

# BUTLER HIGH SCHOOL

## PARENT/STUDENT HANDBOOK STUDENT CODE OF CONDUCT 2024-2025 SCHOOL YEAR

**Rory Fitzgerald**  
Principal

**Michael Tobin**  
Assistant Principal

**Derek Hall**  
Athletic Director

38 Bartholdi Avenue  
BUTLER, NJ 07405



PHONE: 973-492-2000  
FAX: Main Office 973-492-8672  
FAX: Attendance 973-838-4732  
WEB: [www.butlerboe.org/bhs/](http://www.butlerboe.org/bhs/)

Revised: August 2024

## **WELCOME!**

Dear Parents/Guardians and Students:

We at Butler High School hope that you are enjoying the final weeks of summer and looking forward to the start of another great school year. We are dedicated to providing quality education to all of our students by offering a variety of pathways for our students to choose from to find success.

Whether this will be your first year as an incoming ninth-grader or your last as you prepare to graduate from our building, navigating the school will be much easier with a thorough understanding of the Butler High School Handbook. This guide will clarify school and district policies as well as set the high standards and expectations we have for all of our students. We ask that both parents and students read the handbook carefully and save it for reference when you have a question about school policies in the future. You are also welcome to call the attendance office at any time for further clarification on any issue.

Though reading and understanding this handbook will surely help make your time at Butler High School easier, remember that a rewarding experience comes from your best effort in the classroom, participation in school activities, and exhibiting respect for yourself, for others, and for our school building. Following the rules and doing your best always results in success.

I am extremely proud to be part of such a great group of staff and students at Butler High School and look forward to taking our school to a new level of excellence. Get involved in the academic life of your child. Parents who are involved in their child's learning send a clear message that education is important, and support that very same message that I and the staff uphold. I look forward to building a strong school community where parents, students, and teachers work together to ensure the best school experience possible.

Best wishes for a successful school year!

Educationally yours,

Rory Fitzgerald

## **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.

## **Butler Board of Education**

Karen Smith, President  
Alison Allison, Vice President

Angela Drucker	Jamie Tacinelli
Michael Gogel	Jane Tadros
Jason Karpowich	Chris Ziegler
Heather Oguss	

Lauren Grecco, Bloomingdale Representative

### **District Administration**

**Dr. Daniel R. Johnson**  
Superintendent of Schools

**Pamela Vargas**  
Business Administrator/Board Secretary

**Dr. Jason Marx**  
Assistant Superintendent of Instruction & Student Services

### **Butler High School Administration**

**Rory Fitzgerald** - Principal  
**Michael Tobin** - Assistant Principal  
**Derek Hall** – Assistant Principal/Supervisor of Athletics/Activities/PE/Health  
**Jacqueline Molina** - Supervisor of Counseling, Intervention & Assessment  
**Michael Cronin** - District Supervisor of Instructional Technology  
**Suzanne Greco** – Supervisor of Humanities  
**Margaret Lynch** – Supervisor of STE(A)M  
**Joseph Scaparro** - Supervisor of Building and Grounds

### **Important Phone Numbers**

Principal's Office	973-492-2000 ext. 7101
Assistant Principal's Office	973-492-2000 ext. 7103
Nurse's Office	973-492-2000 ext. 7107
Counseling Office	973-492-2000 ext. 7109
Athletic Office	973-492-2000 ext. 7105

## Butler High School Professional Staff

2024-2025

<b>Principal</b>	<b>Rory Fitzgerald</b>
<b>Assistant Principal</b>	<b>Michael Tobin</b>
<b>Assistant Principal/Athletic Director</b>	<b>Derek Hall</b>
<b>Administrative Assistant</b>	<b>Deborah Fletcher</b>
<b>Administrative Assistant</b>	<b>Barbi Gnecco</b>
<b>Administrative Assistant</b>	<b>Debbie Sackmann</b>
<b>Nurse</b>	<b>Lisa Kindzierski</b>
<b>English</b>	<b>Maren Baum</b>
	<b>Ryan Groeger</b>
	<b>Julia Ring</b>
	<b>Beth McCarney</b>
<b>Math</b>	<b>Sean Centinaro</b>
	<b>Melissa Berkheiser</b>
	<b>Holly Corsaro</b>
	<b>Amanda Phillips</b>
	<b>Reid Groder</b>
<b>Science</b>	<b>Dan Allen</b>
	<b>Laura Conkling</b>
	<b>Ward Flynn</b>
	<b>David Honig</b>
	<b>Jeff White</b>
	<b>Herbert Farnese</b>
<b>Social Studies</b>	<b>Tom Fischer</b>
	<b>Shannon Neville</b>
	<b>Lisa Reda</b>
	<b>Tyler Wheelwright</b>
<b>World Languages</b>	<b>Marissa Perrone</b>
	<b>Mauricio Penilla</b>
	<b>Joann Roman</b>
<b>Physical Education</b>	<b>Jason Luciani</b>
	<b>Erin Morgese</b>

	<b>Dave Strong</b>
<b>Special Education</b>	<b>Brian Baylor</b>
	<b>Michael Connors</b>
	<b>Kelsey Corsaro</b>
	<b>Dominique Hunt</b>
	<b>Alyssa Vogel</b>
	<b>Lori Hunt</b>
<b>Business</b>	<b>Lisa Chestnutt</b>
	<b>Amanda Konopinski/ Daniel Polons</b>
<b>ESL</b>	<b>Lauren McQueeney</b>
<b>Arts Department</b>	<b>Elena Bocchino (Choir)</b>
	<b>Marisa Fatzner (Arts)</b>
	<b>Karrie McNear (Foods)</b>
	<b>Maurice Johnson (Photo/Art)</b>
	<b>Lyn Lowndes (Band)</b>
<b>School Counseling Department</b>	<b>Sue Maurer</b>
	<b>Lisa Urbina</b>
	<b>Emma Tagariello (SAC)</b>
	<b>Patrick Keane (Case Manager)</b>
	<b>Nathalie Arboleda (Case Manager)</b>
<b>ParaProfessionals</b>	<b>Fran Findura</b>
	<b>Corinne Lovelace</b>
	<b>Austin Mendel</b>

## **Executive Student Council 2024-2025**

President	Veronica Brynczka
Vice President	Vincent Marino
Secretary	Quinn Juhlin
Treasurer	Jacob Brynczka
Historian	Samantha Barile

### **Board of Education Representative**

Sarah Bird  
Sofia Biancamano

### **Faculty Advisors**

Mrs. Lisa Reda  
Ms. Reid Groder

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**

### **Senior Class**

Billy McHone	President
Jake Fiorenza	Vice President
Jason Fleming	Secretary
Hailey Ferrieri	Treasurer

### **Junior Class**

Alaina Entice	President
Stacey Renfigo	Vice President
Natalie Alban	Secretary
Anna Toyik	Treasurer

### **Sophomore Class**

Adrianna Rago	President
Evan Croker	Vice President
Will Jones	Secretary
Tommy Henehan	Treasurer

### **Freshman Class**

\*TBD  
\*TBD  
\*TBD  
\*TBD

\*Elections to take place in the fall of 2023

## 2024-2025 BUTLER HIGH SCHOOL CLASS SCHEDULE

**WARNING BELL: 7:50 AM**

**HOMEROOM: 7:55 AM - 8:03 AM**

TIME	DAY 1	DAY 2	DAY 3	DAY 4
<b>CLASS 1</b> 8:07 - 8:47	1	2	3	4
<b>CLASS 2</b> 8:51 - 9:31	2	3	4	1
<b>CLASS 3</b> 9:35 - 10:15	3	4	1	2
<b>CLASS 4</b> 10:19 - 10:59	4	1	2	3
<b>Lunch A</b> 10:59 - 11:21	A	A	A	A
<b>Lunch B</b> 11:22 - 11:44	B	B	B	B
<b>CLASS 5</b> 11:48 - 12:28	5	6	7	8
<b>CLASS 6</b> 12:32 - 1:12	6	7	8	5
<b>CLASS 7</b> 1:16 - 1:56	7	8	5	6
<b>CLASS 8</b> 2:00 - 2:40	8	5	6	7

40 Minute Periods | 4-Day Rotations

 2024-2025 BHS Daily Cycle Schedule

 24-25 BHS Bell Schedules



### **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 9:55 a.m. (Homeroom). Bloomingdale/Butler buses will begin their routes 2 hours after the usual time.

### **NOTIFICATION OF SCHOOL CLOSING/DELAYED OPENING**

An Automated Notification System, which is computer-generated, will notify each household of school closings or delayed openings.

All information may be obtained through the following:

- Genesis Instant Alert (make sure your Parent Portal Contact information is up to date)
- Check the Butler High School Website, Social Media ( Facebook and Twitter)

If there is to be a SCHOOL CLOSING after a DELAYED OPENING has been announced, the automated system will be initiated and information may be obtained by the same sources noted above.

### **PARENT PORTAL**

Parent Portal Access provides parents or guardians and students access to valuable information. We encourage you to regularly check this portal to obtain valuable information such as your child's daily/class attendance, grades, progress reports and report cards, and important school information.

#### **Login Instructions:**

- Please navigate to [www.butlerboe.org/bhs/](http://www.butlerboe.org/bhs/)
- Click on: Students & Parents \ Parent Portal
- Note that when you log into the Parent Portal for the first time, you are required to review a series of questions for *each* of your children. One of the questions will ask you to update your contacts. Please add contacts as well as any options for the notification system.
- The Portal code and user name will be provided for new students. If you have forgotten your Portal information, please call the BHS attendance office at 973-492-2000 x 7103. Please note that your username and password are case-sensitive.

### **BLACKBOARD INSTANT ALERT INSTRUCTIONS**

Keeping parents informed and involved helps to assure student safety and improve student success. You can receive messages via the following options: telephone, cell phone, e-mail, pager, or PDA in any combination. If you do not receive a call from this Alert System, you need to check your Parent Portal information to make sure we have your current phone number listed and your options are selected. Please call the attendance office at BHS if you have any questions at 973-492-2000 ext 7103.

For a detailed tutorial on accessing the Portal and setting up your communication preferences, please navigate to the BHS website and click on Parents & Students \ Parent Portal Directions.)

The website URL: [www.butlerboe.org/bhs/](http://www.butlerboe.org/bhs/)

## A. GENERAL INFORMATION

### Absences/Attendance

#### [NJDOE Student Absence Guidance](#)

In accordance with the provision of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused which counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed due to their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

“Attendance” is a student's presence in the school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A student will be considered to have attended school if he/she has been present for at least four hours during the school day. A student must be present at least four hours during the school day in order to participate in any extra- or co-curricular activities or any athletic practice or event.

"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A: 16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed as an excused absence shall be an unexcused absence counted toward truancy.

The following are the five allowable reasons for a **state-excused absence**:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- "Take Our Children to Work Day" or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
- The closure of a busing district that prevents a student from having transportation to the receiving school.

The following are allowable reasons for a **local-excused absence**:

- Student illness/injury as verified by a doctor's note
- student driver license exam (one)
- School-sponsored events (e.g. field trips)
- Bereavement (up to 3 per school year)
- scheduled court date

**The parent(s) or legal guardian(s) is requested to call the school office on the morning of the pupil's absence to notify the school of the absence.**

### **READMISSION TO SCHOOL AFTER ABSENCE**

1. A student returning from an absence of any length of time that has not previously been reported must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a pupil's absence for noncommunicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

### **READMISSION TO SCHOOL AFTER AN INJURY**

A student returning from an absence that has not previously been reported on the absentee line of any length must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.

1. Any student with an injury (or illness) that prohibits them from participating in physical education classes must have a valid written excuse from a physician. **This excuse must have a return to physical education classes date.** If the student is excused from actively participating in physical education classes for a full week or more, the student will be responsible for alternate assignments.

In general, pupils will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend the time for pupils.

A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

### **DENIAL OF COURSE CREDIT**

The teacher will determine the credit to be awarded to a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade for a student who has not had full opportunity to make up missed work.

1. Credit for the course may be denied in accordance with Policy 5410, when he/she has been absent 16 (or 8 for semester course, or 4 for a marking period course) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

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

### **Appeal Process**

1. A truant pupil may be suspended or expelled for truancies in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

The student shall file a written appeal to the principal for consideration by an Attendance Review Committee. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.

### **CLASS ATTENDANCE**

Class attendance is very important for academic success at Butler High School. Students will lose credit when he/she reaches 16 unexcused absences or 25 combined excused/unexcused absences in a full-year course and 8 unexcused or 13 combined excused/unexcused absences in a semester course. In addition, students will lose credit in Physical Education class at 12 unexcused/22

combined and 4 unexcused/6 combined absences in a health course. See chart below for notifications and credit denial:

Course	Warning Notices	Final Notice	Denial of Credit
Full Year	4 <sup>th</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> absence	15 <sup>th</sup> absence	16 <sup>th</sup> absence/25 combined <i>*PE - 12th absence</i>
Semester	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> absence	7 <sup>th</sup> absence	8 <sup>th</sup> absence/13 combined <i>** Health - 4th absence</i>

### **MAKE-UP WORK DUE TO AN ABSENCE**

Students are provided an opportunity to complete assignments missed because of their absence. However, it would be unwise to believe that this is a replacement for the learning experience that takes place in the classroom.

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 due to actions initiated by the school administration, i.e. out-of-school suspension, exclusion, etc.
3. *Students who are truant or cutting class will be issued zeros for work missed.*

### **ABSENCE VERIFICATION**

When a student is absent, the parent should call the nurse's office (973-492-2000 ext 7107), or the attendance office ext. 7103 the day the absence occurs, followed by a note on the day of return. This excuse should be presented to the Attendance Office upon returning to school. If the student does not have a note, the student will be considered truant.

### **ACCESS TO STUDENT INFORMATION**

By New Jersey Law, the Butler BOE must allow educational, occupational, and military recruiters access to student information. Parents who do not wish for this information to be released 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 on their own behalf.

### **TARDINESS AND EARLY DISMISSAL**

**Students who are tardy to school must report to the Attendance office, regardless of the time of arrival.** Please see the BHS Code of Conduct for disciplinary consequences related to tardiness to school. Students who miss more than FOUR hours of the school day will be counted as absent for the entire day. Students who miss more than one-half of their scheduled program will be counted as absent for the entire day. Appointments should be made at hours that do not conflict with school. However, at times, compelling circumstances will require that a student be late to school or

dismissed before the end of the school day. Parents are expected to notify the school, in writing, stating the reason for the lateness or need for an early dismissal.

All requests to leave early due to illness must be approved by the school nurse. No student who is ill will be permitted to leave the school before the close of the school day unless he/she is met in the Attendance Office by his/her parent/guardian. Under no condition may a student leave the school grounds during the day without the permission of an authorized school official.

The following actions will be taken for students who are chronically tardy to school:

- 3 tardies - warning slip
- 5 tardies - office detention
- 7 tardies - loss of privileges/office detention
- 10 tardies - Saturday detention

### **STUDENTS LEAVING EARLY FROM SCHOOL**

1. A written and signed request from a parent/guardian before 10 A.M. is required. This shall be filed with the Attendance Office.
2. In the event of an emergency, the parent/guardian should contact the Attendance Office via telephone (973-492-2000 ext 7103)
3. In all cases, the parent/guardian must be present at the Attendance Office for student dismissal. Parent/guardian may not go to a classroom to pick up their child.
4. Students shall not be released to anyone other than their parent/guardian or other emergency contacts as specified on student records.

### **BICYCLES/SKATEBOARDS/E-BIKES**

Bicycles, skateboards, E-Bikes may not be ridden to school unless approved by the administration. None of these may be stored in the school at any time.

### **BUS CONDUCT AND PROCEDURES**

In accordance with BOE Regulation 5600, students must obey all school rules while on a school bus. The following rules of conduct must be adhered to in order to ensure student safety:

- Wear seat belts and remain seated while the bus is in motion;
- Students must adhere to the seating assignment given.
- Show respect for the driver and each other at all times
- Refrain from eating and drinking on the bus
- Extend no portion of the body or other object out a bus window
- Obey all school rules while at the bus stop
- Enter and leave the bus in an orderly manner
- Keep aisles clear at all times
- Avoid reckless and boisterous activity at all times
- Ride only the bus to which student has been assigned
- Possess, use, or distribute no substance in violation of Board Policy 5530

- It is the student's responsibility to take their assigned bus at the end of the school day


Disciplinary measures may be applied as appropriate to the pupil's violation. See BHS Code of Conduct. **\*\*Please note that the building principal may, at his/her discretion, immediately suspend riding privileges for serious infractions.\*\***

### **CAFETERIA/LUNCH**

BHS has a common unit lunch from 10:59 am - 11:44 am. We have created several different eating areas in the cafeteria, media center, and courtyard. Parents/guardians will continue to utilize Payschools to preload their child's lunch account.

[Maschio's Back to School Information](#) **\*\*\*NEEDS TO BE UPDATED\*\*\***

Juniors/Seniors will also have the option to enroll in the BHS Open Campus Program.

 **BHS Open Campus/Senior Privilege Letter**

### **CARE OF SCHOOL PROPERTY**

In accordance with Board of Education Policy 5513, the Board believes that the schools should help pupils learn to respect the property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

1. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
4. Fines will be assessed for any lost textbooks or textbooks damaged beyond normal wear.

### **CELLULAR PHONES AND ELECTRONIC DEVICES**

Cell phones, while discouraged, can be brought to school and used for educational purposes with teacher permission. If a student has an electronic device/cell phone during the day without permission, it will be confiscated and brought to the attendance office. See the BHS code of conduct for disciplinary consequences. It is the expectation that all students place their cell phones in the classroom's cell phone holder each class. Cell phone use is only permitted during the unit lunch and study hall.

The Butler Public School District is not responsible for lost or stolen cell phones, electronic devices, or other personal items students choose to bring to school. Smartwatches are considered personal electronic devices and are not to be used or worn in school.

### **CELL PHONE VIDEO POLICY**

The Butler Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phones, or similarly-enabled devices, cameras/videos is counterintuitive to our goals. The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, Smartwatches, etc.) are:

1. Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day including school-sponsored co-curricular activities (unless given permission by a faculty member for instructional purposes). They may not be used in school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
2. Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
3. The transmission, storing, or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to the proper authorities.

\*\*See Code of Conduct for possible Disciplinary Consequences for the violation of the above.\*\*

**Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.**

### **CHAIN OF COMMAND**

Occasionally, situations or problems arise at school concerning such things as placement of a child, homework assignments, absences, discipline, the grading system, etc.

The first step in resolving a matter is to contact your child's teacher and arrange for a conference. If the problem is not resolved then a conference with the principal should be scheduled through the main office. We recommend that the teacher be present so there will be continuity in addressing the problem. Matters that are not resolved with the principal should be appealed to the Superintendent of Schools, who, in turn, will conduct a meeting of all necessary parties in an attempt to resolve the matter.

Should the matter not be successfully resolved at the Superintendent's level, and the parent wishes to appeal, the matter should be addressed in writing to the President of the Butler Board of Education at 38 Bartholdi Avenue, Butler, New Jersey, 07405. Because of the manner in which the School Board functions, individual Board members are not in a position to resolve conflicts. Only the Board, acting as a whole, in an advertised public meeting, is empowered to make decisions.



## CHROMEBOOKS

Each student is assigned a Chromebook and charger at the beginning of the school year. This Chromebook will be the responsibility of the student to bring to and from school each day. Part of their daily homework assignments will be to ensure that the Chromebook is charged and ready for use each and every day. The Chromebook will be assigned to the student for the duration of their time at BHS, so it is their responsibility to care for the equipment. Please follow the link below regarding acceptable use, damage, and lost Chromebooks.

 [Copy of 02\\_CHROMEBOOK STUDENT RESPONSIBILITIES\\_Genesis.docx.pdf](#)

## COMPUTER AND INTERNET POLICY

Students will not be allowed to use the computer network and Internet without a consent form signed by both the student and his/her parent/guardian.

 [Copy of 01\\_BUTLER SCHOOL DISTRICT AUP\\_Genesis.docx.pdf](#)

As good digital citizens, students should be respectful, kind, and honest; talk to their teacher and parent as soon as they see, feel, or experience something that is not “right” on the Internet; use strong passwords; make sure teachers and parents have their passwords; remember that not everyone is who s/he says s/he is on the Internet, and use primary sources. Additionally, students should not share personal information online, open unexpected messages or unfamiliar attachments, agree to meet people who approach them online, plagiarize or cheat, or harass others through email or other means.

Each student in the Butler Public School District will be assigned a school email address. The sole purpose of this email address is to facilitate communication regarding school-related projects and assignments within the school community.

## CONFERENCES

Parents are encouraged to contact teachers with questions or concerns at any time. Please do this by emailing or leaving a telephone message for the teacher. **Parents are not permitted to have unscheduled meetings with teachers** since these detract from instructional time for all students. If you arrive at school asking for an immediate conference, you will be asked to leave a message and the staff member will contact you as soon as possible.

## CUTTING, TARDINESS, and TRUANCY

A “cut” is an unexcused absence from a class for a student who attends school that day. Cuts are cumulative. Regardless of which courses are cut the first two times, the third and subsequent cuts will result in a loss of credit. In addition, any time a student cuts a class, a “0” will be given for any and all work assigned that day. Penalties for cutting class are outlined in the Code of Conduct.

**ANY STUDENT WHO CUTS CLASS AND LEAVES SCHOOL GROUNDS WILL RECEIVE ADDITIONAL CONSEQUENCES.**

THE START OF THE SCHOOL DAY BEGINS AT **7:55** AM BUTLER HIGH SCHOOL TIME. IF A STUDENT IS LATE TO HOMEROOM, THEY ARE LATE TO SCHOOL.

Tardy Consequences Per Marking Period:

- 3rd Tardy - Warning
- 5th Tardy - Office Detention
- 7th Tardy - Office Detention - Loss of privileges
- 10th Tardy - Saturday Detention

\*Juniors and Seniors can also lose Open Campus, Senior Privilege, and/or Parking Privilege to be determined by Administration and individual contracts signed by student and parent. \*

Students who arrive more than **ten** minutes late to class will count as an absence in that class.

Truancy is an absence from school without permission. Truancy for the entire day will result in suspension and a “0” for all work missed. Repeated instances of truancy will result in police notification.

**DEPARTMENT OF CHILDREN AND FAMILIES**

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on District faculty and staff. As such, District personnel will contact the Division of Child Protection and Permanency (formerly known as DYFS) to report suspected cases of abuse or neglect. To report a suspected case of child abuse or neglect, please dial 1-877-NJABUSE.

**DISMISSAL**

At dismissal, students should be picked up in front of Butler High School on Bartholdi Avenue or on the Hasbrouck Avenue side of the high school. Please do not enter the faculty parking lot for pickup. Parents/Guardians can park their cars along Hasbrouck Avenue while waiting for pickup.

Students may only ride the bus they are assigned to each day. If an emergency arises you may call the main office and we will address your needs at that time.

**DRESS CODE**

In accordance with Board of Education Policy 5511, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property, or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following are prohibited clothing and articles at BHS:

1. Pupils are not permitted to wear strapless tops. All tops should completely cover the abdomen and undergarments. This includes see-through clothing, beachwear, and cut-out shirts.
2. No hats, hoods, other head coverings, or sunglasses are permitted.
3. Clothing with improper messages or designs is not permitted. This includes references to
  - violence and weapons
  - racist comments
  - anti-religious references
  - profanity
  - sexual connotations
  - tobacco, alcohol, or drug use

Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. In addition to disciplinary action, students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. In addition to sending students home and/or requesting parents to bring acceptable clothing, the administration reserves the right at any time to amend the dress code policy without prior warning to the students. See the BHS code of conduct for disciplinary measures.

### **EARLY DISMISSAL**

Several days on the school calendar are noted as early dismissal days. On these occasions, students in grades 9-12 will be dismissed at 12:40 p.m. Please refer to the time schedule page of this handbook for more information. If a parent needs to have a specific early dismissal for family or health reasons, a **WRITTEN REQUEST** must be sent in advance to the Attendance Office by 10:00 am the day of the early dismissal. In an emergency situation, a parent or guardian must pick up their child in the attendance office. On these occasions, students will be released to parents/guardians in the attendance office at the specified time.

### **ELECTRONIC SURVEILLANCE**

All areas of Butler High School are under 24-hour camera surveillance. All activities are monitored and recorded, both within the school and at the entrances. This handbook serves as notice to parents/guardians of electronic surveillance on school property.

### **EMERGENCY CONTACTS**

All students must have an emergency contact card on file. In the absence of a parent, the person identified as the emergency contact person will be responsible for the care and supervision of the child until the parent is available. Information in Genesis should be accurate and current. Parents/guardians should immediately notify the school of any changes.

### **EMERGENCY CLOSINGS**

In the event of weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early. Emergency closing notices will be posted on the district website, [www.butlerboe.org](http://www.butlerboe.org), social media outlets (Instagram, and Facebook), and alerts will be sent to all parents/guardians via Blackboard Instant Alert System.

### **EMERGENCY PREPAREDNESS**

In accordance with Board of Education Policy 8420, the District has developed and implemented a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools;
2. As per **State Statute 18A: 41-1**, every school shall have at least one fire drill each month within school hours.
3. As per **State Statute 18A: 41-1**, every school shall have at least one school security drill each month within school hours. During the academic year schools are required to hold a minimum of two of each of the following security drills: **Active Shooter; Bomb Threat; Evacuation (non-fire); and Lockdown.**
4. Some drills will be performed with the cooperation of the Butler Police Department.
5. Families will receive a notification through email when a security drill is completed each month.

### **EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No pupil shall be denied access to or benefit from an educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual otherwise.

### **FIELD TRIPS**

As defined in Board of Education Policy 2340, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course.

Teachers will distribute and collect a permission slip for each pupil who will participate in the trip.

The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of

- (1) The date, departure time, and return time;
- (2) The destination and its location;

- (3) The means of transportation; and
- (4) The purpose of the trip.

**\*\*Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior.\*\***

**FORBIDDEN ITEMS**

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include but are not limited to, electronic devices, speakers, sports balls, water pistols, slingshots, sharp objects, cards, laser pointers, handheld games, perfumes/body sprays, toy guns, skateboards, etc. Additionally, possession of anything deemed to be a weapon, tobacco product, drug, alcohol, or sexually explicit material will result in confiscation, parent/guardian contact, police notification, and disciplinary action.

**GOOGLE CLASSROOM**

Each teacher will have a Google Classroom set up for their class. Parents and students will be able to log in to see and work on assignments, activities, homework, and general information about the class.

**GRADING**

Butler High School operates on a quarter system, with students receiving progress reports and report cards once each marking period. Students in grades 9-12 will be graded on a traditional grade scale.

Final Grade Calculation Summary:

Full Year Course - 4 MP Grades + Final Exam Grade = FG (20 percent each)

Semester Course - 2 MP Grades + Final Exam Grade = FG (MP = 40 % each plus FE Grade - 20%)

PE Course - 3 MP Grades averaged together = FG (No Final Exam)

Quarter Course - MP Grade = FG

\*Some courses do not have Final Exams - FG would be calculated by averaging the number of MP Grades in order to equal a FG.

**BHS Marking Period Dates 2024 - 2025**

<b>MP 1</b> September 5 - November 5	<b>MP 2</b> November 6 - January 24	<b>MP 3</b> January 27 - March 31	<b>MP 4</b> April 1 - June 10
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## **GUIDANCE - SCHOOL COUNSELING**

BHS has two (2) school counselors who are each given a caseload. They will be providing academic, social, and emotional support to students.

All counselors are also available to offer confidential advice, information, and referral services to students and their families. Assistance is available for students who are struggling socially, emotionally, or behaviorally. Issues may encompass peer or relationship difficulties, sadness, coping with grief, school adjustment, or difficult familial situations. When a situation is brought to our counselors' attention by a student, parent, or staff member, assistance is offered in a safe and confidential environment. Parents are welcome to meet with our counseling staff by calling the guidance office for an appointment.

### **BHS School Counseling Staff**

Mrs. Sue Maurer - Counselor

Mrs. Lisa Urbina - Counselor

Mrs. Emma Tagariello - Student Assistance Counselor

## **HARASSMENT, INTIMIDATION, AND BULLYING**

In accordance with Board of Education Policy 5512, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in the school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

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

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

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

### **Student Expectations**

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

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

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

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

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

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

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), considering the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

## **HOME INSTRUCTION**

Students who are absent from school for at least ten (10) consecutive school days may be eligible for home instruction. Parents should contact the School Counseling Office and must provide medical documentation containing a recommendation for home instruction, diagnosis, and a specific length of time.

## **HOMEWORK**

Butler High School believes that homework has a positive influence on learning and achievement. It is an integral part of and has significance in, the educational experiences of our students. Homework is defined as the work that students complete independently outside of school.

Homework serves the following purposes: to drill or practice on a concept or skill already taught, to provide a real-life application of material studied in class, to develop an appreciation for or knowledge of resources, and to develop the personal esthetic and/or cultural growth of the student. Homework is neither punitive nor “busy work.”

## **HONOR ROLLS**

Students' academic accomplishments are recognized at Butler High School for a two-tiered honor roll.

*Principal's Honors - 90 or better in all classes*

*Honors - 80 or better in all classes*

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education, as outlined in Policy 5320, requires the immunization of pupils against certain diseases in accordance with state statutes and rules of the New Jersey State Department of Health and Senior Services.

### **Immunization Requirements**

1. Diphtheria and Tetanus Toxoids and Pertussis Vaccine
  - a. For those children less than seven years of age, entering Kindergarten or first grade, a minimum of four doses of DTP are required. One dose must have been administered on or after the fourth birthday. Children receiving any five doses of DTP, DTaP, DTP/Hib, DTaP/Hib, or DT (with a valid medical contraindication) shall also be in compliance with this regulation.
  - b. Every child born on or after January 1, 1997, and entering or attending Grade Six, or



a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday.

- c. Children entering or attending Grade Six on or after September 1, 2008, who received a Td booster dose less than five years prior to entry or attendance shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.
  - d. Children born on or after January 1, 1997, and transferring into a New Jersey school from another state or country after September 1, 2008, shall have received one dose of Tdap, provided at least five years have elapsed from the last documented Td dose.
2. Polio Vaccine
    - a. For those children less than seven years of age, a minimum of three doses of oral polio vaccine (OPV) and/or enhanced inactivated poliovirus vaccine (IPV), is required, provided at least one dose is given on or after the fourth birthday. Alternatively, children receiving four doses of the polio vaccine, separated by a minimum of one month, shall also be in compliance with this requirement.
  3. Measles Vaccine
    - a. Two doses of a measles-containing vaccine given after the first birthday, preferably MMR, will be required of all children born on or after January 1, 1990, who are entering Kindergarten or Grade 1, or attending a New Jersey school. Measles or MMR doses of vaccine administered to a child before the first birthday will not be counted, and these children are to be reimmunized.
    - b. The two doses of measles-containing vaccine must be separated by an interval of at least one month (twenty-eight days).
  4. Rubella Vaccine
    - a. All pupils must still have rubella vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.
  5. Mumps Vaccine
    - a. All pupils must still have the mumps vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.
  6. Hepatitis B Vaccine
    - a. Children born on or after January 1, 1996, and entering Kindergarten or first grade (whichever occurs first) or a comparable special education unassigned grade, shall receive three doses of a hepatitis B vaccine.
    - b. Beginning September 1, 2001, children born on or after January 1, 1990, and entering grade 6 or a comparable special education unassigned grade, shall be required to receive three doses of a hepatitis B vaccine.
  7. Pneumococcal conjugate vaccine
    - a. Every child two months through 11 months of age enrolling in or attending preschool on or after September 1, 2008, shall have received a minimum of two age-appropriate doses of pneumococcal conjugate vaccine (PCV), or fewer as medically appropriate for the child's age according to the ACIP recommendations.
  8. Influenza vaccine

- a. Children six months through 59 months of age attending preschool on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.
9. Meningococcal vaccine
- a. Every child born on or after January 1, 1997, and entering or attending Grade Six or a comparable age-level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.

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.

### **INSURANCE**

In accordance with Board of Education Policy 8760, the Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in athletic and co-curricular programs of the school district.

### **LOCKERS**

Lockers will be assigned upon request to BHS students. All lockers are to be kept clean and neat. They will be checked periodically by authorized school personnel. Each student is to use the locker which has been assigned. These lockers are furnished for the student's convenience and should only contain coats and books. No one is to enter anyone else's locker or tamper with it in any way. The school assumes no responsibility for property lost or taken. However, a consequence will be issued to anyone who does not observe this regulation.

Lockers are not required to be used by students, but if a student chooses to use their assigned locker a lock should be on the locker at all times. Locks are provided by the school and must remain on student lockers in a locked position at all times. Students who do not have their lock on their locker will have their locker closed by the administration and must pay an **\$8 replacement fee** for a lost lock. Combinations and keys will be kept by the school and given to their homeroom teacher for safety and security measures. Students are reminded that lockers and locks are property of BHS and the Butler School District and may be subject to search by authorized school personnel.

Valuable items including cash or perishable goods should not be stored in lockers. Lockers and lock combinations should not be shared with other students.

### **LOST AND FOUND**

Any items of a personal nature, books, or materials that are found in the building should be turned in to the Assistant Principal's Office. All thefts and incidents of damage to personal or school property should be reported to the Assistant Principal's Office immediately.

### **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.

### **MEDICATION REGULATIONS**

**The Health Office at Butler High School complies with all state guidelines regarding medication administration. All medication given to students must be prescribed by their physician. (This includes all over-the-counter medications.)**

In accordance with Board of Education Policy 5330, medication will only be administered to students in school by the school physician, a certified or non-certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Medication no longer required must be promptly removed by the parent.

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on-site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent must be informed that the school district, its employees, and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a

pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

### **PHYSICAL EDUCATION**

According to state law, classes in physical education and health are required for all students in high school. In order to provide a safe and healthy environment for all students, please note the following:

1. While uniforms are not required, it is recommended that students wear plain blue or gray gym shorts/sweatpants and a plain blue or gray shirt.
2. Sneakers are required. A pair of inexpensive sneakers that can be left in the gym locker is suggested.
3. For safety reasons no jewelry of any kind may be worn during activities. It is difficult to maintain and watch over valuables during the gym period. Please do not bring valuable jewelry or watches in the gym or locker areas. Keep valuable jewelry at home. The school cannot be held responsible for lost or stolen items.
4. Students who are unprepared for class may not receive credit for the day's activities.
5. Students who have a short-term medical excuse will be provided with written assignments related to the health and physical education fields and placed in a study hall by the school counselor.

Please refer to the grade-level course proficiencies for specific information concerning the physical education and health program. Any concerns or questions should be directed to the physical education teachers or the department supervisor.

### **PHYSICAL EDUCATION EXCUSES**

Physical Education excuses are to be issued by the school nurse. To obtain an excuse students 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. All requests to be excused from Physical Education classes must be brought to the School Nurse prior to the start of homeroom.

Students who are medically excused from Physical Education shall be required to complete an alternate assignment in lieu of participation in regular classroom activities.

### **PUBLICITY CONSENT**

In the Genesis parent portal, there is a parental consent form to inform you and allow you to give permission for your child's name and/or photo/video to be presented in connection with

school-related articles in newspapers, at public presentations, television, and/or on the Internet, including district social media platforms.

We will not release any personally identifiable information without prior written consent from you as a parent or guardian. This includes student names, photos, and information in a related story. Residential addresses, email addresses, and phone numbers will NEVER be published. In the case of a group shot of students, we will not publish the photo and/or video unless permission is granted for ALL students in the photo and/or video.

This information will become part of your child's school records. Your choice will remain in effect for the duration of your child's enrollment in the Butler Public Schools. If you, as the parent or guardian, decide to rescind this agreement, you may do so at any time by sending a letter to the Principal of your child's school.

### **PUPIL RECORDS**

In accordance with NJ Administrative Code and School Board Policy, parents and/or legal guardians may view, make notes, or have copies made of their child's school records maintained at school. Anyone wishing access to pupil records should make an appointment with the Vice Principal.

### **PUPIL RIGHT OF PRIVACY**

The District acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In accordance with Board of Education Policy 5770, no storage place provided by the District shall pupils have such an expectation of privacy as to prevent examination by a school official. Receipt of the Student Handbook at the beginning of each school year will serve as a notification that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee will conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property. This includes a search of a locker as a result of a canine search in the high school.

### **CANINE SEARCHES**

The Principal or his/her designee, periodically and/or when circumstances warrant, may request local law enforcement officials to perform dog searches of school premises and facilities, including, but not limited to: Student lockers (hallway, gym, athletic, and shop)  
This Handbook constitutes written notification that such searches will take place.

### **REPORT CARDS**

Report cards can be accessed online via Genesis. Dates of when Report Cards are posted can be found on the Butler Public School District Calendar. **There will be no interim reports as grade books are available at all times for parents to view.**

### **SCHOOL NURSE**

Students may see the school nurse at any time during the day when issued a pass from a classroom teacher who contacts the school nurse or between classes. All medication and/or prescription drugs are to 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 on what to do about his/her condition. A student who is ill will sit in the Attendance 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 excessive time in the lavatory, or locker room, or leave the school building without first obtaining permission.

### **SCHOOL-SPONSORED ACTIVITIES**

#### **Extra-Curricular Activities**

- Any student who has entered the school building for a dance or other activity is expected to remain in the building until the activity is over (unless specified).
- Upon leaving the activity or dance, students should leave the area promptly.
- The control of the activity shall be the responsibility of the committee in charge.
- Students not attending the activity are not permitted on or around the school grounds.
- If a student has an unexcused absence from school on the day of the activity, or is dismissed from school on the day of the activity, that student is not permitted to attend.

Security cameras are used as a tool to monitor student behavior and improve school safety. Images of students captured on security videos that are maintained by the school officials are not considered education records under the Family Education Rights and Privacy Act (FERPA). Accordingly, security videos can be shared with parents of students whose images are on the video and with local law enforcement as appropriate.

### **STUDENT SUPPORT SERVICES**

#### **Multiple Language Learners (MLL):** (Formerly English Language Learners)

Students whose primary language is not English will be screened, and, if qualified, provided with an English as a Second Language class.

#### **Response to Intervention(RTI):**

This team of professionals functions under the direction of the principal and is designed to assist

students who are experiencing academic and/or social/emotional difficulties. Parents/guardians may make referrals to the RTI Committee and/or will be notified when their child is referred for assistance.

**Section 504 Committee:**

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment that substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; and
- is regarded as having such an impairment.

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The Committee will formulate reasonable accommodations outlined in an accommodation plan and will review this plan as needed.

**Special Education:**

In accordance with State Law, the Butler Public School District stands ready to provide advice, assistance, and information to parents of students from age three to twenty-one. Parents who suspect that their child may have an educational disability should contact their child’s teacher to discuss their concerns. Parents may also contact the Child Study Team directly at any time at 973-492-2025 ext 7411.

The Butler Public School District provides a program of support and services to those students eligible for special education and related services. The District employs special education teachers, an occupational therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including a school psychologist, a school social worker, and a learning disabilities teacher-consultant. In addition, the District contracts with various therapists to assist District faculty and staff.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child’s teacher or Director of Special Services.

**STUDENT PERSONNEL SERVICES**

At Butler High School, students will have access to a Student Assistance Counselor and a Guidance Counselor. The SAC will be providing academic, social, and emotional support to students.

The Student Assistance Counselor is also available to offer confidential advice, information and referral services to students and their families. Assistance is available for students who are struggling socially, emotionally, or behaviorally. Issues may encompass peer or relationship difficulties, sadness, coping with grief, school adjustment, or difficult familial situations. When a situation is brought to

the counselor's attention by a student, parent, or staff member, assistance is offered in a safe and confidential environment. Parents are welcome to meet with their child's counselor by calling the guidance office and making an appointment.

### **SUBSTANCE ABUSE**

The Butler Board of Education recognizes that tobacco, drug, and alcohol abuse presents a growing problem in society and is aware of the vital role played by the school and the efforts of the community to control this problem. Since such abuse is a violation of the law and presents a danger to the student involved and to other students, the Board must discourage it from occurring in a school building, on school grounds, or at any time away from school when a student is responsible to the school for his/her conduct. The Board prohibits the use, possession, or distribution of any tobacco, drugs, alcohol, or related paraphernalia by students, staff, or others on school property or at school-related functions.

Staff members are required by law (N.J.S.A. 18A:40A-12) to report any student suspected of being under the influence of or having problems related to substances in accordance with district procedures. Staff members reporting students in "good faith" are immune from civil prosecution (N.J.S.A. 18A:40A-13 and 14). Confidentiality of information obtained by Substance Awareness Coordinators (SACs) and administrators shall be protected under the regulations set forth in CFR-42 Part 2.

**\*\*SEE BOARD OF EDUCATION POLICY 5530 FOR MORE INFORMATION\*\***

### **SUMMER READING**

All students will be expected to participate in summer reading. A complete list of books and activities was posted on the BHS website in June 2024 [BHS Summer Reading 2024](#). These books will be available at the Butler Public Library or for purchase at a local bookstore. Students are expected to read one of the books and will complete activities based on that book when they return in September.

### **TRANSCRIPTS**

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

### **VAPE DETECTORS**

Starting in 2022- 2023, Butler High School installed vape detectors in bathrooms in both of our buildings on campus. Students who are in the bathroom when the vape detector alerts the administration will be subject to the vaping/smokeless tobacco/illegal substance abuse protocols and procedures handbook. Please see attached letter for more information.

 BHS Vaping Concerns



## VISITORS

**\*\*IT IS BOARD POLICY THAT ALL VISITORS, INCLUDING PARENTS AND GUARDIANS, MUST FIRST REPORT TO THE ATTENDANCE OFFICE OF THE SCHOOL\*\***

All visitors must have an appointment and use the front entrance and announce their arrival through the intercom. If you do not have an appointment you will not be allowed access. Upon entry, you must scan your driver's license and take a photo. (**Lobbyguard System**) You will receive a badge to wear which identifies you as an approved visitor. This badge should be worn until you exit the building.

A security system, with 55 cameras, is in place throughout our campus for the student's safety. There is a clear bin outside of the main entrance that you may use to drop off forgotten items. Please ring the bell and alert us to let us know you have left something in the bin.

Visitors are not to report to other school locations without authorization from the Attendance Office. This applies to school hours, at lunchtime, and for after/before school visits. Disregarding this procedure may result in being disallowed from the school building.

 **2024 2025 BHS Safety and Security Letter**

## WALKING TO AND FROM SCHOOL

Students who walk to and from school are reminded that they are required to use sidewalks, where available. In cases where there are no sidewalks, students should walk in single file facing traffic. Students are not to trespass on private property or destroy any property. Should this occur, students will be held liable for any damage caused and action will be taken accordingly. (**Students are not permitted to ride their bicycles or skateboards to school; the Butler Board of Education along with the Butler Police deem this a safety issue**).

## WITHDRAWAL

If you are moving to a new school district, please telephone the guidance office as soon as your plans are firm. You may also wish to discuss your plans with the classroom teacher. Knowing about your plans helps the teacher to be sensitive to the feelings your child may have about the impending move. We will assemble your child's records so they can be mailed promptly to the new school when they are requested.

## WORKING PAPERS

[Working Papers for Minors Goes Digital](#)

All New Jersey minors are required to have working papers as a condition of employment. A new law — A4222 — effective June 1, 2023, significantly changes how minors get working papers and switches oversight and administration to the New Jersey Department of Labor and Workforce

Development (NJDOJ).

- The new process is online and streamlined and can be accessed at: [MyWorkingPapers.nj.gov](http://MyWorkingPapers.nj.gov).
- That URL — [MyWorkingPapers.nj.gov](http://MyWorkingPapers.nj.gov) — is all the information minors and employers need to drive the working papers application forward.

Here's how it works:

1. Minors and their employers each go to [MyWorkingPapers.nj.gov](http://MyWorkingPapers.nj.gov) to start.
2. The employer is emailed a unique 8-digit code they share with every minor they hire.
3. The minor fills out their working papers application online, entering the employer's unique 8-digit code. The minor adds their caregiver's name and email address.
4. The employer is emailed when a minor applies for working papers using a unique 8-digit code assigned to their business. The employer clicks the link in the email to add job duties and hours and gives their OK.
5. The caregiver is emailed that a working papers application has been started by a minor in their care. The caregiver clicks the link in the email to give their OK and provide the minor's proof of age.
6. The minor and their employer each receive an email when the caregiver takes action on the working papers application.
7. The minor can begin working — unless they receive an email rejecting their application. (Notification of approval/rejection can be expected within 24 hours of the caregiver taking action.)

## **B. ACADEMICS & GRADING**

### **LOSS OF COURSE CREDIT**

Class attendance is very important for academic success at Butler High School. Students will lose credit when he/she reaches 16 unexcused absences or 25 combined excused/unexcused absences in a full-year course and 8 unexcused or 13 combined excused/unexcused absences in a semester course. In addition, students will lose credit in Physical Education class at 12 unexcused/22 combined and 4 unexcused absences/6 combined in a health course. See chart below for notifications and credit denial:

<b>Course</b>	<b>Warning Notices</b>	<b>Final Notice</b>	<b>Denial of Credit</b>
<b>Full Year</b>	<b>4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> absence</b>	<b>15<sup>th</sup> absence</b>	<b>16<sup>th</sup> absence/25 combined <i>*PE - 12<sup>th</sup> absence</i></b>
<b>Semester</b>	<b>2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> absence</b>	<b>7<sup>th</sup> absence</b>	<b>8<sup>th</sup> absence/13 combined <i>** Health - 4<sup>th</sup> absence</i></b>

Students should understand that this is not a permissive policy establishing a limit which may be missed. It is understood that 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. Be aware that an absence from school for any reason interrupts the continuity of learning. Parents may request a copy of student attendance records. MEDICAL EXCUSES will not be accepted beyond reasonable time limits.

Students and Parents/Guardians should be checking the Genesis Parent/Student Portal for attendance accuracy.

### **APPEALS FOR LOSS OF CREDIT DUE TO ABSENCE FROM CLASS**

Appeal Process for Reinstatement of Credit

- a. Committee: The Attendance Review Committee is comprised of the Assistant Principal, a school counselor, the school nurse, and teacher(s) will hear appeals of the denial of credit.
- b. Procedures:
  1. The appeal should be made in writing, by the student, to the Assistant Principal within five (5) school days of notification of credit loss.
  2. The Attendance Review Committee will meet for the purpose of reviewing the attendance record and any additional information presented which is 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 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

### **ADULT STATUS**

Students, 18 years of age and over, have all privileges accorded to them under the law. Any student, who wishes to exercise the rights of an adult student, must file an "Age of Maturity" form signed by a parent/guardian. Forms are available in the High School Main Office.

Following are guidelines for adult students:

1. Responsibility for school rules and regulations.
2. Adult students are legally independent of their parents and do not need consent for school activities.

Students may:

- a. Sign absence and tardy notes.
- b. Sign permission slips for participation in athletics, field trips, or other school events.
- c. Sign subject registration sheets.
- d. Review official school records.
- e. Sign all documents which usually require parental signatures.
- f. You may sign out twice monthly within the attendance policy. Once signed out, students may not return. Students that sign out early are not eligible to participate in after-school activities. \*Exception: Medical visit and return with doctor's note or have prior Administrative approval.

### **GRADING SCALE**

Report cards are posted four times a year. Grades are reported numerically 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 of a full-year course and the numerical limit for letter grades will be:

A = 95-100	B- = 80-82	D = 65-69
A- = 90-94	C+ = 77-79	F = 64-0
B+ = 87-89	C = 73-76	P = Passing
B = 83-86	C- = 70-72	WP = Withdraw Pass
		WF = Withdraw Failing

## **GRADES**

The final grade for any course is the teacher's evaluation of the marking periods and the final examination. For a full-year course, each of the five grades (4 marking periods and final exam) is worth 20% of the final course grade. For a semester course, each of the two marking periods is worth 40% while the final exam is worth 20%.

Health and Physical Education courses are graded separately. Health has a credit value of 1.25 credits and Physical Education has a credit value of 3.75 credits. For students who earn credit in Science Labs, Health has a value of 1.00 credits and Physical Education has a value of 3.00 credits.

## **WEIGHTED COURSES**

Courses offered at Butler High School are classified according to one of three categories and a weighted score is 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 Advanced Placement Programs in which students complete college-level work. In addition, BHS courses that offer credit from colleges, such as those through FDU and NJIT, shall be weighted at 1.4. These courses are

AP US History	AP Biology	AP Statistics	AP English Language
AP Psychology	AP Chemistry	AP Calculus	AP English Literature
AP Physics	AP Computer Science	AP Music & Theory	AP Spanish

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. The weighted value is 1.2. These courses are

English I Honors	Biology Honors	Geometry Honors	Calculus Honors
English II Honors	Chemistry Honors	Algebra II Honors	French IV Honors
World History Honors	Physics Honors	Pre-Calculus Honors	Spanish IV Honors
Marketing Honors	Psychology Honors	Physiology Honors	ASL IV Honors

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.

## **GRADE REPORTING**

Report cards will be posted on the parent portal at the completion of each marking period: Parents are encouraged to call the School Counseling Office for appointments with their children's teachers if they have any concerns regarding their progress.

Parents who are unable to access the parent portal may opt to receive a paper copy of their child's report card as an alternative method of communication. Please contact the attendance office at 973-492-2000, extension 7103 to make these arrangements.

### **INCOMPLETE GRADES AND MAKE-UP PRIVILEGES**

Incomplete grades are assigned to students only in cases of extended illness or personal or family crisis. Circumstances must include formal documentation as an excused absence on the BHS attendance register. An incomplete grade shall not be assigned to any student simply because they failed to complete the necessary work on time. A student who has not completed sufficient work to pass the course shall receive a failing grade. The maximum time allowed for completion of incomplete report card grades (I) is ten school days from the end of the marking period. If a student fails to submit the required work within the ten-school day period, the grade of "0" (Zero) will be given to these assignments and averaged into the student's marking period grades to arrive at a final average.

Incomplete grades will carry a value of "0" if ranking is done before the grades are changed. Since deferred exams, administered during the summer, may not be graded until the second week in September, fourth and sixth-semester class rank could be adversely affected by failure to take exams at the appropriate time. *Ranking will not be delayed to accommodate students with incompletes.*

### **OBLIGATIONS**

Student report cards and/or diplomas shall be withheld at the discretion of the administration for failing to fulfill obligations, (i.e. Detentions or fines).

### **MINIMUM GRADE PER MP**

Students can receive no lower than a 50 for a MP grade for marking periods 1 and 3 for semester classes. Full year courses; students can receive no lower than a 50 for marking periods 1, 2, and 3. All other grades will be reflected anywhere from 1 -100 based on what the student earned.

### **ABSENCES FROM FINAL EXAMINATIONS**

If a student is to be absent for a scheduled final examination, he/she must present a Doctor's and/or a parent's note in order to be scheduled for a make-up exam. Students who do not provide proper documentation will be considered to be "cutting" the exam and will receive a zero "0" grade. If a student has two examinations in one day, he/she must be present for both exams. If a student is considered absent, then both examinations will need to be scheduled as make-ups.

### **SENIOR EXEMPTION FROM FINAL EXAMS**

Senior students who meet the following criteria may be exempt from their final examinations:

1. An average of 85% or better for the course.
2. No more than four (4) unexcused absences from class during the second semester.
3. Any student who has been suspended (ISS or OSS) during the semester may not qualify for

an exemption.

4. A teacher has the option not to exempt students with #1 and #2 qualifications.

### **EXEMPTION FROM FINAL EXAMS FOR AP COURSES**

Senior and Junior students, who wish to be exempt from the final examination in Advanced Placement classes, **Must** meet all of the following conditions:

1. Maintain an 80% average for the course.
2. No more than four (4) unexcused absences during the second semester.
3. Any student who has been suspended (ISS or OSS) during the second semester may not qualify for an exemption.
4. Receive the approval of the AP teacher for that course.
5. Participation in the Advanced Placement Program will not exempt students from the final examinations in an Advanced Placement Course. However, to be eligible for an exam exemption, the student must take the AP exam for the class they are enrolled in.

### **SENIOR CLASS RANK INFORMATION**

Senior class rank information **WILL NOT** be updated until mid-September. Final senior ranking including Valedictorian and Salutatorian notification will take place after 7.5 semesters. (After the 3rd marking period of Senior year). This will serve as their final weighted rank and GPA Board Policy/Regulation 5440.

### **GRADUATION CREDIT REQUIREMENTS**

130 credits are required for graduation from Butler High School. They must include the following subjects in grades nine through twelve.

1. One credit-year of English for each year of enrollment, up to four credit-years.
2. Three credit-years of mathematics. (Algebra I, II, Geometry or equivalent).
3. Three credit-years of Social Studies containing one credit-year of World History and two credit-years of American History.
4. Three credit-years of Natural or Physical Science (inclusive of Biology).
5. One credit year of World Language.
6. One credit-year of Physical Education and health for each year of enrollment.
7. One credit year of Visual and Performing Arts.
8. One credit year of 21<sup>st</sup> century life and careers, or career-technical education.
9. One-half year credit Personal Finance.
10. Technological literacy consistent with the New Jersey Student Learning Standards (NJSLC), integrate throughout the curriculum.

### **STANDARDIZED TESTING at BUTLER HIGH SCHOOL - 2023-24 SCHOOL YEAR**

**PSAT/NMSQT Butler High School Code - 310170** The Preliminary SAT/National Merit

Scholarship Qualifying Test (PSAT/NMSQT) is a program co-sponsored by the College Board and National Merit Scholarship Corporation (NMSC). It's a standardized test that provides first-hand practice for the SAT®. It also gives students a chance to enter NMSC scholarship programs and gain access to college and career planning tools. **Administration date: Oct 16, 2024**

**SAT Butler High School Code - 310170** The SAT helps college admissions officers make fair and informed admission decisions. Combined with a student's academic record, it is a proven, reliable indicator of college success. Since its launch in 1926, the SAT has helped millions of students connect with college success and today remains the most reliable, effective measure of a student's college readiness. The SAT tests the subject matter learned by students in high school and how well they apply that knowledge—the critical thinking skills necessary to succeed in college.

### [2024 - 2025 SAT Testing Dates](#)

**Administration dates:**

<b>October 5, 2024</b>	<b>Administered at Butler High School</b>
<b>November 2, 2024</b>	<b>Administered at Butler High School</b>
<b>December 7, 2024</b>	<b>Administered at Butler High School</b>
<b>March 8, 2025</b>	<b>Administered at Butler High School</b>
<b>May 3, 2025</b>	<b>Administered at Butler High School</b>
<b>June 7, 2025</b>	<b>Administered at Butler High School</b>

**ACT Butler High School Code - 310170** The ACT (No Writing) consists of four multiple-choice tests: English, Mathematics, Reading, and Science. The ACT Plus Writing includes four multiple-choice tests and a Writing Test.

### [2024 -2025 ACT Testing Dates](#)

<b>October 26, 2024</b>	<b>Administered at Butler High School</b>
<b>June 14, 2025</b>	<b>Administered at Butler High School</b>

**Armed Services Vocational Aptitude Battery (ASVAB)** The ASVAB scores are used to determine eligibility for enlistment in the Army, Navy, Air Force, or Marine Corps.

**Administration dates:**

**TBD**

**Advanced Placement Exams** The Advanced Placement Program allows high school students the opportunity to tackle college-level work and earn college credit and placement. This program is sanctioned by the College Board, which oversees the PSAT, ACT, and SAT testing taken by many high school students. - [2025 AP Testing Dates](#)



## C. CODE OF CONDUCT

### I. *Overarching Expectations for Responsible Student Conduct*

A solid and interdependent partnership exists between home and school. Incorporating principles of scholarship, citizenship, and character, parents and educators shall provide an environment of social, emotional, and educational support for all students. Students are both the stakeholder and a product of home and school support.

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

- Be on time and attend every class every day. (*Butler BOE Policy #5200 Attendance*)
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Bullying and harassment in all its forms is unacceptable. (*Butler BOE Policy #5460*)
- Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible. (*Butler BOE Policy #5701 Academic Honesty*)
- Abide by school rules that have been developed to assure the safety and accountability of all those in the school community. (*Butler BOE Policy #5500 Expectations for Pupil Conduct*)
- Communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech. (*Butler BOE Policy #5512 Harassment, Intimidation & Bullying*)
- Accept disciplinary consequences, In-School Suspension, Out of School Suspension, Exclusion from Events, with dignity and resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and grooming. (*Butler BOE Policy #5511 Dress and Grooming*)
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all co-curricular or other school-sponsored activities. (*Butler BOE Policy #5850 Social Events and Class Trips*)
- Respect school property and help to keep it free from damage. (*Butler BOE Policy #5513 Care of School Property*)
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer

medication except in certain limited life-threatening conditions. (*Butler BOE Policy #5330 – Administration of Medication* )

- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school-sponsored activities. (*Butler BOE Policy #5530 – Alcohol, Drugs- Substance Abuse*)

## **II. School, Student, and Parent Responsibilities**

**Students** are expected to:

- Fulfill the behavioral expectations of the school community
- Demonstrate respect for people and property
- Maintain appropriate levels of decorum and behavior
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibilities when working as a group
- Meet the unique requirements of each class
- Monitor their own progress toward objectives
- Communicate with parents and school personnel about school-related matters
- Adhere to all policies and procedures of the school district

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school **staff** is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.

- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and appreciation of individual differences among staff, students, and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with the requirements of the New Jersey Administrative Code and District policies and procedures.
- Comply with N.J.S.A. 18:6.1 following the provisions of corporal punishment of students
- Assure that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places that student or others in immediate physical danger in accordance with the provisions of N.J.S.A. 18A:46-13. et seq.

### **III. Student Rights**

#### **Students have the right to:**

- A description of student responsibilities that include expectations for academic achievement, behavior, and attendance. These responsibilities are listed under the Overarching Expectations for Responsible Student Conduct of this Code. Pursuant to N.J.S.A. 18A:37.2
- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are listed under the Discipline Categories section of this Code. Pursuant to N.J.S.A. 18A:37.2
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Attendance at school irrespective of students' marital status, pregnancy, or parenthood.
- Due process and appeal procedures and policies.
- Parents/guardians notification consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences. Pursuant to N.J.A.C. 6A:16-6.2 (B)3, N.J.A.C. 6A:16-7.2-7.8
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Records and privacy protection pursuant to Federal and State Laws and Regulations

- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

The knowledge of the information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

As stated in the New Jersey State Statutes:

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

The rules that appear in the Code of Conduct do not limit the administration's authority to maintain safety, order, and discipline in the school, but, instead, offer specific guidance in listing acceptable and unacceptable behavior.

#### ***IV. Behavioral Recognition, Support, and Intervention***

##### **BEHAVIORAL RECOGNITION**

Butler High School provides the following institutions to provide positive behavioral support and recognition to students:

- BHS Honor Roll
- Blue & Gold Privileges for Seniors, Open Campus, Senior Privilege
- Graduation recognition
- Junior/Senior Award Recognition
- Junior/Senior Prom
- National Honor Society (NHS)
- National Merit Scholars recognition
- Off-campus Lunch Privileges for Seniors

##### **BEHAVIORAL SUPPORT AND INTERVENTION**

- Student Assistance Counselor SAC
- Child Study Team (CST)

- School Nurse
- RTI
- NJ PerformCare
- In-School Suspension
- School Counselors
- Resources as listed below:

 Butler School District - Treatment Agencies

## ***V. Disciplinary Infractions and Actions***

### **A. Disciplinary Infraction Descriptions**

#### **ABSENCE**

Absence from school restricts and inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey State Law (N.J.S.A. 18A-38: 25-26), requiring students to regularly attend school.

#### **BULLYING/ HARASSMENT/ INTIMIDATION**

Pursuant to N.J.A.C. 6A:16-7.7, any gesture, written, verbal, or physical act, or electronic or wireless communication that:

- a reasonable person should know, under the circumstances, the act will have the effect of alarming (i.e., fear created by imminent danger) or harming (e.g., physically, emotionally) a student or staff member, or of damaging their property; OR
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or to substantially interfere with, the orderly operation of the school.

#### **BUS MISCONDUCT**

Disruptive behavior on the bus may result in detention, suspension, and/or removal from the bus. Misbehavior that results in traffic disturbance and/or puts other drivers, passengers, or pedestrians in jeopardy may involve contact with local law enforcement. It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A.18A: 25-2 reads in part, “A pupil will be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of expulsion.”

#### **CELL PHONE/ELECTRONIC DEVICE USE**

The use of cell phones and other electronic devices are prohibited during the school day. Electronic devices include, but are not limited to cameras, smartwatches, iPods, iPads, tablets, and other devices that have recording software.

**CHEATING/ACADEMIC DISHONESTY**

Academic Dishonesty, or cheating, is any type of dishonest act that occurs during or in relation to a formal academic exercise.

**CUTTING**

Being absent from class or failure to attend assigned discipline without authorization while being in attendance on the day of the absence.

**DEFIANCE/INSUBORDINATION**

An open or bold act of resistance to or disregard for authority.

**DESTRUCTION/DAMAGE/DEFACING SCHOOL PROPERTY**

Purposely, knowingly, or recklessly destroying or defacing school or personal property. The student or his parents are required to pay for the damages (restitution). N.J.S.A. 18: 35-3 states: "Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district in any court of competent jurisdiction, together with costs of suit."

**DISRESPECTFUL TO STAFF**

Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

**DISRESPECTFUL TO STUDENT**

Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

**DISRUPTIVE/INAPPROPRIATE BEHAVIOR**

A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**DRESS CODE VIOLATION**

It is expected that students and parents will become familiar with the Butler High School dress code before attending school. The parameters are clearly outlined in this document and in the student handbook.

**DRIVING INFRACTIONS**

Seniors who are entitled to park on campus have been given guidelines that delineate parking privileges and clear directives. These can be found in the student's handbook.

### **FIGHTING**

Fighting is defined as a mutual engagement in a physical confrontation that may result in bodily injury to either party. Each participant is classified as an offender.

Harassment, Intimidation, or Bullying any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

### **INSUBORDINATION**

Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Refusal to identify oneself, showing an ID, and/or fleeing from a staff member is considered gross insubordination. This offense will result in automatic suspension.

### **PHYSICAL CONTACT**

Physical contact that was aggressive in nature and the intent was to cause harm or injury to another student.

### **PUBLIC DISPLAY OF AFFECTION (INAPPROPRIATE)**

Personal contact beyond handholding is not acceptable behavior in the school setting. Students should refrain from such activity while on school grounds, on a school bus, or while attending school-related functions. Consensual sexual contact is prohibited and will result in disciplinary action. Sexual assault will be referred to local law enforcement.

### **SOCIAL MEDIA MISUSE**

Inappropriate social media posts regarding students or staff are taken seriously at BHS and can lead to a variety of consequences including warnings, detention, suspension, police contact, and or a Harassment, Imitation, and Bullying investigation.

### **SUBSTANCE ABUSE**

Confirmed use, possession, selling, purchasing, distribution, or otherwise transferring of illegal drugs

or alcohol will be dealt with in accordance with our Substance Abuse policy and state law NJAC 6A:16-5.7

The complete policy is listed as a separate entity on this website: HC Substance Abuse Guidelines.

### **SEXUAL HARASSMENT**

Harassment in a social situation, involving the making of unwanted sexual advances or obscene remarks

### **TARDINESS TO CLASS/SCHOOL**

Students who arrive after the scheduled time of a class shall be considered tardy. Any student who arrives more than ten minutes after the start of a class, without an authorized pass, is considered absent and cutting. Tardy students are responsible for the completion of any/all classwork missed with no additional time added.

Students who arrive after the scheduled time of school shall be considered tardy. Any student, who arrives at school more than ten minutes after the start of any class, is considered absent from that class. Tardy students are responsible for the completion of any/all classwork missed. Any student who accumulates ten or more tardies to school may be referred to the Intervention Referral Service Team with a mandatory parent conference.

### **THEFT**

Theft is defined as the taking of the school district's or a person's belongings or property without consent.

### **TOBACCO PRODUCTS/SMOKING/VAPING**

A tobacco product, for the purpose of this code, means the burning of a lighted cigar, cigarette, vape/electronic cigarette, pipe, or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

### **TRESPASSING**

Any person who enters onto school property or into a school building without permission when the individual knows that he/she is not privileged to be on the property is considered to be trespassing.

### **TRUANCY**

Absence from school grounds for all or part of the day without authorization from the school or **prior** authorization from the parent to the Main Office.

### **UNACCEPTABLE ITEMS**



A safe educational environment, free of distractions and hazards is paramount. Considering this, the following items shall be considered unsafe, hazardous, or distraction from the learning environment.

- All electronic equipment
- Any item that might ignite
- Toys
- E-Cigarettes, Vaporizers, and Juuls
- Lasers
- Speakers
- Balls of any type
- Skateboards
- Roller Blades
- Water guns
- Wireless Speakers
- Weapons of any type, including pocket knives, or knives of any type, guns, chains, bats or any item that can be construed as dangerous.

### **UNAUTHORIZED AREA**

An unauthorized area is any area of the school building, where a student is present, in the absence of direct faculty/staff supervision. Students are expected to be, at all times, in their scheduled building locations. Students should not be in any area of the school building or school grounds while not under the supervision of a faculty or staff member.

#### **B. Parent/School Communication**

**Parent Notification (electronic)** – At times a faculty/staff member or school administrator will notify parents to inform them of a problem with their child’s conduct or a consequence for a specific infraction.

**Parent Notification** - Parent notification of student suspension or assignment to Saturday Detention will be sent electronically through the parent portal and US Mail. A statement of the discipline infraction, administrative action, duration of disciplinary action, and requirements for student readmission to the regular school program will be documented in this letter.

**Parent/Teacher Teleconference** – A conference via telephone may be initiated by a parent, teacher, school counselor, and/or administrator. Generally speaking, a telephone conference incorporated and utilizing the proper chain of command should precede any building-level parent conference.

**Parent Conference** – A parent conference may be scheduled, for disciplinary reasons, after repeated attempts have been exhausted to remediate poor student conduct. A building-level conference should be scheduled after attempts to resolve and remediate student behavior through telephone and electronic means have been exhausted.

**Re-entry Meeting** – A re-entry conference/meeting may be a requirement before a student may

re-enter his/her regular education program. Re-entry conferences are typically held, by appointment, on the morning of a student's re-entry to school following suspension. Guidelines for this meeting will be defined in the Parent Notification Letter.

### **C. Building Level Pupil Support Interventions**

**School Counselor Conference** – A school counselor is assigned to every student. School Counselors assist and guide students through academic, social, and emotional difficulties. A conference between the counselor and counselee may be initiated by either party. Parents may also initiate a conference by calling the Counseling Office.

**Physical Health Examination** – students may be referred to the school nurse, through the Intervention and Referral Service (I&RS) Committee, to determine if any physical ailments might be contributing to difficulties in the classroom. The school nurse shall report back to the I&RS Committee with any remarkable results stemming from the exam.

#### **Building Level Referral Personnel and Personnel Teams**

Response to Intervention Team(RTI)  
Child Study Team (CST)  
Harassment/Intimidation/Bullying Specialist (ABS)  
Learning Disabilities Teacher Consultant (LDTC)  
School Counselor (SC)  
School Psychologist/Social Worker  
Student Assistance Counselor (SAC)

### **D. Outside Referral Interventions**

**Psychiatric Evaluation** – Students who are believed to be of harm to themselves or others shall be required to undergo a Psychiatric Evaluation.

**Drug/Alcohol Screening** – Students who are believed to be under the influence of drugs or alcohol shall be immediately required to undergo a Drug/Alcohol Screening. During this screening, the student will be examined by a medical professional who will determine if the student is under the influence. The student will also be subject to a blood or urine screening. The blood or urine sample will be forwarded to a laboratory for analysis. Drug/alcohol screening is administered by an outside healthcare provider contracted by the Butler Board of Education.

**Drug/Alcohol Assessment** – Students who are referred for a drug/alcohol screening and receive positive test results from the lab shall be subject to a drug/alcohol assessment. Drug/alcohol assessments shall be administered by a New Jersey certified Drug and Alcohol Counselor. The recommendations will be sent to the Student Assistance Counselor (SAC) who will put together a required treatment program.

**Recommendation for Treatment** – As a component of a drug/alcohol assessment, recommendations for treatment may be given to students and their families. These treatment

recommendations may include but shall not be limited to inpatient care, and/or outpatient individual or group counseling. Student/family participation in any/all recommendations for treatment noted by an assessment agency will be required by the Butler BOE before readmission to a student's normal educational setting.

**New Jersey PerformCare** – Students and families in need of outside counseling services may be referred to NJ PerformCare. PerformCare is the statewide Contracted System Administrator (CSA) for the Division of Child Behavioral Health Services (DCBHS). As the CSA, PerformCare is committed to getting children, youth, young adults, and their families/caregivers the services that they need at the right time, and in the right place.

**Division of Child Protection and Permanency (DCPP) (Formerly the Division of Youth and Family Services, DYFS)** – New Jersey's child protection and child welfare agency.

### **E. Faculty/Classroom Disciplinary Actions**

#### **Admonishment**

A faculty shall counsel and advise students of wrongful and/or inappropriate behavior as a primary step in the order of progressive discipline.

#### **Reprimand**

A faculty or staff member shall issue a formal reprimand to any student who is in breach of classroom rules and procedures. This brief, but official meeting serves to formally address inappropriate student behavior. A reprimand shall serve as notice to a student of inappropriate behavior prior to detention, parent contact, and/or administrative referral.

#### **Exclusion from Classroom Activities**

Exclusion is a disciplinary action assigned to students, by a faculty member, who has not earned the privilege to participate in normal classroom activities. Students who are unable to act properly engage within socially accepted norms, established by the classroom teacher, may be excluded from selected classroom activities. Exclusion actions may be assigned by a faculty member for classroom privileges including, but not limited to cooperative activities, discussions, or field trips.

#### **Teacher Detention**

Teacher detention is an assignment of a student by a teacher, to remain in school during a specified time on a school day.

### **Classroom Tier 2 Procedures**

#### **Removal**

Removal is the act of a teacher in discontinuing the presence of the student in his/her classroom. Students who are formally removed from a classroom have displayed such behavior that has exhausted all other means of modifying their behavior including, reprimand, teacher conference, parent intervention, exclusion from activities, and teacher detention.

## **F. Administrative Disciplinary Actions**

### **Administrative Review (AR)**

Administrative review is a process which enables a building administrator to review circumstances in a specific case by interviewing students/faculty/parents, gathering information, and developing an action plan. An action plan may include, but shall not be limited to, disciplinary action, referral, and/or dismissal of disciplinary actions.

### **Administrative Detention - After School (ASD)**

Administrative Detention is assigned to students by the Principal or Assistant Principal. Administrative Detention is held Monday through Friday, except on holidays, school days prior to holidays, or early dismissal days. Administrative Detention procedures are outlined in the Student Planner.

### **Exclusion (EX)**

Exclusion is a disciplinary action assigned to students who have not earned the privilege to participate in the normal activities of the student population. Students who are unable to act properly and socially engage within established norms may be excluded from school activities. Exclusion of privileges may include, but shall not be limited to, hall privileges, school assemblies, dances, and/or, athletic events.

### **Saturday Detention (SATD)**

Saturday Detention is assigned to students at the discretion of the Administration. Saturday Detention is held twice monthly. Saturday Detention begins promptly at 8:00 am and ends at 12:00 pm. Students/Parents are responsible for transportation to and from Saturday Detention.

### **School Counselor Notification(SCN)**

The school counselor will be notified when their student is involved in a disciplinary action that is taken by the high school administration. School counselors need to be aware of situations involving students. Counselors will provide assistance, guidance, and support for students.

### **In-School Suspension (ISS)**

ISS is assigned to students by the Principal or Assistant Principal for In-School Suspension. ISS is held daily, in a small group setting. A proctor is assigned to supervise students assigned to this room. Requests for work are generated and sent to teachers for any student assigned to ISS. The ISS environment is designed to be quiet and academically productive. Students assigned to ISS are expected to be compliant with the expectations for this setting. While ISS is a behavioral consequence, it is also a privilege for students who are able to work productively, in the school setting, while suspended from their regular school program. Students who are behaviorally unable to comply with the rules governing the ISS program shall be suspended out of school. Students assigned to ISS are suspended from participating in all school-sponsored events, including athletics and extra-curricular activities for the duration of their assignment to ISS.

### **Out of School Suspension - Short Term (OSS)**

Out of School Suspension is assigned to students by the Principal or Assistant Principal. Students

who are suspended out of school are considered to be “Absent Excused” under Butler BOE Policy. Students have the right to make up work missed while suspended out of school. Requests for work are generated from the guidance office for students suspended out of school. Short Term Suspension is an out-of-school suspension for a period of ten (10) consecutive school days or less. Students who are suspended out of school are suspended from participating in all school-sponsored events, including athletics and extra-curricular activities for the duration of their suspension.

**Out of School Suspension - Long Term** - Out of School Suspension is assigned to students by the Principal or Assistant Principal. Students who are suspended out of school are considered to be “Absent Excused” under Butler BOE Policy. Long Term Suspension is an out-of-school suspension for a period greater than ten (10) consecutive school days. Students have the right to make up work missed while suspended out of school. Students who are suspended out of school are suspended from participating in all school-sponsored events, including athletics and extra-curricular activities for the duration of their suspension.

**Board of Education Hearing (BOEH)** – A Board of Education Hearing is a formal procedure set forth by the Butler Board of Education.

### **G. Administrative Discretion and Administrative Review**

The Butler High School Administration recognizes all students for their individuality and developmental maturity. Considering this, the determination of consequences for students in breach of the Butler High School Code of Conduct is applied individually to each student and to each infraction. While the administrative actions documented within this Code of Conduct generally comply with most disciplinary cases, they serve as a guide. Administrative actions may vary from case to case. Several factors are considered by the Principal or Designee when applying disciplinary actions. These factors may include, but shall not be limited to:

- Severity of Incident
- Student age, developmental level, and maturity
- Circumstantial Information
- Individual student behavioral patterns
- Prior infractions
- Relationship between parties involved

The School Administration will, at all times, exercise their professional administrative judgment when determining disciplinary action for students. Disciplinary actions are viewed by the faculty and staff as a part of the teaching and learning process. Citizenship, scholarship, and human empathy are products of the learning process resulting from the application of the actions defined within this Student Code of Conduct.

### **H. Students with Disabilities**

#### **Behavioral Support Interventions**

Behavioral support interventions, for students with disabilities, are determined and provided pursuant to the requirements of *N.J.A.C. 6A:14*. Students with disabilities may be eligible to receive

behavioral support and services as stated in their IEP or determined by the Child Study Team. The Butler School District provides individualized services to eligible children based on assessments performed by the Child Study Team. Individual behavior plans, which are designed and based on a positive behavior approach, ensure that classified children learn to modify their behaviors based on support from adults. Behavior plans may be re-designed as needed to enable and ensure proper developmental growth.

The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and *N.J.A.C. 6A:14*. These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

### **Suspension of a Student with a Disability**

Students with Individual Education Plans, or students who have been referred to the Child Study Team during the current academic school year, will be subject to the following determinations prior to any suspension:

- The building principal shall determine if the student has been suspended for 10 consecutive or cumulative school days during the current school year.
- The building principal, with the case manager, shall determine if a series of short-term suspensions constitutes a change of placement
- The building Principal, with the case manager, shall determine if a nexus exists between the student's behavior and their disability.
- If a nexus exists, the building Principal, along with the case manager, shall establish an appropriate plan for intervention and remediation.
- If a nexus exists, the building Principal, along with the CST, shall review the current student placement and accommodation plan.

### **STUDENT ALCOHOL/DRUGS/SUBSTANCE ABUSE**

Unless prescribed by a physician, students enrolled in 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 the administration as soon as possible. The Principal shall immediately notify the parent/ guardian and the Superintendent of Schools. He/she shall immediately be sent for drug and alcohol screening and shall not resume attendance at 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. Any student who does not complete the drug and alcohol screening within 24 hours will be deemed positive for refusal.

No court action of any kind shall lay 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 ordinarily required and exercised.

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

**Students are subject to alcohol screening at school-sponsored events using a passive breathalyzer system. Parental signature on an annual consent is a condition for student attendance at school-sponsored events.**

## D. DISCIPLINARY INFRACTIONS AND ACTIONS

*\*\* All conduct referrals are dealt with on a case-by-case basis. Administration will review each offense and adjust disciplinary action based on administrative review. Administration reserves the right to remove a student from any school-sponsored activity as a result of any infraction listed in the table below. \*\**

<b>Misconduct</b>			
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<p><b>Absences</b> <i>Policies 5200, 5600</i></p>	<p>On the 4th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student’s noncompliance with the attendance requirements, even if the school has received medical documentation.</p>	<p>On the 8th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student’s noncompliance with the attendance requirements, even if the school has received medical documentation. Referral to RTI and community based agencies</p>	<p>On the 12th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student’s noncompliance with the attendance requirements, even if the school has received medical documentation. Follow up with RTI and community based agencies as well as referral to court.</p> <p>Please see BOE policy regarding attendance for information regarding retention/promotion.</p>
<p><b>Bus Misconduct</b> <i>Policies 5500, 5600, 5560</i></p>	<p>ASD; Parent Notification; Warning or Seat Change and /or Bus Suspension</p>	<p>Referral to Administration; Parent Notification; Bus Suspension – 1 Week</p>	<p>Referral to Administration; Parent Notification; Long Term or Permanent Bus Suspension</p>
<p><b>Cell Phone Violation</b> <i>Policies 5600, 5516 5560, 2361</i></p>	<p>ASD; parent notification; phone confiscation until the end of the school day.</p>	<p>ASD; parent notification; phone confiscation until the end of the school day,</p>	<p>SATD; parent notification; phone confiscation until the end of the school day,</p>



<b>Misconduct</b>			
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
		only to be picked up by parent/guardian.	only to be picked up by parent/guardian
<b>Cell Phone/Electronic Device Usage: recording, videotaping, picture taking, social media posts, etc. - without consent</b> <i>Policies 5600, 5516, 5560, 2361</i>	Device Confiscated; Return to parent only; Parent Conference; Admin discretion depending upon severity and impact on others	Device Confiscated; Return to Parent Only; Parent conference SATD/ISS/OSS based on admin review	Device Confiscated; Return to Parent Only; Parent Conference; OSS
<b>Cheating/Plagiarism</b> <i>Policies 5600, 5701</i>	Classroom Based Discipline; Parent Contact; Referral to Administration; Administrative Review; "0" on Assignment/test	Parent Contact/Conference; Referral to Administration; Loss of Privileges; "0" on Assignment/test; RTI Referral; up to 3 ASD based on admin review	Parent Contact/Conference; Referral to Administration; ISS-1 day Loss of Privileges; "0" on Assignment/test;
<b>Cutting Class</b> <i>Policies 5600, 5200, 5610</i>	ASD; Loss of Privileges; Parent Notification	SATD; Parent Notification; Loss of Privileges	2 SATD/ISS based on admin review; parent conference; RTI Referral; Loss of Credit; Loss of Privileges
<b>Detention - failure to attend (Teacher/Administration)</b> <i>Policies 5600, 5200, 5610</i>	Teacher: admin detention; parent notification  Admin: additional admin detention(s), parent notification	Teacher/Admin: SATD/ISS, parent notification, Meeting with SAC; loss of privileges	Teacher/Admin: 2 SATD/ISS based on admin review; parent notification; RTI referral
<b>Defiance/ Insubordination</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i>	ASD based on admin review; Parent notification	2 ASD/SATD based on admin review; Parent Conference; Meeting with SAC	SATD/ISS/OSS based on admin review; complete all work

<b>Misconduct</b>			
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
			missed; parent conference; RTI referral
<b>Disrespectful to Staff/Student</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i>	ASD based on admin review; Parent notification	2 ASD/SATD based on admin review; Parent Conference; Meeting with SAC	2 SATD/ISS/OSS based on admin review; Parent conference; possible RTI referral
<b>Dress Code Violation</b> <i>Policies 5500, 5511</i>	Parent Notification; Change of Clothing Required; Conference with Student	ASD; Parent Notification; Change of Clothing Required;	SATD; Parent Conference; Change of Clothing Required;
<b>Fighting</b> <i>Policies 5500, 5600, 5560, 5610</i>	Up to 3 days OSS; Police Notification; Parent Conference; SAC	Up to 4 days OSS; Parent Conference; counselor Administrative Review; Police Notification; CST Referral	Up to 5 days OSS; Parent Conference; Psychiatric Evaluation; SAC
<b>Inappropriate/Disrespectful Behavior</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i>	ASD based on admin review; Parent notification	2 ASD/SATD based on admin review; Parent Conference; Meeting with SAC	2 SATD/ISS/OSS based on admin review; Parent conference; possible RTI referral
<b>Leaving School Grounds</b> <i>Policies 5500, 5600, 5560, 5610</i>	ASD based on admin review; counselor notification; parent notification; police notification	SATD; parent notification, counselor notification; police notification	ISS, parent conference; RTI referral; police notification
<b>Parking where not permitted.</b>	Warning; Parent Notification	ASD; Parent Notification; Loss of parking/senior privilege	SATD; Parent Notification; Loss of parking/senior privilege

<b>Misconduct</b>			
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<b>Physical Contact</b> <i>Policies 5500, 5600, 5560, 5610</i>	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification
<b>Public Display of Affection</b>	Warning/ASD based on admin review; Parent notification	ASD/SATD based on admin review; Parent Conference; Meeting with SAC	2 SATD/ISS/OSS based on admin review; Parent conference
<b>Tardiness to school</b> <i>Policies 5200, 5600</i>	Tardies to school will be accumulated per marking period.  Students with 3 unexcused tardies will receive a warning from administration.	Students who reach 5 unexcused tardies will receive an ASD	Students who reach 7 unexcused tardies will lose open campus privileges. If they do not have open campus, they will receive an ASD  Students who reach 10 unexcused tardies will receive a SATD
<b>Tardiness to Class</b> <i>Policies 5200, 5600</i>	Tardiness to class will be accumulated per marking period.  Students with 3 unexcused tardies will receive a teacher detention.	Students who reach 5 unexcused tardies per marking period will receive an ASD.	Students who reach 6 unexcused tardies per marking period will receive an additional administrative detention for each additional unexcused tardy beyond 6. Parent conference will be requested.

<b>Misconduct</b>			
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<b>Weapons Possession</b> <i>Policies 5500, 5560, 5600, 5513, 5610</i>	OSS or Long term Suspension; Parent Notification; Police Notification; Possible Psychiatric Evaluation	OSS or Long term Suspension; Parent Notification; Police Notification; Possible Psychiatric Evaluation	OSS or Long term Suspension; Parent Notification; Police Notification; Possible Psychiatric Evaluation
<b>Other incidents leading to removal - administrative review</b>	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification	Detention/ISS/OSS based on admin review; Parent Conference; Meeting with SAC; Possible police notification

*\*KEY\**

ASD - After-School Detention  
 SATD - Saturday Detention  
 ISS - In-School Suspension  
 OSS - Out-of-School Suspension

<b>Harassment, Intimidation, or Bullying Infractions</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<p><b>HIB</b> <i>Policies 5512, 5500, 5560, 5600, 5610</i></p>	<ul style="list-style-type: none"> <li>● Administrative Conference with Students (Victim and Offender)</li> <li>● Parent Notification (Victim and Offender)</li> <li>● Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial</li> <li>● Temporary Exclusion from environment as appropriate</li> <li>● Possible disciplinary consequences based upon situation (detention, ISS, OSS)</li> <li>● Completion of Behavioral Questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>● Mandatory Administrative Conference with Parents</li> <li>● Completion of Behavioral Questionnaire</li> <li>● Temporary Exclusion from environment as appropriate (bus, cafeteria, recess)</li> <li>● Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.)</li> <li>● In School Counseling Assessment by CST</li> <li>● Administrative Action as appropriate</li> <li>● Administrative Detention (before, after or during school)</li> <li>● RTI Review/CST Referral</li> <li>● Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial                             <ul style="list-style-type: none"> <li>● Suspension (ISS/SOS)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Administrative Review</li> <li>● Completion of Behavioral Questionnaire</li> <li>● Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.)</li> <li>● Temporary Exclusion from environment as appropriate (bus, cafeteria, recess)</li> <li>● Counseling Recommendation</li> <li>● RTI Review/CST Referral</li> <li>● Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial</li> <li>● Suspension 1-5 days</li> <li>● Mandatory Reentry conference with parents</li> </ul>

<b>Substance Abuse/Possession Infractions</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<p><b>Being Under the Influence of Drugs or Alcohol</b> <i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i></p>	<p>SAC Notification; Police Notification; Drug and Alcohol Screening; SAC Referral; RTI Review; 3+ days OSS based on Admin Review</p>	<p>SAC Notification; Police Notification; RTI Review; Drug and Alcohol Screening; 5+ days OSS based on Admin Review</p>	<p>SAC Notification; Police Notification; RTI Review; Drug and Alcohol Screening; 10+ days OSS based on Admin Review</p>
<p><b>Possession of Controlled Dangerous Substance (CDS)</b> <i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i></p>	<p>SAC Notification; Police Notification; Drug and Alcohol Screening; SAC Referral; RTI Review; 3+ days OSS based on Admin Review</p>	<p>SAC Notification; Police Notification; RTI Review; Drug and Alcohol Screening; 5+ days OSS based on Admin Review</p>	<p>SAC Notification; Police Notification; RTI Review; Drug and Alcohol Screening; 10+ days OSS based on Admin Review</p>
<p><b>Smoking/Vaping/Smokeless Tobacco</b> Including, but not limited to possession E-Cigarettes, including, but not limited to vapes and juuls <i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i></p>	<p>Parent Notification; Drug and Alcohol Screening; RTI Review; SATD;  *if drug screening comes back positive - SAC Referral and mandatory counseling sessions</p>	<p>Parent Notification; Drug and Alcohol Screening; RTI Review; 2 SATD/ISS;  *if drug screening comes back positive - SAC Referral and mandatory counseling sessions</p>	<p>Parent Notification; Drug and Alcohol Screening; RTI Review; 3+ days ISS/OSS based on Admin Review;  *if drug screening comes back positive - SAC Referral and mandatory counseling sessions</p>

## **E. STUDENT PRIVILEGES**

### **ATHLETICS**

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 NJAC 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/Grades 9,10,11, 12 -1st Semester 30 credits earned from prior school year
3. 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
4. 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.
5. Eligibility Grades 9, 10, 11, 12 - 2<sup>nd</sup> Semester 15 credits earned from the first half of the current school year.
6. A student who leaves early from school forfeits the privilege to participate in after-school athletic activities.

#### **Butler High School Sports**

##### **Fall**

Cheerleading  
Cross Country  
Field Hockey  
Football  
Soccer

##### **Winter**

Basketball  
Bowling  
Fencing  
Winter Track  
Wrestling

##### **Spring**

Baseball  
Golf  
Softball  
Track

**BLUE AND GOLD PRIVILEGE  
(SENIORS ONLY)**

<b>Blue and Gold Privilege</b>	
<b>How to qualify</b>	<b>Privileges Received</b>
<p><b>Any senior that meets all criteria listed below for an entire MP:</b></p> <ul style="list-style-type: none"> <li>● Maintains an 80% or higher in all classes during the marking period prior to receiving the privilege.</li> <li>● Has 3 or fewer absences for the marking period prior to receiving the privilege</li> <li>● Has 5 or fewer tardies for the marking period prior to receiving the privilege.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will be entered into a raffle to receive an assigned on-campus parking space.</li> <li>● Receive free entry to BHS home games with an exception to championship games.</li> </ul>
<b>Student Responsibilities</b>	<b>Teacher Responsibilities</b>
<ul style="list-style-type: none"> <li>● Students will maintain their attendance standing, not receive any disciplinary infractions and maintain a minimum 80% in all classes.</li> <li>● Students will report to the beginning study hall on time for attendance purposes only before going to permitted on-campus common areas.</li> <li>● Students will abide by all parking lot rules and regulations if they are assigned a space on campus.</li> <li>● Students will not leave campus without permission and will stay within the common areas of campus during study hall and/or lunch periods.</li> <li>● Students will report to their class following their study hall on time.</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher will take attendance of all students including students with blue and gold privilege. Blue and Gold students' attendance can be taken before the start of class.</li> <li>● Teacher will speak with B&amp;G student(s) that fail to report to study hall for attendance purposes for the 1-2 time(s).</li> <li>● Teacher will report any B&amp;G Students to the VP's office after failing to sign into their study hall for the 3rd time.                         <ul style="list-style-type: none"> <li>○ Use Disciplinary Referral (don't check a reason box, simply write "B&amp;G student didn't sign into study" in the comment section</li> </ul> </li> <li>● Maintain or print the roster of students in your study hall that has this privilege for reference.</li> </ul>

**\* The attendance office will run the report to determine who is eligible when all grades are submitted at the end of each marking period \***

**Open Campus Lunch / Senior Privilege:**

- Butler High School's Open Campus program allows junior and senior students the opportunity to leave the school building and campus without adult supervision during lunch. Students are responsible for their own behavior while off-campus.
- In order for students to qualify for Open Campus/Senior Privilege, they must meet the following criteria:
  - Pass all classes during each marking period



- Arrive to school on time with no more than 5 unexcused tardies
- Attend school with no more than 5 unexcused absences per marking period
- Attend scheduled disciplinary action as necessary and abide by our Student Code of Conduct noted in our Student Handbook.

- Students will use their student ID cards to scan out of the building in the Attendance Office for Open Campus/Senior Privilege. They will be allowed to sign out for lunch at two different times:
  - At the start of Lunch A
  - SENIORS that apply - at the start of Class 3 if the student has a study hall prior to their lunch
- Students must report back to campus on time.
  - At the end of lunch B
  - SENIORS that apply - at the end of Class 4 if the senior has a study hall immediately after lunch
- Students will sign back into school in their next class by scanning their student ID cards in the attendance office.
- Students who are tardy returning from lunch will have their privileges revoked for a week. Parents of seniors who will not be returning from Open Campus/Senior Privilege due to illness or emergency must notify the attendance office immediately.
- Butler High School retains the right to cancel Open Campus/Senior Privilege for eligible students in the instance of inclement weather, traffic emergencies, or other circumstances deemed appropriate. Students will not be allowed to leave for lunch on certain days as announced by the school administration. These days might include special programs, weather emergencies, or early dismissal days.

Open Campus/Senior Privilege is a privilege given by Butler High School to our students who have demonstrated a consistently good record of scholarship, reliability, and self-responsibility, and this privilege can be revoked at the discretion of the administration or if a student does not meet the qualifications aforementioned.

## NATIONAL HONOR SOCIETY SELECTION CRITERIA

Membership in the National Honor Society (NHS) is the highest honor accorded to a high school student. To gain membership, students must meet rigorous standards in four areas: scholarship, service, leadership, and character. The entire faculty evaluates the leadership and character of the candidates. A select committee of five faculty members will then convene to review each application and vote upon the qualifications of each prospective member. The Butler High School Chapter of NHS has adopted the standards of the National Association of Secondary School Principals.

### SCHOLARSHIP

1. **Class of 2024, 2025, and 2026:** Students must have a cumulative grade point average of **3.5** or better on a weighted scale.
  - a. **Class of 2027:** Students must have a cumulative grade point average of **3.75** or better on a weighted scale.
2. Students must maintain a minimum of three 5-credit courses in any year, coming from the following departments: English, Social Studies, World Language, Science, or Mathematics.

### SERVICE:

#### A: Service to Community:

1. A student must show continuing service to the school or community for the required amount of hours (see below). Service is defined as assisting others without compensation.
  - a. The minimum requirements of hours for juniors applying is **30** hours (ten a year).
  - b. The minimum requirement of hours for seniors applying is **40** hours (ten a year, plus the summer going into senior year).
  - c. **Class of 2027:** The minimum requirement of hours for members of the class of 2027 applying for membership is 45 hours (fifteen a year).
2. A student should provide documentation of hours, on official letterhead, as well as contact information.
3. NOTE: Any service performed during school hours or for a school club function counts as participation for that organization, such as student council or Interact- **not community service**. It may not be listed with the community service component described below.
4. Acceptable community service options are as follows:  
**Organizations:**
  - a. Houses of Worship
  - b. Emergency/Medical Services Volunteer

- c. Recreation Team Coach
- d. Animal Shelter Volunteer
- e. Hospital/Nursing Home Volunteer
- f. Soup Kitchen/Food Pantry Volunteer
- g. Girl Scouts or Boy Scouts
- h. Service to any other organization that the faculty council assigned for that year finds acceptable

**Events:**

- a. Community cleanups (i.e. Bloomingdale Cleanup Day, Pequannock River Cleanup)
- b. Town/Borough events (i.e. Butler Day)
- c. Fundraising activities for non-profit charitable causes
- d. Any other type of service that the faculty council assigned for that year finds acceptable.

**B. Service to School:**

1. A student must show continuing service each year to the school in any of the following areas:
  - a. Class office and student government
  - b. Musical or theatrical productions
  - c. Athletics
  - d. Student publications
  - e. Approved clubs

**NOTE:** Students must demonstrate continued service/participation to **at least three** clubs, activities, sports, etc.

**LEADERSHIP**

The student who exercises leadership:

1. Is resourceful in proposing solutions to new problems, applying principles, and making suggestions.
2. Demonstrates leadership in the promotion of 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 constructive criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality – cheerfulness, friendliness, poise, and stability.
3. Upholds moral and ethical principles.
4. Complies with school regulations regarding property, programs, offices, 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 in and out 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, avoids cheating in written work and shows  
an unwillingness to profit from the mistakes of others.
10. Actively helps to rid the school of bad influences or environment.

The process if chosen for the National Honor Society will involve:

1. The process for selection to this chapter of the National Honor Society includes:
2. maintaining a 3.5 (or better) GPA by the end of the third marking period of the junior year, or at the end of the first marking period of the senior year;
3. completing the attached Data Sheet (a student resume)
4. Providing contact information and verification of community service from three different activities advisors;
5. writing a one-page essay on what you can contribute to this Honor Society chapter;
6. submitting all aspects by the deadline of May 12th, 2023 at 3pm;
7. a positive rating from the entire faculty;
8. selection by the Faculty Committee;
9. notification of the decision;
10. If accepted, attending a rehearsal after school for induction;
11. Attending induction and receiving your membership pin.

The following changes are will take effect for the 2024-2025 school year in regard to the application process for National Honor Society:

I. **Timeline for seniors:**

- A. Seniors will be eligible to apply (or reapply in select cases) at an earlier date than previous years. The application and admission process is outlined below:
- i. Applications will be sent to students' email accounts, and they will also be mailed to the students' home address on **September 15th, 2023**. The admission criteria is determined based upon the student's GPA at the end of their junior year. The necessary GPA is a 3.5 or higher.
  - ii. If interested in applying, student applications will be due to the NHS advisor (Ms. Beth Nash) by **Friday, September 29th at 3pm**. *This is a two week span for students to complete their application*. Applications can be completed digitally or by hand on a paper application.
  - iii. Decision letters will be sent out on (or before) **October 27th**. This allows for verifications to be completed and for the Faculty Council to convene and review applications.

B. **Application Criteria:**

- i. Applications must include the following:
  - a. a minimum of three activities (clubs, sports, etc.)-**one of these activities must be affiliated or run through BHS**
  - b. an essay where the student explains how they will contribute to the organization by referencing the four pillars of NHS (service, scholarship, character, and leadership). The essay length is suggested to be at least a page.
  - c. letters verifying community service from the organization in which the service was completed. These letters should explain the student's responsibilities and hours worked. **Community service should not be affiliated with family businesses or verified by family members**. As a reminder, community service cannot be activities in which payment was received.
- ii. Community service is required. The minimum requirement for community service hours is 40 hours. (This is a ten hour increase from the Spring application; however, this increase is due to expectation that community service was completed over the summer of 2023.
- iii. Faculty members are asked to provide feedback on the applicant's character and leadership within the classroom. This information remains confidential and will, under no circumstance, be revealed to the applicant. Additionally, a pattern should be established; one staff member's comment or ranking will not impact a student.

- iv. Advisors of activities and community service are also asked to provide feedback on the applicant's character and leadership within the organization indicated.

### C. Appealing a Decision

- i. If a student choose to appeal their decision of acceptance, they will be allowed to appeal the decision through a meeting. The National Honor Society adviser will be present for this meeting, as well as five staff members who will review the reasoning as to why the student was denied acceptance, listen to the student's appeal, and make an informed decision.
- ii. During this meeting, the student will present their application and discuss, in-depth, the reason for their denial. They should present information which highlights aspects that may have not been included, or were overlooked, during the initial decision process.
- iii. **The meeting will occur on Friday, November 1, 2024.** This day is scheduled as a staff in-service, so the students are scheduled to follow a delayed opening schedule that day. **These meetings, however, will occur during the time allotted for the teacher in-service. Meetings will be scheduled between 8am-9:30.**
- iv. These staff members will discuss and determine a decision, which will be relayed by the National Honor Society adviser by the end of the school day on Friday, November 3rd.

The following changes are will take effect for the 2024-2025 school year in regard to the application process for National Honor Society:

## II. The Class of 2025 and 2026 Application Process

### A. Timeline of Eligibility

- i. Applications will be sent to students' email accounts, and they will also be mailed to the students' home address. The determining GPA will be based on the student's **freshman and sophomore year, as well as their grades for the first marking period of junior year.** The necessary GPA is a 3.5 or higher.
- ii. Student applications will be due to the NHS advisor (Ms. Beth Nash) during the month of December (an exact date will be determined based on the ending of MP1 ). However, for planning purposes, all applications will be submitted prior to Winter Break. Students will be given approximately two-three weeks to complete their application. Applications can be completed digitally or by hand on a paper application.
- iii. Decisions will be made and relayed to students within one week after

returning from winter break. This means the decision will be communicated in January.

## **B. Application Criteria**

Applications must include the following:

- a. a minimum of three activities (clubs, sports, etc.)-**one of these activities must be affiliated or run through BHS**
  - b. an essay where the student explains how they will contribute to the organization by referencing the four pillars of NHS (service, scholarship, character, and leadership). The essay length is suggested to be at least a page.
  - c. letters verifying community service from the organization in which the service was completed. These letters should explain the student's responsibilities and hours worked. **Community service should not be affiliated with family businesses or verified by family members.** As a reminder, community service cannot be activities in which payment was received.
- ii. Community service is required. The minimum requirement for community service hours is 30 hours. (The hours should theoretically reflect ten hours a year).
  - iii. Faculty members are asked to provide feedback on the applicant's character and leadership within the classroom. This information remains confidential and will, under no circumstance, be revealed to the applicant. Additionally, a pattern should be established; one staff member's comment or ranking will not impact a student.
  - iv. Advisors of activities and community service are also asked to provide feedback on the applicant's character and leadership within the organization indicated.

## **C. Appealing a Decision**

- i. If a student choose to appeal their decision of acceptance, they will be allowed to appeal the decision through a meeting. The National Honor Society adviser will be present for this meeting, as well as five staff members who will review the reasoning as to why the student was denied acceptance, listen to the student's appeal, and make an informed decision.
- ii. During this meeting, the student will present their application and discuss, in-depth, the reason for their denial. They should present information which highlights aspects that may have not been included, or were overlooked, during the initial decision process.
- iii. **The meeting will occur on the delayed opening scheduled in January.** This day is scheduled as a staff in-service, so the students are scheduled to

follow a delayed opening schedule that day. **These meetings, however, will occur during the time allotted for the teacher in-service. Meetings will be scheduled between 8am-9:30.**

- iv. These staff members will discuss and determine a decision, which will be relayed by the National Honor Society adviser by the end of the day.

**D. Induction**

- i. Since juniors will receive a decision about their acceptance earlier than past years, this allows the induction ceremony to be held earlier.
- ii. The induction ceremony will be held on May 1, 2025. This allows for juniors to begin participating in the organization earlier than previous years. Additionally, the end of May and beginning of June are typically busy with events such as Prom and senior awards; therefore, this new timeline alleviates scheduling difficulties.

The following changes are will take effect for the **2025-2026** school year in regard to the application process for National Honor Society:

**III. The Class of 2027 and the Following Classes**

- A. The same criteria outlined above is applicable to the incoming Freshman class, the class of 2027, and those classes still to enter BHS.
- B. One difference to be highlighted is that the GPA requirement will increase. **The new GPA that will be the determining factor for students to receive applications is a 3.75**
- C. Secondly, **the minimum amount of community service will increase to 45 hours (15 a year)**, rather than 30 hours. Hours will still need to be verified by the organization, on their official letterhead, and cannot be completed at a family organization or verified by a family member.