL CLOSING...

- ...call the school and check the recorded message
- ...the radio stations and News 12 TV will announce so

If there is to be a DELAYED OPENING...

- ...call the school and check the recorded message
- ...the radio stations will indicate a DELAYED OPENING  
 WOR 710 AM    WGHT 1500 AM    WSUS 102 FM
- ...watch News 12 TV

If there is to be a SCHOOL CLOSING after a DELAYED OPENING has been announced

- ...call the school and check the recorded message
- ...the radio stations WOR 710, WGHT 1500 and WSUS 102 and News 12 TV will indicate the change in plans by 8:30 a.m.

## EARLY DISMISSAL SCHEDULE

We will have one scheduled EARLY DISMISSAL this year, November 23<sup>rd</sup>. Please refer to the schedule below.

Period 1/HR	8:00 - 8:32
Period 2	8:36 - 9:03
Period 3	9:07 - 9:34
Period 4	9:38 - 10:05
Period 5	10:09 - 10:36
Period 6	10:40 - 11:07
Period 7	11:11 - 11:38
Period 8	11:42 - 12:09
Period 9	12:13 - 12:40

## EXECUTIVE STUDENT COUNCIL 2005-2006

Sarah V, President

Brian C, Vice-President

Amanda A, Secretary

Stephanie F, Treasurer

Diana S, Historian

### Board of Education Representatives

Kim B

Sadaf Q

Jessica S  
Senior Class President

Joseph L  
Junior Class President

Michael S, Sophomore Class President

Faculty Advisors: Ms. Lisa Reda and Mr. Vito Morgese

The Student Council is an organization whose primary design is to function as a coordinating unit between the school administration and the student body.

A copy of the constitution and by-laws of this school organization can be obtained through the advisor or a member of the executive committee.

### Class Officers

#### Seniors

Jessica S, President  
Jessica T, Vice-President  
Lyndsay S, Secretary  
Jamie P, Treasurer

#### Juniors

Joseph Lz, President  
Jonathan B, Vice President  
Anna M, Secretary  
Kim R, Treasurer

#### Sophomores

Michael S, President  
Amanda E, Vice-President  
Brittany A, Treasurer  
Amanda S, Secretary

## **CODE OF CONDUCT**

This is an appropriate time to make a positive statement regarding standards of student behavior that will maintain an excellent reputation for Butler High School:

1. Quiet, courteous attention should be given at all assembly programs;
2. Signs of affection should not be displayed in public;
3. Floors of the buildings should be kept free from litter;
4. The cafeteria should be kept clean and neat;
5. Courtesy displayed at all athletic events;
6. Students are drug and alcohol free;
7. An atmosphere of positive friendliness should be maintained;
8. Proper dress should be observed at all times.

We hope that thoughtful students, faculty members and administrators will continue to make B.H.S. outstanding for its excellent standards of student behavior.

## **BUTLER HIGH SCHOOL EDUCATIONAL GOALS**

As a result of their experiences in Butler High School:

1. Students will correctly and confidently use the English language.
2. Students will have a functional facility in basic reading, writing and mathematics.
3. Students will be provided judicious guidance toward a career and further education.
4. Students will be taught how to learn.
5. Students will be provided with an environment that will cause responsible attitudes toward self-discipline, self-worth and citizenship.
6. Students will be exposed to a variety of courses and activities in order to broaden their horizons.
7. Students will be provided with education coordinated with and continuing the education offered in the middle and primary schools.
8. Students will be better able to cope with the educational experience.
9. Students will become aware of our cultural heritage.

## **PHILOSOPHY AND OBJECTIVES**

The home and school have a shared responsibility in the formation and development of the character of each individual. Recognizing our role in fulfilling this responsibility, Butler High School established as its primary purpose the intellectual development of each student to the maximum of his/her abilities. The school's program for "intellectual development" encompasses instruction in basic skills and knowledge and the utilization of these skills in the development of critical thinking and the ability to exercise the power of judgment. Having developed these skills, each student will be prepared to accept his/her responsibilities as a participating member of our democratic society, will be able to exercise flexibility in adapting to rapid changes in the modern world, and will be prepared to engage in a process of continuous self-education.

## **HARASSMENT**

The Butler Public Schools and the Butler Board of Education defines HARASSMENT as any type of interaction that makes a student feel uncomfortable in any setting or situation.

The Butler Public Schools and the Butler Board of Education defines SEXUAL HARASSMENT as sex discrimination, sexual references, or unwanted sexual advances.

Harassment in any form will not be tolerated and shall be reported. Reporting can be made (anonymously) by phone or letter. Steps will be taken to prevent further harassment. Effort will be made to prevent retaliation against the person(s) who made the complaint.

## **BULLYING**

Bullying is when anyone treats another in a cruel or abusive way. It can be verbal and/or physical. Any type of bullying is unacceptable and will not be tolerated. Bullying is a form of harassment and will be treated in the same manner as above.

## ATTENDANCE

Absence from school jeopardizes the ability of a pupil to complete satisfactorily the prescribed course of study and violates the statutes requiring children to regularly attend school (NJSA 18A: 38.25-26-27). The Board accepts the responsibility of properly operating school within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education as proposed through accepted curriculums and courses of study unless the pupils for which it is intended are present for all regularly scheduled classroom learning activities. Poor attendance limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Consequently, there is an impelling responsibility upon the parents and pupil for the student to attend school as scheduled. Therefore, the Butler Board of Education cannot condone or permit excessive absences from school and will not issue credit if maximum pupil attendance is not accomplished.

## ABSENCE VERIFICATION

When a student is absent, the parent should call the Assistant Principal's Office the day the absence occurs. The telephone number is 973-492-2000, extension 2, and then dial 600. Calls can be made at any time. **A signed excuse is necessary upon the student's return to school.** The note should define clearly the student's name, the date absent, and the reason for being absent. Notes shall be given to the Attendance Office. **Excuse notes will not be accepted after five days.** If the student does not have a note, the student will be considered truant and receive a zero in all his/her classes for each day of absence. Absence should be for valid reasons only. Continued absence without medical or legal necessity could result in failure or loss of credit.

Any student absent because of school sponsored activities shall not be considered absent for this policy while participating in the school sponsored activity.

Any absence because of extended illness shall be listed as bedside instruction. Pupils properly assigned shall be placed in a specific attendance register and will be considered in attendance. Bedside instruction status shall be instituted through procedures currently operable.

Parents with unlisted telephone numbers should give these to the school. Their confidentiality will be respected, but they are vital in case of emergency.

Students will be allowed sixteen (16) unexcused absences for the year. The seventeenth (17th) unexcused absence will result in loss of credit for that school year. Warning letters are sent at intervals of 4, 8, 12 and 16 days. Loss of credit letter is sent for the seventeenth (17<sup>th</sup>) absence.

## The difference between excused and unexcused absence

A parent note does not excuse absences, it merely acknowledges that the parent was aware of the student's absence and was not truant.

Excused absences will consist of the following:

- Medical excuses (these must be presented to the school nurse within 10 days of the date(s) to be excused).
- Death in the family
- Approved religious holidays
- Suspension from school
- Court subpoena
- Excuses approved by the administration

Vacation days will not be considered excused absences unless approved by the Administration.

A record of the specific dates of absences from school should be maintained by the parent or guardian. The Attendance Office will not supply these dates.

## MAKE-UP WORK MISSED DUE TO ABSENCE

Pupils are provided an opportunity to complete assignments missed because of their absences. However, it would be unwise to believe that one can make up the learning activity of a total class section.

1. Students are allowed one day for each day absent to make up work. Responsibility for arranging make up work lies with the student. Assignments given prior to an absence are due upon return to school.
2. Students may complete assignments for time missed because of actions initiated by school authorities, i.e. out-of-school suspension, exclusion, etc.
3. Students who are truant of cutting class will be issued zeros for work missed.

## TARDY

Students who are tardy to school must report to the Assistant Principal's Office with a note regardless of the time of arrival. Students who miss more than FOUR periods of their scheduled classes will be counted absent for the entire day. Vo-Tech students and Work Study students who miss more than TWO periods will be marked absent for the entire day. Any student reporting late to school will be disciplined according to the following:

1<sup>st</sup> late = warning    2<sup>nd</sup> & 3<sup>rd</sup> late = 1 detention (excused with parent note)    4<sup>th</sup> late = 2 detentions, one of which may be excused with parent note.

Excused tardiness without consequence include the following:  
doctor's note, religious holiday, DMV, or those approved by Administration.

## **THE PASSPORT**

Anytime a student wishes to leave a room while school is in session, he/she must have his/her PASSPORT. The PASSPORT must include the date, destination, time of departure and the teacher's signature in ink.

## **PASSES**

Passes to the Guidance Office will be distributed to students upon request from their counselor. Students are to obtain these passes in the morning prior to the homeroom period. If a student wishes to see a teacher, the student must make prior arrangements to receive a pass from said teacher in order to be excused from study hall. Teachers are not to issue passes to the Guidance Office. Students not in possession of their PASSPORT when out of class will be subject to disciplinary action.

## **LATE (to class)**

Four minutes passing time is provided for students between class periods.

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Lateness hinders the proper conduct of such activity, imposes a distraction which leads to a loss of instruction time for pupils properly in attendance, and denotes school time loss by the pupil. Students more than 20 minutes late to class will be considered absent from that class.

Students who arrive after the bell are considered late to class. When a student is late to class, a pass is always necessary. The student must report to the Assistant Principal's Office to secure an "admit to class" pass even if a pass has been issued by a staff member.

## **PERSONAL BUSINESS**

Personal business such as visits to a doctor or dentist, obtaining driving permits, beautician appointments, receiving and distributing of gifts, etc., are expected to take place after the school day has ended.

## **NOTICE OF ABSENCE**

It may be necessary for you to pick up your child before the end of the school day. All requests for early dismissal from school must be accompanied by a signed note from the student's parent. These requests must be confirmed through the Assistant Principal's Office before such requests will be honored. Reasons for notice of absence include medical appointments, death in the family, approved religious holidays and court appearances.

The administration must undertake great care and concern for security, safety and well being of the students in our care; therefore, your cooperation and understanding regarding the following regulations is greatly appreciated.

1. We require a written, signed request from you when your child comes to school in the morning before 8:00 a.m. This should be filed with the Assistant Principal's Office.
2. In the event of some crisis or emergency, a phone call to us will expedite the matter.
3. In all cases the parent or guardian must present herself or himself at the Assistant Principal's Office of the school. We will not release the children to wait outside.
4. Children will meet you at the Assistant Principal's Office. Parents or guardians are not, under any circumstances, to go to the student's classroom and take their child from class.
5. If no one in the Assistant Principal's Office knows you, then we will require you to present proof of identification, specifically a valid driver's license. We simply must know, in fact, that you are the parent or guardian.
6. You are required to sign the child out, including date, time, child's name, reason, and your signature. The responsibility may be met at any time prior to the student leaving school.
7. We will not release your child to anyone other than parent or guardian. If there is a special circumstance and a neighbor or relative appears to pick up your child, release will only be made after we call you and verify the release.
8. Under no circumstances will a child be released if the child does not identify and recognize the person at the Assistant Principal's Office who is there to pick up the child.

## **TRUANCY**

Truancy is against the law, and cutting an individual class is merely being truant for one class rather than the entire day. Students who are truant, face immediate disciplinary action, including the possibility of suspension, parent conference, and court appearance. The referral to court can be at a local court, with the parent held liable, and facing a possible fine, or a referral to a juvenile court agency at the county level, with the possibility of similar penalties plus involvement with county probation officials. Students who are truant or who cut a class automatically receive a zero for that particular class they have cut, or the day they have been truant.

## **CUTTING CLASS**

Any student cutting class will be referred to the Assistant Principal. All cut slips will be checked and the appropriate disposition will be made by the administration.

A zero will be recorded for this unexcused absence in the event that the entire class was graded for a specific activity.

## LOSS OF COURSE CREDIT

A student accumulating more than sixteen days of absences in the school year WILL NOT BE GRANTED CREDIT FOR THE YEAR. In addition, students accumulating more than 16 unexcused absences from a particular class WILL NOT BE GRANTED CREDIT FOR THAT COURSE. (1/4 AND Semester courses allow just four and eight absences respectively). Parents and students will be notified by letter of cumulative absences from school and class in four day increments (4,8,12,16) and will be notified of class absences through the quarterly report card.

This is not a permissive policy establishing or licensing a limit which may be missed with no harm, but rather assumes absences will occur for personal illness, religious observance days, serious personal or family problems, and professional appointments which cannot be scheduled in non-school times. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. Appeal for review of non-credit status is provided for in the following section.

## APPEALS FOR LOSS OF CREDIT

Appeal Process for Reinstatement of Credit

a. Committee: The Attendance Review Committee, comprised of the Assistant Principal, a designated guidance counselor, the nurse, and two designated teachers will hear appeals of the denial of credit.

b. Procedure:

1. The appeal should be made in writing to the Principal within five (5) school days of notification of credit loss.
2. The pupil and parent/guardian will meet with the Attendance Review Committee for the purpose of reviewing their attendance record and to present any further information relative to absences. This meeting should take place within five (5) school days of the receipt of the request for appeal.
3. The Attendance Review Committee will review all pertinent information and will render a decision within two (2) school days of the hearing as to whether or not credit will be denied for each course or courses. Both pupil and parent will be notified in writing within (5) school days of the results.
4. The decision of the Attendance Review Committee may be further appealed (each within five (5) days of the notification of the respective decision) to the following, in this order:
  - I. Principal
  - II. Superintendent
  - III. Board of Education
  - IV. Commissioner of Education

## DISCIPLINE INFRACTIONS/DISPOSITIONS

### LEAVING SCHOOL GROUNDS

Leaving school grounds without authorization is strictly forbidden. Students violating this regulation will face the following disciplinary action:

- 1<sup>st</sup> offense = 1 day SENSE
- 2<sup>nd</sup> offense = 2 days SENSE
- 3<sup>rd</sup> and subsequent offenses = Suspension from school

### CELL PHONES/RADIOS/ELECTRONIC ENTERTAINMENT DEVICES/BEEPERS/

Cell phones, radios, electronic entertainment devices, and beepers are not to be used in school. All devices shall be turned off between 8:00 and 2:44. These items will be confiscated if found to be in use and will **only** be returned to the parent/guardian. **Students will be issued S.E.N.S.E. for a second offense. Failure to surrender any of these items will result in S.E.N.S.E.**

### Gambling

Any form of gambling or gambling paraphernalia is prohibited. Students violating the gambling rules will be issued S.E.N.S.E. and/or out-of-school suspension.

### DRESS AND GROOMING

While the Board of Education recognizes that grooming and mode of dress are manifestations of individual preference, the Board of Education also authorizes the Superintendent to enforce school regulations prohibiting dress or grooming practices which:

1. present hazard to health or safety of the student himself/herself or to others in the school.
2. interfere with school work, create distraction/disorder or disrupt the educational program.
3. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students should dress in a manner which will bring credit to themselves and their school through the use of common sense and good taste.

Parents will be contacted for a student's failure to comply with this dress code. Parents will be asked to provide a change of clothes. If no change of clothing can be arranged, the student will be issued detentions and may not be permitted to attend classes.

Clothing which is shredded, torn, see-through and/or soiled is inappropriate school attire. Undergarments are required.

Midriff, fishnet or cut-off shirts that expose the chest and/or abdominal area(s) of the body are not permitted.

Off the shoulder tops, tank tops, strapless and spaghetti-strap tops and/or dresses are not permitted.

Garments with obscene or profane messages are not permitted.

Clothing that is too tight so as to inhibit movement or clothing that causes distraction (body-molded) is not permitted.

Footwear that covers and grips either the toe or heel must be worn at all times and must be secure.

Wearing sunglasses in school is prohibited.

Wearing hats in school is prohibited.

Wearing shorts to school is permitted. Running shorts, bicycle shorts, spandex, boxer shorts and tennis shorts are not allowed.

## **SMOKING & TOBACCO**

USE OF ANY TOBACCO PRODUCT BY STUDENTS IS PROHIBITED IN SCHOOL OR ON SCHOOL GROUNDS. Students found in violation of this policy will be disciplined accordingly.

1<sup>st</sup> offense = \$100 fine + 2 detentions

2<sup>nd</sup> offense = \$100 fine + 1 day Suspension from school

3<sup>rd</sup> offense = \$100 fine + 2 days Suspension from school

4<sup>th</sup> offense = Referral to municipal court

## **DETENTIONS**

A detention is a period of time to be completed after normal school hours for an infraction of rules or regulations.

In all cases, the student will be notified at least twenty-four (24) hours in advance of the date by when a detention is to be completed.

Absence, on a day of a scheduled detention, does not eliminate that detention. It automatically moves forward to be completed on the next day the student attends school. Detention is held from 2:50 to 3:30 p.m.

## **S.E.N.S.E.**

S.E.N.S.E. addresses the special needs of students who find the behavior standard of Butler High School and the classroom standards to be problematic.

Students assigned to S.E.N.S.E. by the Assistant Principal will receive individualized instruction, individual and group counseling and credit for school attendance. Parents will be notified and their input and/or collaboration will be required.

## **OUT OF SCHOOL SUSPENSION**

The purpose of out of school suspension is to remove the student from contact with friends and social activities at school. Removal is warranted when the student's behavior is deemed highly inappropriate for a school setting and/or has violated Board of Education policies. Students suspended out of school may re-enter only after completing the terms of the suspension and participating in a parent/administrative re-entry conference that addresses the reason for the suspension.

## **SCHOOL NURSE**

Students may see the school nurse at anytime during the day when issued a pass from a classroom teacher or between classes. All medication and/or prescription drugs should be checked in and dispensed by the nurse.

Students who do not meet Board of Education and state requirements concerning immunizations will be excluded from school according to state statute 18A:40-20.

A student desiring to be excused from physical education class must bring a written excuse from home and give it to the nurse. A student who has been absent for three days or more for illness must report to the nurse before resuming classes.

The nurse will administer to the student and advise the student what to do about his/her condition. A student who is ill should remain in the Nurse's Office while waiting for a parent to come to take him/her home. The nurse will contact his/her parents to arrange for transportation. At no time should the student spend time in the boys' or girls' room, or leave the school building, without first obtaining permission.

## PHYSICAL EDUCATION EXCUSES

Gym excuses are to be issued by the school nurse. To obtain an excuse you must:

1. Have a note from a parent for a one or two day excuse.
2. Have a doctor's note for three or more days.
3. Bring your request to the Health Office during homeroom or before the end of the first period.

## GRADING

Reports are issued four times a year. The report card will reflect number grades for each subject; i.e. 95, 84, etc. The numerical grades will be averaged for a final grade, but no student will receive less than a numerical grade of 50 for the 1st three quarters and the numerical limit for letter grades will be:

A	=	95	-	100	C+	=	77	-	79
A-	=	90	-	94	C	=	73	-	76
B+	=	87	-	89	C-	=	70	-	72
B	=	83	-	86	D	=	65	-	69
B-	=	80	-	82	F	=	64	-	Below

Marking period and exam grades are to be averaged according to the above listed numerical equivalents. In averaging grades for each semester (half year) each marking period grade will be weighted as 2/5 and the first or second semester exam as 1/5. If there is no exam in the subject, each marking period grade for the semester counts 1/2.

Health and Physical Education are considered separately. Therefore, Health will have a credit value of 1.25 credits and Physical Education will have a credit value of 3.75 credits. A student must pass both to be awarded 5.0 credits. For students who have Science Labs, Health will have a credit value of 1.00 credits and Physical Education will have a credit value of 3.00 credits.

## GRADE REPORTING

Report cards are issued at the completion of each marking period: November, February, April and June. Report cards will be mailed home all four marking periods. Parents are encouraged to call the Guidance Office for appointments with teachers when there are concerns regarding their child's progress in a particular course of study.

Incompletes must be made up within a two week period or the student will receive a failing grade.

## INTERIM REPORTS

Interim reports concerning a student's academic progress are issued approximately five (5) weeks into each of the marking periods. Interim reports will be mailed home half way through each marking period.

## PROGRESS REPORTS

A weekly report on individual students may be obtained through the guidance department.

## MID TERM AND FINAL EXAM SCHEDULE AND PROCEDURES

All Students are required to take mid term and final exams. In order to take a scheduled final examination in any course, students must return their book and/or pay the fine for the book. Any student who does not take a mid term exam will receive a zero for the exam. Any student who does not take a scheduled final exam will receive a zero for the exam. Make-ups of final or mid term exams are given under special circumstances such as illness.

Seniors will be exempt from final exams if the following conditions are met:

1. 85 or better average (as of last day of class) for semester.
2. No more than four (4) non-field trip absences from class during the third and fourth marking periods.
3. A teacher has the option not to exempt students with #1 and #2 qualifications.

## WEIGHTED COURSES

All courses offered at Butler High School will be classified according to one of three categories and a weighted score will be assigned to that category for the purpose of determining class rank. The categories, their definitions and their respective weighted values are as follows:

1. College-Level Courses - These consist of all Advanced Placement Programs in which students do college level work and receive possible college credit. These courses are:

A.P. American History	A.P. Chemistry
A.P. Biology	A.P. Computer Science
A.P. Calculus	A.P. English
A.P. Physics	A.P. Spanish
A.P. Psychology	

The weighted value is 1.4.

2. Accelerated Courses - These consist of Honors programs, academic courses whose content is such that they require more than the normal five periods a week and advanced levels of elective courses whose content is cumulative in nature. These courses are:

English I Honors	English II Honors	English III Honors	Laboratory Chemistry	
Physics	Physiology	Biology I Honors	Italian IV	French IV
Spanish III Honors	Spanish IV	German IV	Selected Topics in Math	
Plane Geometry Honors	Pre-Calculus	Algebra II/Trig Honors		
World History Honors				

The weighted value is 1.2

3. High School Level Courses - These consist of the remaining courses contained in the Butler High School Program of Studies.

The weighted value is 1.0.

## GRADUATION CREDIT REQUIREMENTS

One hundred twenty (120) credits are required for graduation from Butler High School. They must include the following subjects in grades nine through twelve. The freshmen class entering BHS in 2003-2004 are required to complete 140 credits for graduation.

- One credit-year of English for each year of enrollment, up to four credit-years.
- Three credit-years of computation.
- Three credit-years of Social Studies containing one credit-year of World History and two credit-years of American History.
- Three credit-years of Natural or Physical Science.
- One credit year of World Language (beginning with freshmen entering 2004-2005)
- One credit-year of Physical Education and health for each year of enrollment.
- Two credit years from the following areas listed below:  
(Freshmen entering 2004-2005 must have one credit year from each area).
  - Fine Arts and Performing Arts
  - Practical Arts
- One-half credit year of career exploration and development as well as technology literacy both of which are integrated into the curriculum.

In order to graduate, a student must successfully pass the High School Proficiency Test/Assessment in reading, writing, and computation skills. If a student fails one or more of these tests, he/she will be provided remediation and multiple opportunities to demonstrate mastery of the failed proficiency(s).

Further details concerning the graduation credit requirements can be found in the Course of Study booklet located in the Guidance Office.

## GUIDANCE SERVICES/GUIDANCE COUNSELORS

Ms. Buntzen      Ms. Maurer      Ms. Placko

All students have a Guidance Counselor assigned to aid him/her in his/her education, vocational, social and personal development. He/she is assigned to a counselor according to the first letter of his/her last name.

A student may arrange an appointment with his/her counselor by stopping in the Guidance Office.

The counselor will set up the appointment and forward the appointment slip to the student's homeroom teacher to confirm the appointment. No appointments are necessary before or after school.

## TRANSCRIPTS

Transcripts of student's records are available upon request and with the signature of the student. To be official, transcripts must be sent directly to the institution requesting them. Unofficial transcripts can be supplied to students for college visits and other reasons.

## SCHEDULE CHANGES

It is important for students and parents to realize that the school program and staffing are planned around the subjects selected by students in the spring.

Therefore, there will be no schedule changes after the start of school in September, except for level changes. There will be NO CHANGES of any kind after the first marking period. All changes will require prior approval by the building principal.

Should a student withdraw from a course after the 1st marking period, then the withdrawal will be noted as either a "WP" or "WF".

## HOMEWORK

As a result of community input, a committee of faculty and administrators met and developed the following homework policy for Butler High School. We believe that if this program is followed, it will serve to enhance the accomplishments of the students at Butler High School.

### DEFINITION

Homework is any assigned work done at home by direction of the teacher.

### PURPOSES

1. To extend the learning experiences of the student beyond the classroom.
2. To reinforce learning by providing further practice and application.
3. To develop independence and responsibility.
4. To provide an opportunity to complete work started in the class.
5. To provide for individual differences in students.
6. To provide a framework for the next day's lesson.
7. To provide supplementary information about topics studied.
8. To encourage the development of good study habits, learning and writing skills.

### ROLE OF PARENTS

1. Parents should be aware of the Homework Policy for each class which their son/daughter takes.
2. Occasionally parents may be asked to sign homework at the teacher's option.
3. If little or no homework is being done, parents should contact the Guidance Department.
4. Parents should be supportive of the homework assigned and contact the teacher if questions arise.
5. Parents should look at the homework even if it was "done in Study Hall".
6. Parents should be aware that some homework is being assigned every night.

In all subject areas homework is an integral part of the grading procedure. Failure to do homework on a consistent basis will affect the student's grade as described in the individual Department Homework Policies.

Parents/Guardians should notify the Guidance Office immediately if their child will be absent for an extended period of time. Homework requests are honored for students who will be absent for a minimum of three days. It takes a full day to accumulate the homework so calls should be made promptly to the Guidance Office.

## HOME INSTRUCTION

If a student is going to be absent from school for at least seven (7) school days, home instruction can be arranged. Please inform the Guidance Office as soon as possible if this service will be necessary. A doctor's note is required.

## WORKING PAPERS

No student under the age of 18 should begin working without working papers. Working papers are issued by the Guidance Office. Completed sets of working papers are time consuming to process. During the heavy periods (winter, summer and at exam time), a minimum of five days should be set aside to pick up completed papers. You must personally appear to pick them up and sign them. The following sections must be completed:

1. NAME OF MINOR/ETC. - completed by the school.
2. SCHOOL RECORD AND SECTION B - completed at the school you are attending.
3. PROMISE OF EMPLOYMENT AND SECTION F - completed by employer with parents signatures.
4. PHYSICIAN'S CERTIFICATE - completed by school physician, school nurse practitioner, or your own physician.
5. PROOF OF AGE - you must supply a birth certificate, or baptismal certificate, or passport (NO DRIVER'S LICENSE). The remainder of the white form is to be completed by the Guidance Office.

## HONOR ROLL

Students who excel in their academic studies will be selected for a two-tier honor roll: Principal's Honors - no grade below 90; Honors - no grade below 80.

## **ACCESS TO STUDENT INFORMATION**

By New Jersey Law, we must allow educational, occupational and military recruiters access to student information. If you do not wish this information to be released, a parent must request in writing to the Superintendent of Schools that his/her child's name be omitted from the student information directory; adult students may make this request in their own behalf.

## **BUS RULES**

All students being transported to and from school must be considerate of the safety and well-being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary concern and responsibility, that of safely transporting all students on the vehicle.

For the safety of all riders, students will be required to:

1. Show respect for the driver at all times.
2. Enter and leave the bus in an orderly fashion. There should be no pushing or crowding.
3. Be seated while the bus is in motion.
4. Obey the NO SMOKING regulation on school buses at all times.
5. Talk in a reasonable tone of voice. There is to be no calling out to passers-by, and no profane or abusive language.
6. Refrain from throwing objects of any kind from the bus or in the bus.

The appropriate disciplinary action will be taken by the administration for any student not abiding by the above rules.

## **CAFETERIA**

At lunchtime only the students scheduled for lunch are allowed in the cafeteria. They are to report there promptly upon the ringing of the bell and adhere to the following:

1. Students are not to leave the school building at any time without the permission of the Principal or Assistant Principal.
2. Students must remain in the cafeteria or designated areas during the entire lunch period.
3. Students are to form lunch lines at the doors to the serving area making sure not to cut into lines.
4. Students are to enter center serving doors of the serving area only.
5. Student are to access their lockers before their assigned lunch period.
6. Students are not to loiter in the lavatories at any time.
7. Dishes, trays, utensils and wrappers are to be disposed of properly and immediately after use.
8. Tables are to be free of refuse.
9. Students are expected to remain seated while at lunch and wait to be dismissed.
10. Food will not be taken from the cafeteria unless by written permission of the Administration.
11. Students are to follow the directions of the teachers in the lunchroom at all times.

## **EXTRA-CURRICULAR ACTIVITIES CLUBS/ORGANIZATIONS**

A variety of clubs are open to all students at Butler High School. New clubs will be established if sufficient student interest is shown and a faculty advisor is obtained.

Here is a list of Clubs/Organizations at Butler High School:

JERSEYMEN    KEY CLUB    TECHNOLOGY STUDENT ORGANIZATION    YEARBOOK  
YEARBOOK BUSINESS STAFF    STUDENT COUNCIL    DRAMA CLUB    PROM COMMITTEE    VOCAL MUSIC  
MARCHING BAND    SPRING MUSICAL    JUNIOR OFFICIALS

## **SCHOOL SPONSORED ACTIVITIES**

Involvement in school sponsored activities is considered important and valuable for student growth. Standard school regulations concerning conduct, smoking, etc., remain in effect for all students participating in a school sponsored activity and the teacher in charge will establish other expectations and guidelines deemed necessary and appropriate to the occasion. A school issued permission slip must be completed and returned before the school sponsored activity takes place. No student will be permitted to go on a school sponsored activity who has failed to return a permission slip containing a parent's signature.

It shall be the student's responsibility, prior to being excused from a class for a school sponsored activity to see each teacher whose class will be missed and to learn what homework or class assignments need to be done. A due date for this work should be arrived at by the teacher and the student.

It should be understood that students on a school sponsored activity will be viewed as representatives of Butler High School. Tasteful, appropriate attire is requested of all students participating on the school sponsored activity.

## **FIRE DRILLS**

Fire drills will be conducted periodically during the school year. It is extremely important that the drill receive serious attention by all students.

Instructions for leaving the building are posted in each classroom. Close attention should be given to the teacher(s) in charge. Students are expected to leave the building in a quiet and orderly manner. Students are not permitted to talk during a fire drill.

Teacher's commands supersede written or posted instruction.

Any student who does not follow the rules and regulations concerning fire drills will have the appropriate disciplinary action taken as deemed by the administration.

Any student who is responsible for causing a fire alarm will be disciplined by the administration as deemed appropriate.

## **MEDIA CENTER/LIBRARY**

The Media Center/Library is the research and reference data bank of the high school. Materials are available for the students to accomplish assignments for their studies and engage in independent study. Students are encouraged to use the Media Center/Library as much as possible.

Books are charged out for three weeks and may be renewed. Magazines and vertical file materials may be borrowed for one week. If these materials are not returned on time, a fine of five cents per school day will result. Reference books may be taken out at the end of the school day and returned by 8:00 a.m. the following day. Failure to return reference materials on time will result in a fifty cents per day fine. A copy machine is located in the library for students use, at a fee of ten cents per copy. To use the library all students must first secure a library pass from their respective subject teachers. The pass must be signed, dated, reason for using the library indicated, and the period or half-period of use noted. Seniors having a Blue & Gold card may go directly to the library. All students who have obtained a pass must report directly to the library and sign in before the period begins. This list will be sent to the study monitors to ensure that all students are accounted for.

When using the library certain rules must be followed. These are:

1. A quiet atmosphere will be maintained at all times to enable all students to benefit from their time spent in the library.
2. Food or drinks may not be brought to the library at any time. This includes candy or snacks being sold as fund raisers for special groups.
3. No more than four people may sit at one table.
4. The library is a place for students needing to use special resources to complete their class assignments. At the discretion of the library staff, access to the library may be denied to those students who do not follow the above rules. The library staff looks forward to serving you often during your years at Butler High School.

## **NATIONAL HONOR SOCIETY**

Selection for membership in the National Honor Society is the highest honor that can be accorded a high school student. This honor is bestowed upon students who can meet rigorous standards in four areas:

SCHOLARSHIP, SERVICE, LEADERSHIP and CHARACTER.

Each candidate is evaluated by the total school faculty, and ultimately by a faculty council, in the four areas using the guidelines listed below. Standards developed by the National Association of Secondary School Principals have been adopted as the basis for selection to the Butler Chapter of the National Honor Society.

### **Scholarship**

1. A student must have a 3.5 grade point average or better at the time of selection.
2. A student must maintain a minimum of three, five credit academic courses in any year, coming from the following department areas: English, Social Studies, Foreign Language, Science, or Mathematics (except vocational and general).

### **Service**

1. A student must show continuing service to the school in a minimum of two of the following areas each year.
  - a. Class office and student government
  - b. Music or student productions
  - c. Athletics
  - d. Student publications
  - e. Department clubs
2. A student may substitute service to an out-of-school activity for one in-school area if letters of recommendation and references are acceptable to the faculty council.

### **Leadership**

The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work, and in school activities.
11. Is thoroughly dependable in any responsibility accepted.

## Character

The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability.
6. Shows courtesy, concern, and respect for others.
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
10. Actively helps to rid the school of bad influences or environment.

The process of being chosen for the National Honor Society will involve:

1. Completion of the activities data sheet.
2. Attendance at the orientation meeting.
3. Rating by the entire faculty.
4. Interview and selection by the faculty council.
5. Attendance at the induction ceremony and dinner.

## STUDENT ALCOHOL/DRUGS/SUBSTANCE ABUSE

Unless prescribed by a physician, students enrolled in the Butler High School are forbidden from using, possessing, selling, transferring, or being under the influence of drugs, narcotics or alcohol at any time while at school, at a school function, under the jurisdiction of the schools or on school property.

Where there exists reasonable suspicion to believe a student is in violation of this policy, the parents shall be notified by the building principal.

Any student who is suspected of being unlawfully under the influence of intoxicants or drugs **SHALL** be reported to school nurse and principal as soon as possible by any member of the educational staff. The principal shall immediately notify the parent or guardian and the Superintendent of Schools. He/she shall be dismissed from school until he/she is examined by a physician. The student shall not resume attendance to school until he/she submits to the principal a written report from the physician certifying that he/she is physically and mentally able to return.

No court action of any kind shall lie against the reporting teacher, the nurse, the principal, the examining physician or other educational personnel because of any action taken by virtue of the provisions of this act provided the skill and care given is that ordinarily required and exercised.

The possession or use of intoxicants, drugs, etc., or the carrying of same to or from school is prohibited at all times, including all out of school hours activities of the school. Violators (those transporting, possessing, drinking, or under the influence) will be subject to suspension and/or expulsion and prosecution by policy.

The Board of Education, in the interest of the educational welfare of the pupils and the integrity of its program, will not admit a student found guilty of possession or use of intoxicants, drugs, drug paraphernalia, etc., or the carrying of the same to or from school. Both the student and the student's parents or guardian will be required to attend one or several counseling clinics, approved by the Board of Education, prior to the student returning to school. A second offense and/or the selling of the aforementioned item is subject to expulsion.

Parents and students should refer to this new drug/alcohol/substance abuse policy (Policy #5530) included in your summer mailing for a more detailed explanation of the policy.

## TELEPHONES

Public pay phones are provided for student use. Students are not to use the telephones during class time unless it is an extreme emergency and they have a written pass from the classroom teacher allowing them to use the phone.

Students are responsible to advise parents not to call school except in an emergency. No telephone calls for students will be accepted during the school day except in an emergency situation. Office personnel will not be responsible for getting telephone messages to students and all emergency calls will only be accepted from parents and will be handled through the Assistant Principal's Office.

## VISITORS

Parents are always welcome and do not need to schedule an appointment unless they wish to see someone in particular. All guests and visitors must register in the High School Office. Visitors other than parents or scheduled visitors will not be allowed at any time during the school year.

## STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES

## ADULT STATUS STUDENTS

Adult students, 18 years of age and over, have all privileges accorded to them under the law. Any student who wishes to exercise these rights as an adult must file an "Age of Maturity" form signed by his/her parents. Forms are available in the High School Office.

In accordance with the law, the following guidelines are to be used concerning adult students.

1. Responsibility for observance of school rules and regulations (e.g. attendance, conduct, grades, achievement, etc.) is given to the adult student rather than to the parent.
2. All school rules and practices which are appropriate for the orderly and productive administration of the school apply to all students, including adult students.
3. Adult students are legally independent of their parents and do not need their consent for activities in school. They may:
  - a. Sign their own absence and tardy excuses.
  - b. Sign their own permission slips for participation in athletics, field trips or other school events.
  - c. Sign their own subject registration sheets.
  - d. Review their own official school records.
  - e. And in general may sign all documents which usually require parental signatures.

Adult privileges will not be afforded to students who fail to get parental approval.

## **ATHLETIC ACTIVITIES**

Interscholastic athletics exist as an extension of the school curriculum. Participation has, as its purpose, the physical health and well-being of the students and the involvement in healthy, worthwhile, competitive athletic events played with teams from other schools. The high school athletic program should function under the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA), and the Northern Hills Conference of which our high school is a member.

### **INTERSCHOLASTIC ATHLETICS AND STUDENT EXTRACURRICULAR ACTIVITIES ELIGIBILITY REQUIREMENTS (NJSIAA RULES and REGULATION)**

1. Any student, 19 years of age, prior to September 1st is not eligible for interscholastic athletics at any time thereafter while enrolled in high school.
2. Eligibility/Grade 9 - 1st Semester...no credit required.
3. Eligibility/Grade 9 - 2nd Semester...13.75 credits.
4. Eligibility/Grade 10 - 1st Semester...27.5 credits.
5. Eligibility/Grade 10 - 2nd Semester...13.75 credits.
6. Eligibility/Grade 11 - 1st Semester...27.5 credits.
7. Eligibility/Grade 11 - 2nd Semester...13.75 credits.
8. Eligibility/Grade 12 - 1st Semester...27.5 credits.
9. Eligibility/Grade 12 - 2nd Semester...13.75 credits.
10. Any student is eligible for athletic competition only for eight consecutive semesters.
11. Student athletes will not accept money for participation in any sport; athletes must maintain a totally amateur athletic status.
12. In order to participate in a practice or game a student athlete must be in school by 10:40 a.m. Exceptions for religious services, legal matters, college visits, medical appointments, etc. must have prior approval by the school administration.
13. Any student athlete suspended will not be permitted to participate in any practice, game or school athletic activity. This may be for either the immediate event that day, or week or for the entire season depending upon the nature of the offense leading to the disciplinary action.
14. Participation in high school activities is a privilege and will be extended only to those who demonstrate positive qualities of sportsmanship, attitude, cooperation and academic achievement up to their ability.

More detailed explanation is available in the copy of the NJSIAA constitution, by-laws, and rules and regulations available through the Athletic Director's Office.

## **CORPORAL PUNISHMENT**

You are protected from corporal punishment by school employees, except under these four conditions when such force is considered "reasonable and necessary: 1. to quell a disturbance; 2. to obtain possession of weapons or other dangerous objects; 3. for the purpose of self-defense; and 4. for the protection of persons and property".

## **DANCES**

1. School dances are for the students of this high school only. If you wish to bring a high school aged guest to a dance, you must request permission through the advisor of the dance.
2. Once students have entered the dance, they may not leave until the dance is over or before 10:00 p.m., at which time they may leave to go home.
3. Use of alcohol, tobacco and/or drugs is prohibited at all times in all parts of the building.
4. Students should be suitably dressed for all dances.
5. All students are expected to conduct themselves courteously and properly at all times. Appropriate behavior is required.
6. There will be no tickets sold at the door; tickets must be purchased in advance.
7. As standard procedure, police will be hired to prevent any annoyances to guests outside the building.
8. If a student is absent from school on the day of the dances, or is dismissed from school the day of the dance or is suspended on the day of the dance, that student is not permitted to attend.

## **STUDENT DRIVING**

The parking lots are for the use of the staff only. Student cars/mopeds/motorcycles are not to cut through the parking lots.

### **STUDENT DROP OFF/PICK UP**

Parents are not to drop off or pick up students in front of the school in the bus lanes on Bartholdi Avenue or in the teachers' parking areas. Parents are to drop off and pick up students on Hasbrouck Avenue or Bellevue Avenue.

### **LOCKERS**

Each student is assigned a locker. Locker numbers are listed on student schedules. Students are required to put a lock on their locker. Unlocked lockers are an invitation for theft of personal items.

**ALL LOCKERS REMAIN THE PROPERTY OF THE BUTLER BOARD OF EDUCATION AND THEREFORE ARE SUBJECT TO PERIODIC, UNANNOUNCED INSPECTIONS BY THE SCHOOL AUTHORITIES.**

## **BLUE AND GOLD HONOR PASS (SENIORS ONLY)**

### **Qualifications:**

1. Earn 70% or above in all subjects
2. No discipline problems
3. No more than three days absence in the qualifying marking period
4. No more than one tardy/late during the qualifying marking period

### **Privileges:**

The bearer of the Blue & Gold pass has demonstrated a dependable and responsible attitude towards school policies and regulations and has earned the following:

1. Permits seniors to leave a full study or study-lunch\*, to use the commons area, cafeteria, library, guidance and/or meet with the staff providing they have made prior arrangements. \* once in study/lunch student must remain until the end of the period.
2. Free admission to school functions.

### **Restrictions:**

1. MAY NOT leave a scheduled class or school grounds without receiving prior permission from the Assistant Principal's Office.
2. This pass will be issued at the beginning of each marking period. A list will be posted then distributed to the faculty.

### **FREE EDUCATION**

You have a right to a free and full education through secondary school in New Jersey between the ages of 5 and 20 unless you graduate before that age. You are required by law to regularly attend an approved educational institution until you are 16. You may not be asked to leave school merely because you have reached 16 years of age if you are, in fact, fulfilling your responsibilities as a student. Those responsibilities also require you to follow and to complete the course of study prescribed by your Board of Education.

### **TEXTBOOKS**

Students are assigned textbooks at the beginning of the school year. Although the books remain in the property of the Board of Education, the student is financially responsible for their care. All books are to be covered as soon as possible to protect them from undue wear and damage. Book covers are available free in the Guidance Office.

Students will be required to pay for all damages or lost material at the end of the school year. Students will not receive their report card until all financial obligations have been satisfied.

### **MEDICAL EXPENSES**

Requests for payment of medical bills shall not be presented to the Board of Education. The Board, as a public body, under the Statutes of the State of New Jersey, assumes no responsibility or liability for such claims for medical payments. Such payments are made only as a result of adjudication through the courts.

### **LOST AND FOUND**

In case of loss or theft of personal and/or school items, please report the loss to the Assistant Principal's Office immediately. If your child's hall or gym locker is broken into, report the break-in to the Assistant Principal's Office. If you do not report each incident, we cannot help you to recover the missing items.

A word of caution: Your child should not store valuable items, money, or perishable goods in his/her locker. Your child should not share his/her locker with other students.