

**BRICK TOWNSHIP HIGH SCHOOL**  
346 Chambers Bridge Road  
Brick, New Jersey 08723

**2011/2012 Student Handbook**

**This Handbook belongs to: \_\_\_\_\_**

**TABLE OF CONTENTS**

**GENERAL INFORMATION:** (Pages 3-14)

Administration.....	PAGE 4
Bell Schedule.....	PAGE 8, 9
Chain of Concern.....	PAGE 10
Crisis/Hotlines.....	PAGE 14
E-mail Address.....	PAGE 6
Emergency School Closings.....	PAGE 6
Faculty Members by Department.....	PAGE 13
Mailing Address.....	PAGE 6
Mascot.....	PAGE 6
Mission Statement.....	BACK COVER PAGE
Referral Agencies.....	PAGE 14
School Colors.....	PAGE 6
School Map.....	PAGE 12
School Year Calendar.....	PAGE 11
Telephone Numbers.....	PAGE 7
Welcome.....	PAGE 3
Brick Township Board of Education.....	PAGE 5

**ACADEMIC RELATED INFORMATION:** (Pages 15-20)

Academic Recognition.....	PAGE 18
Cheating Plagiarism/Honor Code/SAC.....	PAGE 20
Exams: Exemption Policy.....	PAGE 17
Exams: Make-up Examination Policy.....	PAGE 17
Exams: Final.....	PAGE 16
Final Failures.....	PAGE 18
Grading Scale.....	PAGE 15
Graduation Requirements.....	PAGE 18
Guidance Office.....	PAGE 15
Progress Reports.....	PAGE 16
Report Cards.....	PAGE 16
Scheduling Required Courses.....	PAGE 16
Intervention and Referral Services Committee	PAGE 19
Tutoring.....	PAGE 19
Dates for Marking Periods.....	PAGE 16

**ATTENDANCE RELATED INFORMATION:** (Pages 21-23)

Absence from School: Acceptable Reasons.....	PAGE 22
Absence from School: Unacceptable Reasons.....	PAGE 22
Change of Address.....	PAGE 23
Failure to Attend School/Harassment/Bullying.....	PAGE 23
Full Day of School Requirements.....	PAGE 22
Late to School.....	PAGE 22
Plagiarism/Medical Excuses/Leaving School Early..	PAGE 21

**ATTENDANCE RELATED INFORMATION - Continued:** (Pages 21-23)

Transfer Out of School Procedure.....	PAGE 22
---------------------------------------	---------

**ATHLETICS & EXTRACURRICULAR ACTIVITIES:** (Pages 24-31)

Athletics Teams by Season.....PAGE 29  
Class Advisors.....PAGE 25  
Club Descriptions.....PAGE 25-28  
Eligibility Policy-Athletics & Non-Athletics.....PAGE 30  
Extracurricular Activities.....PAGE 24  
Sportsmanship.....PAGE 31

**DISCIPLINE CONCERNS:** (Pages 31-38)

Cell Phone and Electronic Devices.....PAGE 38  
Detention.....PAGE 32  
Failure to Identify.....PAGE 33  
Food and Beverages.....PAGE 33  
G.A.S.P. ....PAGE 32  
General Rules.....PAGE 32  
Good Citizens.....PAGE 31  
Inappropriate Language.....PAGE 33  
Truancy/Leaving School Grounds.....PAGE 34  
Sent out of Class.....PAGE 33  
Social Probation.....PAGE 33  
Weapons in School/Assault/Graduation Attire..... PAGE 36  
Parking Lot/Student Parking/Class Cuts.....PAGE 35

**PROCEDURES:** (Pages 37-42)

After-School Activity Period.....PAGE 37  
Athletic Trainer.....PAGE 40  
Computer Usage.....PAGE 41  
Daily Announcements.....PAGE 41  
Emergency Preparedness.....PAGE 42  
Guests and Visitors.....PAGE 40  
Hall Passes/Conduct/Library Guidelines.....PAGE 37  
Lockers.....PAGE 39  
Nurse/Medication.....PAGE 40  
Physical Education.....PAGE 41  
Secret Societies.....PAGE 42

**PROCEDURES:** - Continued(Pages 37-42)

Student ID Badges.....PAGE 40  
Textbooks, Library Books, and Obligations.....PAGE 42  
Working Papers.....PAGE 41

**POLICIES:** (Pages 43-48- Continued)

Alcohol and Controlled Dangerous Substances Policy..PAGE 46A  
Bus Transportation.....PAGE 48  
Discrimination Grievance Procedure.....PAGE 46  
Equal Education Opportunities.....PAGE 46/47  
Motor Vehicles.....PAGE 43/44  
Smoking Ordinance.....PAGE 45  
Vandalism and Parental Liability.....PAGE 45

## WELCOME

Hello and welcome to Brick Township High School! Our school has always been proud of the many varied activities it offers to the students. By taking advantage of these programs you can meet new people with interests similar to your own.

Students are asked to take care of the handbook presented to them and review it with their parents, familiarizing themselves thoroughly with the contents in order to prevent any misunderstanding and disappointments. We trust that this handbook will aid you in maintaining the splendid achievements of your past years and insuring higher ideals for the future.

School spirit and pride are two very important feelings that will help to make your high school years become cherished memories.

We at Brick Township High School are proud of our community and our school program. It has been planned for those who wish to profit from it. Your participation and your suggestions are needed to make it stronger and better. Take advantage of what is offered to you now, so that you may profit from it later on in life. School spirit starts and ends with you.

**BRICK TOWNSHIP HIGH SCHOOL ADMINISTRATION**

**Principal:** Dennis Filippone

**Assistant Principals:** William Kennedy:  
Grade 11/Seniors H-O

William Kleissler  
Grade 10/Seniors P-Z

Ronald Sutter:  
Grade 9/Seniors A-G

**Supervisors:**

<b>English</b>	Barbara Bittenbinder
<b>Mathematics</b>	Patricia Wright
<b>Science</b>	Joanne Krausman
<b>Social Studies</b>	Anthony Caravella

**Director of Special Services:** Robyn Magovern

**Director of Athletics:** Bill Bruno

**To all Parents and Students: You may also refer to the Brick School District Website ([www.brickschools.org](http://www.brickschools.org)) for all Policies specific to:**

- Student Dress
- Electronic Devices
- Attendance
- Tardiness
- Loss of Credit
- Technology
- Student Discipline

**\*PLEASE NOTE: THESE POLICIES ARE 2010-11 AND ARE SUBJECT TO CHANGE. PLEASE CHECK THE DISTRICT WEBSITE FOR UPDATES.**

Brick Township  
Board of Education

2011-12

President	Ms. Sharon Kight
Vice President	Mr. John J. Talty
Member	Mr. Walter Campbell
Member	Mr. Len Cuppari
Member	Mr. Lawrence K. Reid
Member	Ms. Susan Suter
Member	Ms. Kim V. Terebush

**EMERGENCY SCHOOL CLOSINGS**

When it is necessary to close the schools due to inclement weather or emergency, announcements of the closing of the Brick Township Public Schools can be received on the following radio/television stations:

- WOBM - 92.7 FM and 1160 AM beg. at 5:30 a.m.
- WADB - 94.3 FM and 1310 AM - 15 & 45 min/hr.
- WKXW - 101.5 FM beg. at 6:00 a.m.
- WPST - 97.5 FM beg. at 6:00 a.m.
- BTV-20 - Comcast Channel 20
- Comcast Channel 42 News 12 NJ beginning at 5:30 a.m.

Please do not call the school, the Board of Education or the local or state police. None of these agencies is equipped to handle the hundreds of telephone calls that sometimes are received.

**BRICK TOWNSHIP HIGH SCHOOL: ADDRESS**

346 Chambersbridge Road  
Brick, NJ 08723

**BRICK TOWNSHIP HIGH SCHOOL: ONLINE**

District: [www.brickschools.org](http://www.brickschools.org)  
High School: Access from district page

**BTHS SCHOOL COLORS**

Kelly Green & White

**BTHS SCHOOL MASCOT**

Dragons

**BRICK TOWNSHIP HIGH SCHOOL TELEPHONE NUMBERS**

**Administration:**

Principal: Mr. Filippone Ext.2006

Assistant Principals:

Mr. Kennedy Ext. 2014  
All Juniors/Seniors H-O

Mr. Kleissler Ext.2093  
All Sophomores/Seniors P-Z

Mr. Sutter Ext.2029  
All Freshmen/Seniors A-G

**Athletic Department:** Ext.2038

Athletic Director: Mr. Bruno

**Curriculum Supervisors:** Ext.2018

Mrs. Bittenbinder English  
Mrs. Wright Mathematics  
Mrs. Krausman Science  
Mr. Caravella: Social Studies/World Language

**Student Services Office:** Ext.2048

Counselors: Ext.2043

Ms. Russell (A-DA) Mrs. Kuch (MI-RO)  
Mrs. Krichman (DE-HI) Mrs. Smith (RU-Z)  
Mrs. Biancella (I-ME)  
Special Services Counselor: Ext.2048  
Mr. McKnight (A-Z)

Student Assistance Counselor:

Mrs. Roland Ext.2048

**Child Study Team:** Ext.2043

Mrs. Dayton, Mrs. Sirico  
Ms. Van Schoick, Ms. Kelly, Ms. Luchi

**Nurse's Office:** East: Mrs. Pansini Ext.2037  
West: Mrs. Robinson Ext.2009

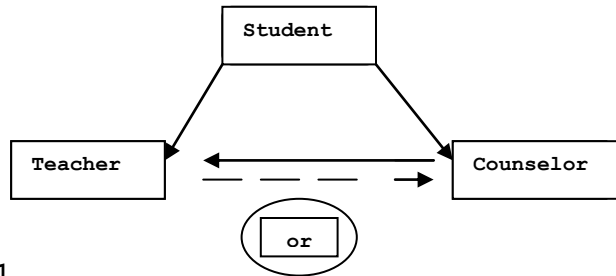
**Library:** Ms. Ruegsegger & Mrs. Kerrigan Ext.2020

**Athletic Trainer:** Mr. Jim Barber Ext.2078

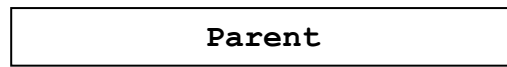
**School Based Office:** Mr. David Seegert Ext. 2095

## CHAIN OF CONCERN

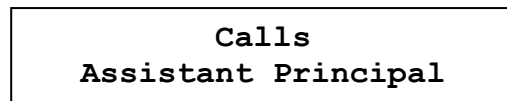
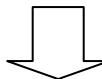
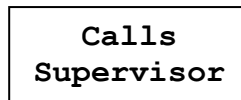
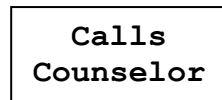
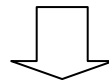
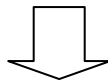
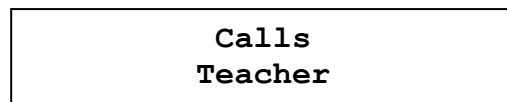
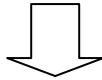
Communication is the Key  
Student Success is the Goal



STEP 1



STEP 2



If a student or parent has an academic concern, either or both should first confer with the teacher. (STEP 1)

If the concern persists, each or both may contact a Guidance Counselor or an area Supervisor who will assess the situation and will confer with any number of people dependent upon the circumstances. (STEP 2)

After all other avenues have been exhausted, the student or parent should make an appointment with the Assistant Principal. (STEP 3)

SCHOOL YEAR CALENDAR

SCHOOL MAP

## FACULTY MEMBERS BY DEPARTMENT

ENGLISH  
Ms. Cancel  
Mrs. Conti  
Mrs. Corblies  
Mrs. Farnsworth  
Ms. Gaydos  
Ms. Godek  
Mrs. Griggs  
Mrs. Jones  
Mrs. Kelsey  
Mrs. Kerr  
Mrs. Melillo  
Mrs. Rogers  
Ms. Scipione  
Mrs. Stansbury

### BUSINESS

Mrs. Kraft  
Mrs. Matthies  
Mrs. Schierbaum  
Mrs. Truex

### PHYSICAL EDUCATION

Mr. Adams  
Mr. Blair  
Mr. Calabro  
Mrs. Cangelosi  
Ms. DeFrancisco  
Mr. Groschel  
Mrs. Hall  
Mr. Handchen  
Mrs. Hehn  
Mr. Hudak  
Mr. Opacity  
Mrs. Wight

### CAREER & TECHNOLOGY

Mr. Bach  
Mrs. Bristol  
Mrs. Brixie  
Mrs. Damiano  
Mrs. Haug  
Mr. Lynch  
Mrs. Vetrini  
Mrs. Weber

MATH  
Mr. Barna  
Mr. Barnfield  
Mr. Burns  
Mr. Dougherty  
Mrs. Floyd  
Mr. Gooney  
Ms. Laffey  
Mr. Marvin  
Mrs. Millershoen  
Mrs. Page  
Mrs. Pedersen  
Ms. Scutro  
Mrs. Segreto  
Mrs. Struble

### SOCIAL STUDIES

Mr. Asaro  
Mr. Auriemma  
Mr. Berardinelli  
Mr. Caci  
Mr. Fletcher  
Mr. Mastandrea  
Mr. Marks  
Mr. McNamara  
Mr. Plesniarski

### WORLD LANGUAGE

Ms. Alwin  
Mrs. Dunham  
Mrs. Galvan  
Ms. McCullough  
Ms. Popow  
Mrs. Reid  
Ms. Shaw  
Mrs. Ventola  
Ms. Windeknecht

### SPECIAL EDUCATION

Mrs. Barry  
Mr. Burns  
Mrs. Crowley  
Mr. Dahl  
Mrs. Depoto  
Mr. Dowling  
Mrs. Errington  
Ms. Fogler  
Mrs. Francis  
Mrs. Hackett  
Ms. Hegadorn  
Mrs. Jacobs  
Mrs. Keever  
Mrs. Kimball  
Mr. Kretschmar  
Mr. Maestri  
Mrs. Morrison  
Mrs. Murray  
Ms. Petruzzello  
Mr. Powers  
Mrs. Rivera  
Mrs. Robinson  
Mrs. Ryan  
Mrs. Soltys  
Mrs. Vitullo  
Mrs. Vivino-Glancy  
Ms. Zeoli

### SCIENCE

Mr. Curatola  
Mrs. Diamond  
Ms. Dougherty  
Ms. Gerlock  
Ms. Lapsley  
Ms. Lorincz  
Mr. K. Lynch  
Mrs. McDevitt  
Mr. Reddan  
Ms. Woolley

### FINE ARTS

Mr. Bibelheimer  
Mr. Hankins  
Mr. Kraft  
Mr. Lyncheski  
Mrs. Roselli  
Mrs. Sala  
Mr. Warnick

## REFERRAL AGENCIES

Counseling & Referral Services of Brick Area  
270 Chambersbridge Road  
Brick, NJ 08723  
(732) 920-2700

Intervention Counseling Center of Meridian Health System  
1500 Route 88 West  
Brick, NJ 08723  
(732) 295-6417

Preferred Behavioral Health  
725 Airport Rd  
Lakewood, NJ 08701  
(732) 367-4700

Brick Behavioral Healthcare  
2890 Yorktown Blvd.  
Brick, NJ 08723  
(732) 920-5666

ADACO (Alcoholism & Drug Abuse Council of Ocean, Inc)  
1195 Rt. 70, suite H  
Lakewood, NJ 08701  
(732) 367 5515

Brick Municipal Alliance Committee  
270 Chambersbridge Road  
Brick, NJ 08723  
(732) 262-1074

## CRISIS HOTLINES

Family Crisis	732-506-5100
St Francis Counseling Center	732-370-4010/
(Date Rape/Sexual Assault)	609-494-1090
NJ Kid Care	1-800-701-0710
Ocean County Health Department	732-341-9700
PESS (Psychiatric Emergency Screening Services)	732-370-4010
Harbor House	732-929-0660
Dottie's House	732-262-2009
CONTACT	732-240-6100
Providence House Domestic Violence Shelter	732-244-8259
Covenant House Ninline	1-800-999-9999
Teen Crisis and Runaway Line	1-800-621-4000

## GUIDANCE DEPARTMENT

It is the function of the Guidance Department to assist each student in achieving the greatest possible benefits from his/her high school career. Students will be counseled in connection with the choice of subjects for the next year, problems pertaining to school, social adjustment, employment and future plans.

The Guidance Office has available a comprehensive library of college catalogs and training school brochures as well as a folder on scholarships for those interested in furthering their educations. Internet access is an integral component of this process. There are pamphlets describing specific occupations in the Guidance office for all students who wish to investigate possible fields of work.

The members of the department are interested in each student individually and are willing to help in any way possible. All are invited to come to the Guidance Office to discuss any problems with the counselors.

Parents are also welcome to use the facilities of the Guidance Department. The counselors are available by appointment for the convenience of those parents who are unable to keep a daytime appointment.

## GRADING SCALE

Each person will be marked by numbers, as follows:

0-69	Failure
70-74	D
75-84	C
85-91	B
92-100	A

It is the policy of the High School to grade pupils on the work done in the classroom, except in the case of special reports, notebooks, work, long essays and the like. Parents should understand that pupils who do not participate, or are unwilling to participate in classroom discussions cannot hope for satisfactory grades. Pupils are also expected to do satisfactory written work (including examinations) in the classroom when called upon to do so. It is the main aim of all departments of the school to develop accurate thinking and ability in oral and written expression in all pupils.

## SCHEDULING REQUIRED COURSES

The Program of Studies is the official statement of policies to which all students should refer and is available on line at our District Website.

## DATES FOR MARKING PERIODS

1 <sup>ST</sup> Marking Period	September 6 -November 9
2 <sup>ND</sup> Marking Period	November 14 - January 20
3 <sup>RD</sup> Marking Period	January 23 - March 30
4 <sup>TH</sup> Marking Period	April 2 - June 13

## REPORT CARDS

Report cards will be given out at the end of each marking period. There are four marking periods during the year. Report cards will be distributed on November 18, February 3, April 20, and June 15.

## PROGRESS REPORTS

Progress reports will be available online halfway through each marking period. They will be available online on October 7, December 16, Feb. 24, and May 11.

## EXAMS: Final

Final Examinations will be held on January 26, 27. June 8, 11 and 12. Subject to change due to weather school closings.

### **Examination Exemption Policy**

1. Freshmen and sophomores cannot be exempt from any exam.
2. Juniors may be exempt from two exams each semester if they qualify.
3. Seniors may be exempt from as many exams as they qualify.
4. To be exempt from a semester exam, students must achieve a 94.0 or better combined average for the previous two marking periods.
5. Students may choose not to be exempt and elect to take their examination with the understanding that the grade on that examination will be used in the calculation of final grades. Candidates for valedictorian and salutatorian of the graduating class should be aware of the effect of an examination on their final grade point average and should use discretion in deciding their course of action.

#### **\*Subject to revision**

**Make-Up Exams must be completed within (2) two weeks of the conclusion of the exam schedule.**

### **MAKE-UP EXAM POLICY**

Students who have missed an exam will have an opportunity to makeup the exam provided they meet the following criteria:

A) The absence must be accompanied by a doctor or parental note.

B) Verification is provided in writing by a parent or guardian.

C) Permission is granted by 1) the parent,  
2) teacher, and 3) Assistant Principal.

## **GRADUATION REQUIREMENTS**

All Students in the class of 2014 and 2015 and all subsequent classes will have to earn 130 credits and meet all State Requirements to graduate.

## **ACADEMIC RECOGNITION**

Brick Township High School is very proud of its students who distinguish themselves in their studies. This pride is reflected in various forms of recognition:

1. Honor Roll - To achieve Honor Roll status a student must earn a grade of 88.00 in all subjects with no failing grade. A new Honor Roll is issued after each report card.
2. Distinguished Honor Roll - Very much like Honor Roll except that the student must earn a grade of 94.00 or better in all subjects with no failing grades.
3. Honor Graduate - An Honor Graduate is one who has achieved a four-year cumulative weighted average of 94.00 or better. He or she is entitled to wear a gold stole with his or her cap and gown at graduation.

## **FINAL FAILURES**

There are three ways of receiving credit in a subject which a pupil has failed.

1. By taking and passing the subject in an approved summer school. This is highly recommended.
2. By tutoring not less than 60 hours with a tutor approved by the school: such approval to be obtained in writing before any tutoring is done.
3. By repeating the subject.
4. \*\*See "Summer School" heading for further information.

## **TUTORING**

A student may be tutored for credit under the following conditions:

1. Subject failed or to raise a grade:  
Sixty (60) hours of instruction for a full-year course; Thirty (30) hours of instruction for a half-year course.
2. Tutoring cannot be concurrent with Summer School.
3. One-to-One tutoring situation.
4. Tutor must be certified in the subject area.
5. Student cannot be tutored in more than two subjects in one year.
6. Tutor must follow school's Course of Study.
7. Student must pass school-administered examination upon request.
8. Tutor must be approved by the principal.
9. Tutoring may not be done in school.
10. Grades and credits will be issued by the school only.
11. Tutor may not be the teacher who originally failed the student.
12. Permission to tutor will be granted only when all other remedies have been exhausted.
13. Tutoring may not be done by a relative.
14. No student may gain more than ten (10) credits by tutoring and summer school combined.

## **Intervention and Referral Services Committee/I & RS**

The Intervention and Referral Services Committee is an interdisciplinary committee whose members identify, refer, and provide support services for the at-risk student. The committee meets on a regularly scheduled basis in order to make recommendations regarding students who have been referred to them. The goal is to facilitate early identification of students with any special needs.

### **STUDENT ASSISTANCE COUNSELOR (SAC)**

The Brick Township Public School District employs Mrs. Lori Roland, a full-time staff member who is responsible for coordinating the Student Assistance Program at BTHS. The program provides counseling services to students and their families with school, peer, family, alcohol, and or drug-related problems.

The high school Student Assistance Coordinator (SAC) has an office located in the Guidance Office. Students seeking help for themselves, family members, or friends should contact Mrs. Roland's office. It is important to note that information is protected by Federal Laws of Confidentiality.

### **CHEATING/PLAGIARISM** **(Honor Code Mission Statement)**

The staff of Brick Township High School values academic integrity and recognizes that cheating and plagiarism compromise a student's honor. The staff is committed to the development of character and social responsibility, which includes standards of honesty, sincerity, and respect. In order to protect this integrity and the rights of all students, this mission statement has been formulated.

Students are responsible and accountable for personally upholding these principles. Cheating will not be tolerated, and students found making false representations will face teacher-determined consequences of which it is the responsibility of the student to be aware. Any infraction of the honor code will result in a teacher-specific grade reduction and administrative documentation of the incident. Continued infractions of the honor code will result in further action and may have further implications such as removal from the National Honor Society, postponement of graduation, and interference with college admissions.

### **Definition of Plagiarism:**

To wrongfully give, take, or present information, such as copying homework or tests.

To represent someone else's ideas or work as one's own, such as cutting and pasting from the Internet or purchasing a research paper.

To knowingly supply someone else with one's answers, ideas, or work, such as homework, research papers, previously used notebooks, or presentations.

To use unauthorized aids or communication during testing or on any assignment, such as a cheat sheet or text messaging.

To alter or forge official documents such as report cards, parking permits, or signatures.

### **MEDICAL EXCUSES**

1. May be granted for Physical Education only.
2. Medical excuses for eight to ten weeks will be assigned to administrative placement or library
3. Medical excuses of one marking period will receive a MED on their report card.
4. If the student receives at least two quarterly grades, these will be averaged for the year and full credit will be given.
5. If the student does not receive two quarterly grades, the grade for the year will be MED and requirement waived.
6. Medical excuses must identify specific dates for the days excused

### **LEAVING SCHOOL EARLY**

Any student wishing to sign out early from school must bring a note to the Main Office prior to first block. This note should contain the home and/or work telephone number where a parent or guardian can be reached.

### **LATE TO SCHOOL**

Students are expected to be in their assigned locations when the bell signals to begin the day at 7:15. When students are late to school, they should follow the following procedures:

- **Should you arrive after 7:10 you must report to your regularly scheduled location.**
- **Should you arrive after 7:20 you are to report to the Main Office to sign in late.**
- Failure to do so could result in disciplinary action by the administration.

### **FULL SCHOOL DAY**

Students participating in ANY extra-curricular activities (sports, band, etc.) MUST be in school for two full blocks. This pertains to both practices and competitions/games. No Exceptions! Please also note that this applies to the Junior Prom and the Senior Ball.

### **TRANSFER/DROP PROCEDURE**

If you transfer out of Brick Township High School, a parent/guardian must come in to sign the appropriate papers. A Student Withdrawal form is obtained from the Guidance Office and is to be signed by your teachers after you have returned all equipment and supplies belonging to the school. When the form has been initialed by all teachers, it is to be returned to the Guidance Office and a transfer card will be issued.

### **CHANGE OF ADDRESS**

If you have a change of address, you must immediately provide the Main Office with proper documentation of your new address.

### **FAILURE TO ATTEND SCHOOL**

If the student is over sixteen (16) years of age and the parent/guardian cannot "show cause" why the student should be retained on rolls, the school administration shall notify the parent/guardian in writing that the student is being dropped from rolls for lack of attendance. The administration shall notify the Superintendent of this action.

If the student is under sixteen (16) years of age, the school administration shall review the student's attendance record to determine if extenuating circumstances pertain. If there are none, the school administration shall recommend that the student be referred to an appropriate authority or placed in an alternative school program. In addition to the communication process, reports will indicate absences in each subject each quarter.

### **HARASSMENT, BULLYING INTIMIDATION\***

Harassment, Bullying and Intimidation means any gesture or written, verbal or any electronic communication that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental physical or sensory handicap, or by any other distinguishing characteristic that takes place on school property, at any school sponsored event or on a school bus will be subject to school discipline through the administration.

**\*Please note: New Policy to be initiated in 2011. Please check District Website.**

**EXTRA CURRICULAR ACTIVITIES: 2011-2012**

Band Director (Marching Dragons)	Mr. Dave Lyncheski
Color Guard	Mr. Dave Lyncheski
Band Assistant Director	Mr. Frank Skerletts
Band Front Coordinator	Ms. Mary Beth Hegadorn
Booked on Wednesdays	Mrs. Marianne Kerrigan
Chess Team	Ms. Eileen McDevitt
Chorus	Mr. Paul Bibelheimer
Cooperative Business Education (CBE)	Mrs. Deborah Kraft
Computer Programming Club	Ms. Carolyn Segreto
Dance Team	Mrs. Angela Smith
Distributive Education Cooperative Assn.(DECA)	Mrs. Deborah Kraft
Drama Director	Ms. Jen Roebuck
Drama Assistant Director	Asst.Mr.Bibleheimer
Film Club	Mr. John Mastandrea
Forensics	Mrs. Ann Francis
Future Business Leaders of America (FBLA)	Mrs. Deborah Kraft
Future Educators of America	Mrs. Jill Jones/Mrs. Darcy Errington
GSA	Ms. Denelle Godek
Health Occupational Students of America (HOSA)	Mrs.Sandy Pansini/Elaine Robinson
Interact	Mr. John Lynch
Key Club	Ms. Amy Cancel
Knitting/Crocheting Club	Mrs. Ruegsegger
Leo Club (Lions)	Mr. Timothy Marks
Lit Chicks	Ms. Denelle Godek
Literary Magazine (Regaler)	Ms. Aimee Melillo
Math Club	Ms. Joanna Scutro
Mock Trial	Mr. Michael Fletcher
National Honor Society	Ms. Danielle Scippione/Mrs. Lisa Stansbury
Pal's Club	Miss Michelle Zeoli
Rotary Interact Club	Mr. John Lynch
School Newspaper (Flame)	Ms. Amy Cancel
Ski Club	Mr. William Kennedy
Spirit Club	Ms. Dyrin Dougherty
Student Literary Magazine ( <i>Regaler</i> )	Mrs. Patty Griggs
Student Government	Mr. John Mastandrea
Table Tennis Club	Mr. Terry Brown
UN Project	Mr. David Plesniarski
Yearbook ( <i>Challenge</i> )	Mrs. Kim Haug

## **CLASS ADVISORS**

Freshmen Class of 2015	Ms. C. Conti & Ms. J. Scutro
Sophomore Class of 2014	Mrs. N. Buell
Junior Class of 2013	Mr. S. Reddan
Senior Class of 2012	Mrs. C. Robinson/Mrs. E. Biancella

## **CLUB DESCRIPTIONS**

**COLOR GUARD**: The Color Guard is a part of the Marching Dragon Band. The guard provides a visual aspect of the show, adding color flair and grace to the music being played during the field show. The color guard learns skills including flag spinning, flag tossing, rifle work, saber work, and dance. The Color Guard participates in all Marching Dragon activities, as well as receives workshop instruction from various guest artists.

**WINTER GUARD**: The Winter Guard is a separate entity from the Color Guard. The Winter Guard uses the same skills as the Color Guard at a more advanced level. The Winter Guard travels throughout the Tri-State Area participating in various competitions during the winter season (Jan-Apr).

**JAZZ BAND**: The Jazz Band is an auditioned group that exists to learn about the Jazz style. Skills learned are advanced instrument techniques and improvisation. The Jazz Band participates in various competitions throughout the state during the Winter Season.

**WINTER DRUMLINE**: The Winter Drumline is a marching drumline consisting of snares, tenors, basses, as well as all pit equipment; electric bass, guitar, and piano. This group is competitive in nature, traveling throughout the Tri-State Area to attend competitions during the Winter season (Jan-Apr).

**FBLA**: Future Business Leaders of America-Phi Beta Lambda is a non-profit national education association of students preparing for business and business related fields. BTHS FBLA has twenty members and meets twice a month. Members participate in Leadership Conferences, regional and state competitions that are based on business and computer knowledge.

### **FBLA - Continued**

BTHS had several first place winners in 2004/2005! We also participated in several community and local fund raising activities to support community organizations including, Relay for Life, Ronald McDonald House, Jersey Shore Animal Shelter, and hosted a Prom fashion show. Several community and business leaders speak to the members of FBLA and provide insight related to careers in business. The club trip was to Great Adventure to help celebrate FBLA Day.

**HOSA:** Health Occupations Students of America is an organization involved in community-oriented, career-related, and leadership-developed activities. HOSA members have the opportunity, through programs and activities, to interact with professionals involved in health occupations.

**MATH TEAM:** The Math Team meets on the third Tuesday of every month at Toms River High School North. The team competes against high schools in the Ocean County Math League. The goal of the Math Team is to finish among the top against other schools using analytical skills.

**MULTICULTURAL CLUB:** The purpose of the Multicultural Club is to expose students to different cultures, customs, and language. The club meets twice a month and donates to UNICEF, celebrates holidays (ours and those of other cultures), have guest speakers, and travel on field trips.

**NATIONAL HONOR SOCIETY:** The Brick Township High School Chapter of the National Honor Society exemplifies scholarship, character, service, and leadership. Induction into such a prestigious organization is available to juniors and seniors with a minimum weighted GPA of 94.00. Admission is considered for those students who meet the challenging requirements set forth by the Brick Township High School Faculty Council. The application and evaluation processes begin in the fall and are quite demanding. Only those students who truly epitomize the four categories listed above will gain membership into NHS.

**ROTARY INTERACT CLUB:** Interact is a highly involved community service club that makes positive changes for members of the local and international communities. Interact members organize events including Thanksgiving food drives, Christmas toy drive, Ladacin sports day benefit, and the Relay for Life. Members of Interact share the belief that there is no substitute for hard work and selflessness and are seeking new members that have a strong sense of unity and are enthusiastic about community service.

**SPIRIT CLUB:** The Spirit Club is an extra-curricular activity that's purpose is to design and implement BTHS school-wide spirit activities and events. Members will frequently meet to discuss upcoming student functions that are designed to increase school spirit. Some previous events and activities include: decorating halls, fields and gymnasiums, coordinating "Spirit Week", annual dances, sports tournaments, and other fundraising activities.

**STUDENT GOVERNMENT ASSOCIATION:** The purpose of the Student Government (SGA) are many fold. Perhaps the most important one is to establish a great degree of cooperation within the school community. A major purpose of the SGA is to prepare ourselves for the more complete participation in our democracy. Good school citizens make good community citizens after graduation. The SGA then is the voice of the students, and at the same time it aids them to become useful citizens.

**SWEEP:** SWEEP is the environmental club of BTHS. The club takes pride in providing clean-ups around town and the development of the Dragon Meadow Project. The Dragon Meadow Project is a student developed and maintained wildlife sanctuary that is designed around the pond. The Dragon Meadow is located within the BTHS mall. The Club meets every Wednesday after school.

**TABLE TENNIS CLUB:** The purpose of the Table Tennis Club is to develop athletic skills necessary to participate in competitive table tennis while stressing good sportsmanship. The club meets every Tuesday and Thursday during the after school activity period in Cafeteria 1.

**YEARBOOK STAFF:** The staff of the *Challenge* yearbook is responsible for the publication of the annual yearbook. Students work with the advisor, selling advertising space to local merchants; writing copy; choosing, cropping, and/or photographing pictures; typing; editing; proofreading; etc. Students often stay after school or work independently on their own in order to complete assignments. No experience is necessary; all grade levels are welcome to join.

**S.T.R.O.N.G.** Striving Towards Respect and Opportunities for New Growth Faculty Advisor: Maria T. Fernandez

This ongoing weekly after-school group is an empowerment group for young women. S.T.R.O.N.G. aims to increase self-respect, self-confidence, self-assertiveness and self-awareness. Our objectives are to address pertinent issues affecting today's teenage girls such as emotional, physical and sexual health, positive body image, and improving communication skills and self-esteem. Participants will also learn about women's history and explore ways to address discrimination and violence against girls and women such as taking part in domestic violence awareness activities, such as "Take Back the Night" in the Fall.

**V.O.I.C.E.S.** Volunteer Opportunities in Community Enrichment for Students. Faculty Advisor: Michelle King

This ongoing weekly after-school group is a student run organization with the purpose of engaging in community service projects to raise awareness and contribute efforts for positive special events and other community efforts. Dottie's House will collaborate with our program and BMHS in the annual domestic violence awareness event, "Take Back the Night" in the Fall, making the event a well-orchestrated effort for all in the community. V.O.I.C.E.S. teaches the importance of community involvement, civic responsibility and student activism.

## ATHLETICS

### Fall Season

Cheerleading	Mrs. Copman
Cross Country (Boys)	Mr. Calabro
Cross Country (Girls)	Ms. Ms. McCullough
Field Hockey	Mrs. Triantafillos

Football	Mr. Dahl
Gymnastics	Ms. Olesky
Soccer (Boys)	Mr. K. Lynch
Soccer (Girls)	Mr. Berardinelli
Tennis (Girls)	Mr. R. Hudak
Volleyball	Mr. Roebuck

### Winter Season

Basketball (Boys)	TBA
Basketball (Girls)	TBA
Bowling (Boys)	TBA
Bowling (Girls)	TBA
Ice Hockey	TBA
Swimming (Boys)	TBA
Swimming (Girls)	TBA
Winter Track (Boys)	TBA
Winter Track (Girls)	TBA
Wrestling	TBA

### Spring Season

Baseball	TBA
Golf	TBA
Lacrosse Girls	TBA
Softball	TBA
Spring Track (Boys)	TBA
Spring Track (Girls)	TBA
Tennis (Boys)	TBA
Lacrosse Boys	TBA

Director of Athletics	Mr. Bruno
Athletic Trainer	Mr. Barber

Athletic Office Ext. 2038

## ELIGIBILITY

### **PART A - ATHLETICS**

**The NJSIAA requirements will be used to determine eligibility for Brick Township Public School Students.**

#### **Credit Requirements:**

- 1) To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) (30 beginning with the Class of 2014) required by the State of New Jersey for graduation (110) (120 beginning with the Class of 2014) during the immediate preceding academic year.
- 2) To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (13.75) (15 beginning with the Class of 2014) required by the State of New Jersey for graduation (110) (120 beginning with the Class of 2014) at the close of the preceding semester (January 31). Full year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

### **PART B - NON-ATHLETIC ACTIVITIES**

**The academic requirements for athletic eligibility will also pertain to non-athletic activities.**

1. The regulatory procedures outlined above for interscholastic athletics also apply for non-athletic activities.
2. Specific extra-curricular activities covered by this policy are:
  - a. Auxiliary Athletic Activities (cheerleaders, managers, & statisticians)
  - b. Marching Band Units and Auxiliary Marching Units.
  - c. Fine Arts (Chorus and Play Productions)
  - d. Publications - School Yearbook and School Newspaper.
  - e. List all extracurricular activities.

## NJSIAA RESPONSIBILITIES OF SPORTSMANSHIP

### **The Player:**

1. Treats opponents with respect.
2. Plays hard, but within the rules
3. Exercises self-control at all times, setting examples for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the school and community.

### **The Spectator:**

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player, applauds positive performances, does not heckle, jeer or distract players, and avoids the use of profane or obnoxious language and behavior.
5. Respects the judgment and strategy of the coach, and does not criticize players or coaches for the loss of a game.
6. Respects the property of others and the authority of those who administer competition.

## GOOD CITIZENS

Good citizens are those who realize that an education is the foundation upon which the rest of their lives will be built, and thus attempt to pursue high academic standards. They accept responsibility for their actions and strive for moral values and principles that demonstrate respect not only for themselves, but also for the rights and properties of others. They should not cheat on exams, use drugs or be arrested, smoke on school grounds, get GASP or be suspended.

Good citizens are responsible leaders who help others and contribute to the community in which they live. They should endeavor to help all students to develop a pride in their school and encourage participation in school activities.

## GENERAL RULES

In any school it is necessary that rules and regulations be established for the safety and well-being of all. Each student is expected to recognize that the school's authority extends from within the building itself to the walls surrounding it, to the parking lots, and to the buses and the bus stops. Some of the more common rules are as follows:

**Certain behavior simply cannot be tolerated in a school. Gang activity, (any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that maybe interpreted as such are prohibited), bringing weapons, fighting, throwing objects, food fights, being in possession of, or setting off firecrackers or stink bombs, disruption in GASP or assaulting other students or teachers, will result in out-of-school suspension and a Parent/Administrative re-entry conference.**

## DETENTION

Detention will begin promptly at 1:40 p.m. and will be in session until 2:40 p.m. on Monday, Tuesday, Wednesday, and Thursday. Any student who arrives late to detention will not be admitted and will be reassigned two(2) detentions. Students are expected to bring work for the entire period. Disruptive students will be immediately referred to their respective Assistant Principal for further disciplinary action. The following penalties will be applied for any student who misses an assigned detention without prior administrative approval:

First Offense:	Assignment of two(2) Detentions
Second Offense:	Assignment of Extended Detention 1:40PM - 4:15PM

## GASP

### Guided Alternative Suspension Program

This is a self contained, supervised, full day of school during which the student remains in one room. Each student is provided time to collect assignments from classroom teachers prior to the first day of GASP. It is the responsibility of the student to arrive to GASP prepared. The students are expected to complete the work assigned. Procedures and rules are given to students when the program is assigned. Removal from GASP will result in the immediate suspension from school. Any student who is assigned to the Guided Alternative School Program will not be permitted to attend a Vocational School Program or participate in an Early Release Program. Participation in clubs and athletics is removed from the time the Assistant Principal is aware of the Gasp assignment.

### SOCIAL PROBATION

Administrative discretion can prohibit any student from the Senior Ball and all other school activities/events based on the severity or chronology of discipline violations.

### SENT OUT OF CLASS

If a student is sent out of a class by a teacher (for any reason), he/she is to report immediately to the office of the Assistant Principal to whom he/she has been assigned.

### INAPPROPRIATE LANGUAGE

There is never any reason to be discourteous at any time. Insolence and defiance will not be tolerated. Penalties may include GASP or External Suspension. Profanity directed towards staff will result in a ten (10) day suspension.

### FOOD AND BEVERAGES

Students may not eat or drink in the halls, classrooms, auditorium, gymnasiums, library, or restrooms. Food and beverages may only be consumed in the cafeteria. Water may be obtained at appropriate times from the water fountains. Violation of this policy will result in the following penalties:

First Offense: Warning

Second Offense: Detention/Parent Notified

Subsequent: Suspension/Parent Notified

**\*In all cases, items in violation of this policy will be confiscated.**

### FAILURE TO IDENTIFY

In order to maintain a safe environment students and visitors are expected to possess proper documentation. Students are expected to identify themselves when asked to do so by a school employee. If a student fails to identify him or herself by name or ID badge, the student will be escorted to the nearest administrator and will face administrative discipline. **All students must have in their possession their student ID at all times.**

## TRUANCY

Truancy is an absence from school without prior knowledge of a parent or the school authorities. Since truancy is considered a serious offense, all such cases will be referred to the Asst. Principal for disciplinary action. Court action may be taken against the parent(s) or guardian(s) of the student. All classes missed as a result of truancy are considered cuts. **Students truant from school will receive a zero for any work missed in each class, including quizzes, tests, or report. They will be responsible for completing any assignment or obligation during the absence.**

1<sup>st</sup> Offense: 3 days GASP/Parental Notification  
2<sup>nd</sup> Offense: 5 days GASP/Parental Notification  
3<sup>rd</sup> Offense: 10 days GASP/Parental Notification  
Additional: 5 days External Suspension/Parental Notification  
Loss of credit and removal from class  
.

## LEAVING SCHOOL GROUNDS

For the protection of all students, no student may leave school without the permission of the administration.

### During Lunch:

First Offense: Two (2) Detentions  
Second Offense: One month suspension of driving privileges and three(3)days in GASP  
Subsequent: Suspension of driving privilege for the remainder of the school year and five (5)days in GASP

**\*\*\* If one or more classes are cut, additional consequences will be applied.\*\*\***

### **PARKING LOT:**

No student is permitted to go to a car or to the parking lots during the regular school day without written permission from an administrator. Failure to comply will result as follows:

First Offense: One (1) Detention

Second Offense: Two-week (2) suspension of driving privilege and two (2) detentions

Third Offense: One month suspension of driving privileges and three(2)days in GASP

Fourth Offense: Suspension of driving privilege for the remainder of the school year

### **CLASS CUTS**

A class cut is the deliberate miss of an assigned class or any other school assigned location. **Students will receive discipline for cutting classes at the discretion of the appropriate Assistant Principal. Discipline may include detention, extended detention, Saturday Detention, GASP or Suspension from school. Upon the 3<sup>rd</sup> confirmed cut, a student will be placed into Loss of Credit Status, will remain in the class, and may attend Summer School. Upon the 4<sup>th</sup> confirmed cut, a student will be removed from the class, placed into Administrative Placement and a loss of credit status, and will in ineligible for Summer School.**

### **Class Cut Penalties:**

Teachers will take attendance at the beginning of every period and keep accurate records for each student. Students who cut class shall receive a zero grade for any class work/tests missed. Penalties for cutting class shall be assigned as follows:

### **Full Year Courses:**

1<sup>st</sup> & 2<sup>nd</sup> Cut - Discretion of the Grade Level Administrator.

3<sup>rd</sup> Cut - Loss of Credit  
Remains in class  
Summer School eligible

4<sup>th</sup> Cut - Removal from class (Administrative Placement)  
No Credit for the course  
Eligible for Summer School with Principal Approval

## WEAPONS IN SCHOOL

Any student who possesses, handles or transmits an object that can reasonably be considered a weapon will be considered in violation of School Policy. This includes students who are: (1) on school grounds during and immediately before or after school hours, (2) on school grounds at any other time when the school is being used by a group, (3) off school grounds at any school activity, function or event, or (4) on a school bus.

This policy does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife, any chain and any other dangerous objects of no reasonable use to the pupil at school.

A student who violates this policy will be suspended or expelled according to the severity of the infraction and the police will be notified.

## ASSAULT (Fighting)

**Fighting** is considered extremely serious and will result in External Suspension for each offense. Parent(s) Guardian(s) will be notified immediately by the Administration to transport the student(s) home. A re-entry conference will be required upon their return to school.

It is recognized that one student may initiate a fight situation, and another may defend, but all students who fight will be suspended. Students are strongly advised to avoid a fight situation, to walk away and to seek the assistance of a teacher, counselor, or administrator when threatened or when fighting appears imminent.

**1<sup>st</sup> Offense**- Four (4) days External Suspension, Parental notification/Parental Conference.

**2<sup>nd</sup> Offense**- Ten (10) days External Suspension, Parental notification/Parental Conference.

**3<sup>rd</sup> Offense**- Ten (10) days External Suspension Pending and Administrative Hearing.

## GRADUATION ATTIRE

**Senior Ladies** are to wear a dress, skirt or light colored slacks and light colored shoes or light colored dress sandals for the ceremony. No flowers are to be worn on gowns.

**Senior Gentlemen** are to wear white collared shirts, dark shoes and dark trousers. (Jeans, shorts, sneakers, flip-flops, sandals and sunglasses are not acceptable for this occasion and will not be permitted.)

No deviations in dress will be allowed.

### AFTER-SCHOOL ACTIVITY REQUIREMENTS

Students who remain after school beyond dismissal MUST BE UNDER THE DIRECT SUPERVISION OF A BTHS STAFF MEMBER. Any student who is found unsupervised is in violation of school policy and subject to disciplinary action. Students will be escorted to Detention to await the end of the activity period. If multiple occasions occur, parents will be notified and administrative disciplinary action will be assigned.

### HALL PASSES AND CONDUCT

Whenever a student finds it necessary to leave a classroom or other instructional area, he/she **must obtain the proper pass from the teacher.** Except for emergency situations, students will not be permitted to leave a classroom during the first 10 minutes or last 10 minutes of any period. Students will only be admitted to Student Services, the Library, or the Nurses Office with a verified pass from the classroom teacher. **During passing time, students are expected to act in a safe and proper manner.** Running, loitering or loud talk is unacceptable and will result in disciplinary action.

### LIBRARY GUIDELINES

The BTHS Library Media Center is a welcoming place for students. We offer books, computers, Internet access, on-line databases, magazines and audio cassettes for your academic needs and personal reading pleasure. Our staff is happy to assist you at all times. In order to support the best interests of students and staff and to provide a studious learning environment, we expect students to adhere to the following rules:

Students must have an academic purpose for entering and staying in the library.

All students must present a proper pass from a subject area teacher upon entering the library (including lunch periods) - if the pass is not written on an official pass or the teacher's signature is not easily recognizable, students will be sent back to class.

All students must sign the white sign-in book upon entering the library.

Backpacks must be placed on shelves by library entrance - keep valuables & necessary supplies handy.

Books may be checked out for two weeks. They must be renewed or returned after that time.

If a computer is needed to carry out an assignment, the pass must state in writing that computer use is approved by the subject area teacher.

NO PASSES from substitute teachers will be accepted.

Computers are for educational purposes only.

No food, drink, wearing of hats or non-school related electronic devices allowed in the library.

Students are financially responsible for any library materials or equipment lost and/or damaged.

Students who abuse library privileges will lose those privileges.

After School - Library rules are the same as during regular school hours.

### **Telephone Usage**

#### **Cell Phones**

Any phone or electronic device that is exposed by a student will be confiscated. The item(s) will not be returned directly to the student. The device(s) will only be returned from the Main Office to a parent/guardian between the hours of 6:30AM - 3:00PM Monday through Friday when school is in session.

Repeat offenses will result in disciplinary consequences.

A discipline referral slip must be completed only if the student refuses to turn over the electronic device.

The Administrative offices will:

- Record the incident in Genesis
- Administer the appropriate discipline
- Inform the staff member if discipline is assigned for multiple offenses
- Turn over the item to the Main Office

The School Resource Officer will:

Hold items in his office for parents pick up

### LOCKERS

Each student is assigned a locker. Students are permitted to go to their lockers upon coming into the building in the morning, during the day at passing time and after dismissal at the end of the day. Each student should memorize his/her locker combination and not share it with anyone else. Students are not permitted to bring locks from home for their lockers. **Personal locks placed on lockers without permission will be removed and a new lock must be purchased in the main office.** The lock for your locker is loaned to you for the year (like a textbook). You are responsible for it. Lockers should be kept neat and clean; periodic inspections will be scheduled. If a locker is in need of repair, students should report the problem to the office. **Lockers are the property of BTHS and are subject to the periodic inspection by the school administrator. (18A:36-19.2)**

### GUESTS AND VISITORS

It is inconsiderate and against the rules to bring a guest or visitor to school without prior approval of the principal and teacher. In most cases, these requests will be denied unless there is a sound educational reason for the visit. **Approved visitors must sign in and out at the MAIN office.**

### STUDENT ID BADGES

For safety concerns, students are expected to have their student ID badges visible whenever they are on school grounds. The student's ID badge is intended to quickly identify each student.

### NURSE / MEDICATIONS

The school nurse is responsible for handling in-school student illness and school-related injuries. **Home injuries should be seen by the student's family doctor. Any student who needs to take medication during school hours must have a statement to this effect on file at the school,** signed by the prescribing physician and the parent or guardian. **Any medications, "over the counter" or prescription, must be administered ONLY by the school nurse.** Students distributing ANY such medications will be dealt with severely. All medications must remain in the original labeled container. School health personnel do not prescribe or give advice regarding medication or other care beyond first aid.

### DAILY ANNOUNCEMENTS

During homeroom each morning and before dismissal, general announcements are made. **It is important that EVERY student listen attentively to the daily announcements.** Many of the dates and times announced should be entered into this assignment book. It is expected (during announcements) that each student be seated and silent, thus ensuring that everyone will be knowledgeable about important school news as well as community events.

### WORKING PAPERS

To obtain working papers, a student must fulfill four requirements:

1. You must have a promise of employment filled out.
2. You must have a doctor's certificate verifying physical fitness.
3. You must have a school record form.
4. You must have a Birth Certificate.

After once obtaining working papers, for each new position, only the school record form and promise of employment are required. Working papers may be obtained in the Guidance Office (732-262-2500 ext.2048)

### COMPUTER USAGE

The computer network system is available for student use for academic purposes. A separate "Use of Computers" policy will be handed out to each student.

### PHYSICAL EDUCATION

New Jersey State Law requires that each student participate in physical education with the exception of those students who are medically excused by a doctor.

Each student is assigned a gym locker in which his/her clothes should be **locked** during gym classes. Use of a mesh drawstring bag or plain brown paper bag will help keep items secure while in the gym locker. Personal property must be closely monitored while in physical education. Watches, money and clothing should not be left unattended or in an unlocked locker. If an item is missing, it **MUST** be reported to the teacher as soon as possible.

**Preparations Requirements**

1. Sneakers that tie
2. Appropriate shirt
3. Socks
4. Sweat pants or shorts

**TEXTBOOKS, LIBRARY BOOKS, AND OBLIGATIONS**

Students are responsible for the textbooks, materials, etc. that they receive during the school year. Books are to be used but not abused. Any books damaged by a student must be paid for before the close of school.

Books must be kept covered at all times.

A fine will be placed on overdue library books and payment is required for missing textbooks, etc. Students not fulfilling their obligations to pay fines or for lost items will not be issued a report card or diploma until the obligations are met. When a textbook, etc. is lost or stolen the student must report this to the teacher as soon as possible. When a textbook, etc. is found it should be turned in to the teacher or main office.

**EMERGENCY PREPAREDNESS**

New Jersey public schools are required to have a emergency response drill every month. Emergency Code Procedures will be reviewed on the first day of school as to how students must respond in the event of a crisis. When the fire alarm sounds, all students must exit the building according to diagrams in each classroom. When leaving the classroom, form a line and follow the teacher's direction--do not talk. Walk fast--do not run. Once outside the building, stop and stand quietly in the place specified until the signal to return to the building is given.

**SECRET SOCIETIES**

Secret Societies are not permitted in public secondary schools in the State of New Jersey. All clubs and activities must be approved by the building administration and the Board of Education.

## MOTOR VEHICLES

The Brick Township Board of Education has adopted a policy with regard to driving personal vehicles to school (Policy # 5131.3R). A full policy is printed on the back of each Student Driving Contract. In accordance with the policy and Township Ordinance #438-4-96, a student must possess a valid parking permit issued by the school administrator that is properly displayed. Failure to register and display the appropriate parking permit will result in the issuing of a summons and/or towing of the vehicle in accordance with Brick Township Ordinance. Penalties for various driving violations will be outlined in the Student Driving Contract that is signed by students and parents when registration takes place. Students may park **ONLY** in designated student parking spots on campus. **Parking is not allowed off campus.** Failure to adhere to this policy will result in disciplinary measures. **Board of Education Brick Township High School Student Motor Vehicles Policy Policy No. 5131.3R** A copy of the Board of Education's Policy governing motor vehicles and regulations shall be issued to each student who applies for a parking permit

An application for a parking permit shall be completed by each student, listing pertinent information including driver's license number, name of applicant, address, date of birth, owner of the vehicle to be driven to school, vehicle registration number, year, make, model and color of car.

The principal shall have cause to retain in the principal's office the completed application for a parking permit allowing students to drive and park on school property and parking permit number.

As per Board of Education policy, any student receiving a parking permit will be subject to random drug testing throughout the school year. The testing will be initiated by the administration and conducted through the nurse's office.

Any student who possesses a valid parking permit must display it on the rearview mirror (with the number facing out). Parking permits may not be transferred to other individuals.

A student who, for whatever reason, drives to school in a vehicle without a parking permit must report the information to the attendance office upon arrival at school.

**VEHICLES PARKED ON SCHOOL PROPERTY DURING SCHOOL HOURS WITHOUT A PARKING PERMIT APPROPRIATELY DISPLAYED, OR FOR WHICH NO REPORT HAS BEEN MADE TO THE PRINCIPAL'S OFFICE, WILL BE SUBJECT TO HAVING THE VEHICLE TOWED AWAY. ANY TOWING FEES SHALL BE AT THE EXPENSE OF THE STUDENT OR OWNER OF THE VEHICLE AND ARE NOT THE RESPONSIBILITY OF THE SCHOOL.**

Driving to school and parking on school property is a privilege which may be revoked by the principal or higher authority.

**Policy No. 5131.3R**

It is the policy of the Board that students refrain from driving motor vehicles to and from school unless official permission has been granted by the Administration.

The Board shall permit students to park their motor vehicles in assigned parking areas on a priority basis established by the Board of Education. All motor vehicles including motorcycles, mopeds and the like shall be registered with the office of the school principal. Motor vehicles shall not be improperly used as a depository for substances or objects which are illegal or in violation of school rules or which constitute a threat to the health, safety and welfare of the occupants of the school building. In order to protect the school community from harm and to cooperate with the municipal or state authorities, a school official having reasonable grounds to suspect that a student has violated or is violating either the law of the State or the rules of the school, by depositing substances or objects which are illegal or otherwise violate school rules or which constitute a threat to the health, safety and/or welfare of the occupants of the school building shall enter the motor vehicle to inspect same. Students are not permitted to sit in parked motor vehicles or congregate in the parking area either prior to school, during the school day or prior to school opening or after closing. Notwithstanding anything to the contrary herein, the Board declares that the designated parking area shall constitute public places and shall conduct inspections at any time of any motor vehicle in said public place without any reason, cause or notice. Students shall not have an expectation of privacy in their motor vehicles when on the school premises. Students shall be informed of this policy. The Superintendent shall promulgate regulations to implement this policy.

### **SMOKING ORDINANCE**

AN ORDINANCE BY THE TOWNSHIP OF BRICK SUPPLEMENTING CHAPTER 234 OF THE CODE OF THE TOWNSHIP OF BRICK PERTAINING TO THE PROHIBITION OF SMOKING ON SCHOOL GROUNDS.

**DEFINITION OF SMOKING:** The use of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco and/or similar products.

Any school board having a public school building or public property located within the Township of Brick shall make and enforce regulations to prohibit the use of tobacco products anywhere in the buildings and on its grounds except as part of a classroom instruction or theatrical production. The regulations shall also provide for additional specified limitations regarding smoking on the school grounds as designated by the Board of Education.

### **VANDALISM**

Students should not mark furniture, walls, ceilings, floors or equipment with pen, pencil, paint or any other instrument. Tampering with fire alarms, fire extinguishers, or any instructional equipment is strictly prohibited. Willful destruction of school property through vandalism or arson will result in severe disciplinary action and referral to appropriate legal authorities. Monetary restitution must also be made.

### **LIABILITY OF PARENT OR GUARDIANS OF MINORS FOR DAMAGE TO PROPERTY**

N.J.S.A. 18a:37-3 provides that the parent or guardian of any minor who willfully or maliciously damages public or non public property shall be liable for the amount of damages.

## **DISCRIMINATION GRIEVANCE PROCEDURE**

The following procedure shall be utilized in the Brick Township School District to deal with any grievance pertaining to issues of race, creed, color, sex, religion, ancestry, national origin, handicap, social or economic status against the faculty, administration, policies, procedure or facilities in the Brick Township Public Schools.

**GRIEVANCE:** A formal written complaint.

**GRIEVANT:** Any individual aggrieved by a decision or condition falling under the guidelines of Federal and/or State anti-discrimination laws.

**GRIEVANCE OFFICER:** The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints. The Deputy Superintendent of Schools shall act in this capacity.

**NOTE:** It is strongly recommended that the grievant make every attempt to rectify the situation in question through the building administration before following the procedure below:

## **EQUAL EDUCATIONAL OPPORTUNITY STUDENT GRIEVANCE PROCEDURE**

The School District shall provide an equal opportunity for all enrolled pupils to achieve their maximum potential through programs offered in its schools, regardless of race, color, creed, sex, ancestry, place of residence within the District, social or economic condition or non-applicable handicap. No pupil or staff member may harass any pupil of this District sexually or in any area covered by the above paragraph.

Such harassment is a denial of equal educational opportunity. Pupils and/or parents/guardians who wish to protest an alleged discriminatory or harassing action shall have the right to file a grievance with the Affirmative Action Officer of the school or the Building Principal.

## PROCEDURE

Step 1: The Grievant must present in written form the complaint to the responsible person designated as the Grievance Office (Use Grievance Report- Form A)

- a. If the grievant cannot file a written complaint an appointment must be made with the Grievance Officer to file an oral complaint.
- b. People with limited English or non-English speaking ability may file an oral complaint following the procedures outlined in ("a").

Step 2: The Grievance Officer has five working days to investigate and respond to the grievant. (Grievance Officer is to use the space provided on Grievance report - Form A)

Step 3: If not satisfied, the grievant may appeal within five (5) working days to the Superintendent or his designee (not the Grievance Officer). (Use Appeals-Form B)

Step 4: Response by the Superintendent or designee must be given within five (5) working days (Superintendent is to use space provided for an Appeal - Form B)

Step 5: If the grievant is not satisfied at this level, an appeal may be made within five (5) working days to the Brick Township Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal - Form). Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses and the right to cross examine and to compel the attendance of witnesses.

Step 6: - The Brick Township Board of Education shall respond to the grievant within twenty (20) calendar days. (Use space provided for an Appeal - Form C).

Step 7: - If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the Director of the Office for Civil Rights, Washington, D.C. The grievant maintains the right to bypass the grievance procedures and submit the complaint to the Officer of Civil Rights. Grievance Forms A, B, and C are available in each of the Administrative offices in the district and from the Affirmative Action Officer/Grievance Officer.

## BUS TRANSPORTATION

**The Bus driver is in complete charge of the bus and its occupants.** Students riding the bus must comply with the requests of the bus driver. A student is to ride the bus to which he/she is assigned. Because of overcrowded bus conditions, request to ride a different bus will not be honored unless a request is made in writing by the parent/guardian and submitted to the Assistant Principal's Office stating that an emergency or an extremely special need exists.

**ONLY TRUE EMERGENCY REQUESTS CAN BE HONORED.**

**Pupil transportation is a privilege which may be suspended.** All students conveyed shall act in a manner that will not jeopardize their safety or the safety of their fellow passengers, nor shall they distract the driver from his/her appointed duties. Students will be allowed off the bus only at school or **THEIR** designated bus stop. It is the responsibility of parents to see that children are so instructed.

Should the driver feel a student's behavior on the bus is unacceptable, a Bus Conduct Report may be issued and an administrator will investigate the incident. Parents are contacted whenever a conduct report is given. **Should additional incidents occur, suspension of bus privileges may result. It is then the responsibility of the parents to get their child to and from school, and the following procedures will be used in dealing with inappropriate bus behavior:**

- 1<sup>ST</sup> Offense      Minor violation will lead to parent notification and warning letter in the student's file.
  
- 2<sup>nd</sup> Offense      May include the following: Extended Detention, Saturday detention, G.A.S.P. or Suspension of riding privileges.