

BOGOTA
Junior/Senior High School
Home of the Buccaneers

STUDENT HANDBOOK

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WELCOME TO BOGOTA JUNIOR/SENIOR HIGH SCHOOL

Every young person wonders what his/her future will be. Setting realistic goals and taking full advantage of the educational opportunities afforded you at Bogota High School will produce great rewards.

Now is the time to train yourself to be the kind of worthwhile citizen you would like to be. This means respect for the rights of others, a sense of responsibility to your family, your friends, your school and yourself.

You hold the key to your future. Set your expectations as high as possible. Communicate and share your experiences, and determine to be a productive member of our community.

BOGOTA HIGH SCHOOL PHILOSOPHY

Our educational philosophy is based on the belief in one's ability to face the world with his/her own skills and to solve his/her problems through his/her own intelligence. We strive toward a school system that is fair to both the vocationally oriented as to the academically oriented, one which, meets the separate needs of each, fosters an empathy that is the deepest root of democracy. To think effectively, to communicate thought, to make relevant judgments, to discriminate among values ... these are the abilities we seek to develop in the young. Each of these is an indispensable co-existent function of a maturing mind.

STATEMENT OF OBJECTIVES

1. To have each student appreciate the advantage of American citizenship under a democratic form of government and assist him/her to become, both immediately and in the future, the best type of citizen he/she can.
2. To stimulate the improvement of basic skills and health, as well as to further develop appreciation of aesthetic values.
3. To provide a wide range of subjects so as to adequately prepare all students, whether they plan to choose further education, an economic field, or home life.
4. To create in the pupil a desire for continual growth in leadership, personality, and character by helping him/her to attain mental, physical, moral, social, and emotional maturity.

TRADITIONS

BOGOTA BUCS

This handbook has been prepared for the students of Bogota Junior/Senior High School. The explanation of the organization of the school, the program, the activities, and some traditional rules and regulations should answer many questions for students. Members of the administration, faculty and student congress will be happy to answer any specific question.

COLORS & SONG

The colors of Bogota Jr./Sr. High School are purple and gold. Traditionally, students wear clothing or emblems with purple and gold on game days to the games. The Alma Mater is the official school song. It is sung at assemblies and at graduation. The words appear on the last page of this handbook.

PUBLICATIONS

The school yearbook, *The Purple "B,"* is a pictorial presentation of the school year in review. Its major emphasis is on senior activities but it appeals to students of all grade levels.

The Outlook is the literary publication composed of 'short stories, poems, essays and artwork submitted by the students of Bogota High School.

The school newspaper, *The Klaxon* is published periodically during the year. It provides a current review of' curricular and extra-curricular activities. Applications for staff membership can be made and selection is on the basis of journalistic ability. In addition, any student may contribute articles to the editor.

THE STUDENT PROGRAM

The Daily Time Schedule

The schedule provides for a student to attend seven periods, plus homeroom and lunch, on the regular time schedule. On the activity time schedule each class is shortened to provide for seven shortened periods, lunch, and an additional period to be utilized for an activity, usually a school assembly or class meeting.

All students should clear halls and classrooms by 2:50 p.m. unless engaged in a supervised activity.

Regular Session

Period 1 8:15 - 8:59
(5 min. H/R ends 9:04)
Period 2 9:08 - 9:52
Period 3 9:56-10:40
Period 4 10:44-11:28
Period 5 11:32-12:16
Period 6 12:20- 1:04
Period 7 1:08- 1:52
Period 8 1:56- 2:40

A.M. Assembly Schedule

Period 1 8:15 - 8:52
H/R 8:52 - 8:57
Activity 9:00-10:00
Pd 2 10:03- 10:40
Pd 3 10:43- 11:20
Pd 4 11:23- 12:00
Pd 5 12:03- 12:40
Pd 6 12:43- 1:20
Pd 7 1:23- 2:00
Pd 8 2:03- 2:40

Single Session

H/R 8:15 - 8:20
Period 1 8:20 - 8:50
Period 2 8:53 - 9:23
Period 3 9:27 -9:57
Period 4 10:00 -10:30
Period 5 10:33 -11:03
Period 6 11:06 -11:36
Period 7 11:39 -12:09
Period 8 12:12 -12:42

Grades 7 & 8 periods 1-3 Regular Schedule:

Period 1-2 8:15-9:30
H/R 8:59-9:04
Period 2-3 9:34-10:40

Extended H/R Schedule

Period 1 8:15- 8:57
H/R 8:57 - 9:17
Period 2 9:21 -10:03
Period 3 10:07-10:49
Period 4 10:53-11:35
Period 5 11:39-12:21
12:25- 1:07 Pd 6
Period 7 1:11- 1:53
1:57- 2:40 Pd 8

P.M. Assembly Schedule

Period 1 8:15 - 8:52
H/R 8:52 - 8:57
Pd 2 9:00 - 9:37
Pd 3 9:40 - 10:17
Pd 4 10:20 - 10:57
Pd 5 11:00 - 11:37
11:40 - 12:17 Pd 6
Pd 7 12:20 - 12:57
1:00 - 1:37 Pd 8
Activity 1:40 - 2:40

Delayed Opening

H/R 9:50 - 9:55
Pd1 9:55 - 10:29
Pd 2 10:32 - 11:06
Pd 3 11:09 - 11:43
Pd 4 11:46 - 12:20
Pd 5 12:23 - 12:57
1:00 - 1:34
Pd 7 1:37 - 2:11
2:14 - 2:48
Period 6
Period 8

STUDENT CONGRESS/CLASS OFFICERS

The Student Congress/Class Officers is the body of elected representatives of the students and is responsible for all projects necessary for the general welfare of the student body except in those areas, which must be handled by the administration. It is comprised of elected homeroom representative and five elected officers; the President, Vice President, Secretary, Treasurer and the Assistant Secretary. The president not only presides at the Student Congress meetings, but also at meetings of the entire student body such as assembly programs. Elections are held each year in the middle of May for the positions of President, Vice President, Treasurer and Assistant Secretary. The Assistant Secretary moves up each year to the position of Secretary. To be eligible for Student Congress/Class officers, students must demonstrate a positive behavior and passing grades. Students who fail to maintain these standards may be removed from their position.

PREAMBLE AND CONSTITUTION OF THE STUDENT CONGRESS OF BOGOTA HIGH SCHOOL

We, the students of Bogota High School, in order to foster, maintain, and support good school citizenship, to insure a spirit of cooperation among students and faculty, to coordinate the various authorized school activities, to establish and maintain a system of democratic student government, to maintain a forum for discussion of questions of interest to the Student Body, do ordain and establish this constitution for the Student Body of Bogota High School.

A full copy of the Constitution is available through the Student Congress or the Main Office.

STUDENT REGULATIONS

STUDENT CODE OF CONDUCT

Bogota Junior/Senior High School's Policy seeks to ensure that all students are treated equitably. These standards of conduct apply to all students during school hours, before and after school while on school property, traveling to and from school, and at all school sponsored events. Furthermore, these standards of conduct apply off of school grounds when misconduct can be demonstrated to negatively impact the educational process or endanger the health, safety, welfare or morals of our school community.

Throughout this disciplinary policy it is of utmost importance that there be cooperation between the school and the home. Parents/Guardians **MUST** be kept informed of their child's conduct in school.

Of course, a student's age, maturational level, handicapping condition and intent are all to be considered when determining a level of severity. For classified students, there should be notification to the Child Study Team whenever there is a recommendation for an out of school suspension.

DISCIPLINARY INFRACTION**Range of Consequence**

Disruptive Behavior	1 to 3
Late to Class.....	1 to 3
Verbal Threats to Students	1 to 3
Disregard for School Authority.....	1 to 4
(Insubordination, Willful Disobedience)	
Using Profanity, Obscene Language, Obscene Gestures...	1 to 4
Using Racial, Ethnic, National Origin, Religious, Gender or Sexual Orientation Slurs.....	1 to 4
Truancy	2 to 3
Cutting Class	2 to 4
Gambling	2 to 4
In Unauthorized Area.....	2 to 4
Lying or Giving False Information, Forgery, etc.	2 to 4
Scholastic Dishonesty – Cheating, Plagiarizing	2 to 4
Smoking	2 to 4
Leaving Class or School Grounds without permission.....	3 to 4
Unlawful Assembly	3 to 4
Engaging in Sexual Harassment, Inappropriate Contact	3 to 5
Theft	3 to 5
Verbal Threats to Staff.....	3 to 5
Engaging in Intimidation, Coercion or Extortion	4 to 5
Engaging in or causing behavior off the school premises that can be demonstrated to negatively impact the educational process or which presents a danger to the health, safety, morals, or welfare of the school community. A nexus (connection) between the act and the school must be demonstrated.	
.....	4 to 6
Falsely Activating a Fire Alarm, Bomb Threat, or other Disaster Alarm.....	4 to 6
Vandalism – Intentional Damage to Property belonging to School Staff or other Students.....	4 to 6
Physical Attack of another Student.....	5
Engaging in Behavior Which Creates a Substantial Risk of or Results in Injury (e.g. arson, incitement to riot)	5 to 6
Fighting.....	5 to 6
Physical Assault of Staff	5 to 6
Sale of OR Distribution of Alcohol or Controlled Dangerous Substance.....	5 to 6
Use and/or possession of Alcohol or Controlled Dangerous Substance.....	5 to 6
Weapon Possession.....	5 to 6

INTERVENTION MEASURES AND CONSEQUENCES

Range	Minimum Consequence	Maximum Consequence
1	Student-Teacher conference	Reprimand by teacher/dean Parent Contact Detention up to two (2) days
2	Reprimand by teacher Home Contact Detention up to two (2) days	Parent Conference with dean Reprimand by dean, A/P PM Suspension up to two (2) days Alternative to Suspension
3	Parent Conference Reprimand by A/P PM susp. up to two (2) days Alternative to Suspension	Saturday Suspension one (1) day Individual counseling Guidance Conf. – parent/student Police Report filed
4	Saturday susp. One (1) day Individual Counseling Guidance Conf.-parent/student Police Report filed Alternative to Suspension	Restitution Possible Intervention by School Psychologist Withdrawal of Course Credit Out of School Suspension (OSS) up to three (3) days Parent/Student/AP Conf. Police Complaint filed (when applicable)
5	Restitution Possible Interv. By School Psychologist Withdrawal of Course Credit OSS up to three (3) days Parent/Student/AP Conf. Police Complaint filed (when applicable) Alternative to Suspension	OSS up to ten (10) days Parent/Student/AP Conf.
6	OSS up to ten (10) days Parent/Student/AP Conference Alternative to Suspension	OSS pending Bd of Ed hearing (may result in continued suspension or expulsion)

HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe 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.

WEAPONS AND DANGEROUS INSTRUMENTS

Dangerous weapons shall include switchblade knives, gravity knives, stilettos, straight razors, chains, blackjacks, brass knuckles, guns and any other instruments that are carried with the intent of doing physical harm to another person. Such other instruments will include baseball bats, clubs, scissors, other sharp instruments and the like. Weapons shall include, but are not limited to, imitation weapons such as toy guns, toy knives, etc.

In the event that a student shall bring to school a weapon or dangerous instrument, the school principal shall confiscate the instrument, and the incident shall be reported to the police and superintendent's office immediately.

In the event that a student shall threaten another person with a knife or any other weapon, the student shall be controlled, if possible, and the incident reported immediately to the school principal who shall report immediately to the police and the superintendent of schools. In the event that the school principal is not present, the person or persons designated by the principal to be in charge shall report the incident immediately to the police and superintendent.

SUBSTANCE ABUSE

Board of Education Policy 5530, Board of Education Regulation R5530 -

The Board recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

Substance shall mean: alcoholic beverages, illegal drugs and/or controlled dangerous substances as defined by NJSA 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in NJSA 2A:170-25.9, or over-the-counter prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Substance abuse means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

The Board prohibits the use, possession, and/or distribution of a substance by pupils, staff, or others on school property, at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board.

SMOKING AND TOBACCO

Smoking, the use of tobacco or electronic cigarettes/vapors are not allowed on the grounds or in the building of Bogota Junior/Senior High School. Anyone in possession of or using cigarettes, chewing tobacco, lighters, and matches or smoking devices may be prosecuted in the full extent of the law.

ELECTRONIC INSTRUMENTS

The use of beepers and cellular phones is not permitted on the high school campus during the school day. Electronic instruments, including, but not limited to: beepers, cell phones, cameras, electronic games, portable mp3 players may not be used in school during the school day, unless allowed by the administration in certain areas at specific times. Electronic devices should be secured in book bags, pockets, or student lockers. If visible during the school day, the electronic instrument will be confiscated.

FORFEITURE OF STUDENT PRIVILEGES

Any student involved in serious or chronic discipline infractions may forfeit student privileges i.e., co and extra-curricular activities, prom, graduation ceremonies.

DRESS POLICY

Bogota Jr./Sr. High School students will be required to wear a school uniform. The uniform will consist of a BHS polo shirt that is provided by a specific vendor. The 7/8th Graders will be required to wear gold colored polo shirt, while the 9-12th graders will have a choice of either purple, grey or black colored polo shirts. All students will be required to wear khaki or black pants, shorts, skirts or Capri pants -which can be purchased from the vendor.

The administration reserves the right to discipline any student who is not dressed in the school uniform. Student may be held in the Main Office and parents may be notified of the student attire and will be given the opportunity to bring an appropriate uniform to school for their child, or to bring their child home to change into the uniform.

AFTER-SCHOOL DISCIPLINE PROGRAM (ASDP)

The objective of this program is to ensure, where possible, that the student is not academically penalized for breaking school rules. ASDP (after-school discipline program) is an alternative policy, designed to provide a learning experience as well as a disciplinary one.

Any student arriving late will make up the time at the next session of ASDP. Students must bring all books and materials needed for the entire day. Students must complete their assignments by the end of the day. Completed assignments will be given to the classroom teacher.

Students will be permitted to use the lavatory one time in the ASDP session. Any student taking more than five minutes will make up the time after school. If found, in any other area of the building he/she will be given additional suspension time. Students are not permitted to socialize while in the ASDP room.

Extra-curricular activities may be permitted unless the penalty assignment included suspension of the privileges.

DETENTION/PM SUSPENSION./SATURDAY SUSPENSION. (ASDP) RULES:

Students must report by 2:45PM on the day(s) of detention/PM suspension or 8:00 am on the day of a Saturday suspension.

Detentions will be served for one half hour (2:45PM–3:15PM). PM suspensions will be served for 2 hours (2:45PM–4:45PM). Saturday suspensions will be served for 3 hours (8:00AM–11:00 AM).

IN SCHOOL SUSPENSION

At times, a student's infraction may warrant an in school suspension (ISS) rather than an out of school suspension. Students will report to the main office at 8:15AM and be dismissed at 2:40PM. They will be denied the privilege of their regular schedule and school activities, and spend the day doing assigned work. Students will not disturb or talk to others, and will not be permitted to leave the room, except of emergencies. Lunch will be consumed in the suspension room from 11:50AM to 12:20PM. Failure to comply with these guidelines may result in the assessment of another day of ISS or other disciplinary measures.

OUT OF SCHOOL SUSPENSION

Conduct that shall constitute good cause for suspension (or expulsion) shall include, but not be limited to,

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any staff member, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, or in any way injure, or harass any student or staff member or theft of any property, shall be liable for punishment and/or suspension (or expulsion) from school.

As a consequence of a violation of school rules, students may be denied the opportunity to attend classes. This does not relieve the student of the responsibility for completing work due or assigned during the time of the suspension.

Students must remain off campus for the entire duration of the suspension (including after school hours). All work assigned during the suspension is due on the day of the return. During the day the student may receive both an AM and PM telephone call from the school. Failure to answer the call will cause the day not to count as a suspension, but as an absence.

RE-ADMISSION FOR RETURN FROM SUSPENSION

The student's PARENTS OR GUARDIAN must accompany the student to a meeting with an assistant principal. This is to be at the scheduled pre-school time. Re-admission conferences are generally held between 8:00 AM and end by 8:30 AM.

All work done during the suspension is due at the re-admission conference. A pass re-admitting the student will be provided. Without the pass, teachers will not allow the student to class and will mark the student absent.

ALTERNATIVE TO SUSPENSION

Students who have demonstrated an inability to reform after repeated violations may be required to attend an off-campus alternative suspension program. Initially, both the student and parent will join an administrator at the facility for an intake meeting and at the end of the week long program. Students will complete all school work during the program. Failure to complete the program will result in the student not being allowed to return to school.

EXPULSION

Pupils who are guilty of continued serious misconduct and who seriously interfere with the opportunity of other students to carry on their learning activities may be recommended to the Board of Education for Expulsion.

BOARD HEARING

The power to expel a student from the school system is vested solely in the Board of Education. If the actions or behavior of a student are such to warrant expulsion, the principal shall refer the case to the superintendent who shall place the case before the board.

Students who are guilty of continued serious misconduct and/or seriously interfere with the opportunity of other students to carry on their learning activities shall be recommended to the board for expulsion from Bogota Junior/Senior High School. The following steps shall be taken:

- Parent(s)/Guardian(s) notified.
- Student shall be referred to Child Study Team for evaluation.
- Student suspended from the high school.
- Board sets date for formal hearing.
- Board attorney arranges legal notices and prepares evidence.
- Board hearing is held.
- Board will meet to decide if student will be expelled from Bogota Junior/Senior High School.

ATTENDANCE POLICY

ATTENDANCE PROCEDURES

The goal of the Bogota Board of Education is to provide an appropriate educational program for every student enrolled in the schools of the district. Pupil participation in all regularly scheduled classroom activities is essential if the Board is to accomplish this goal. In addition, frequent absences from regularly scheduled classes disrupt the learning process and will not allow a student to receive the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day when school is in session or shall be engaged in other approved school activities, unless legally absent.

OVERVIEW

A student must be in attendance a minimum of 164 days to receive course credit. A student absent more than 16 days of school is liable for the penalties of this policy regardless if the absences are excused or unexcused. Class periods missed through tardiness to school, absence from school or early dismissal will be counted as absences. All absences will count toward this limit with the exception of the following non-countable absences: religious observance, doctor treated illness (doctor's note), court-ordered appearances, suspension from school, or death in the immediate family. Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement for that course is not fulfilled.

Parents have a direct responsibility to establish habits of punctuality and regular attendance. On the first day of an absence, parents are required to telephone the school. Students returning to school are required to submit a written excuse consisting of a note from the parent, the guardian, or the eighteen-year old indicating dates (s) of absence (s) and, the reason. All notes should be submitted to the Main Office upon arrival to school after an absence. A readmit slip will be issued to authorize the make-up of missed student assessments due to the absence.

Respecting a student's right to an education, the following plan of action utilizes due process and constructive measures of rehabilitation.

Days of Absence Full Year Course	Action Taken
8 th day	Letter sent to parent/guardian of student. Administrative contact with student and parent/guardian. Guidance Counselor notified.
12 th day	Letter sent to parent/guardian of student. Parent/student will be required to meet/conference with the Vice Principal.
16 th day	Meet/conference; notification will be sent by certified mail to the parent/guardian informing them that their student has reached the limit in absences.
17 th day	Notification will be sent by certified mail to the parent/guardian informing them of the student's non-credit status. The parent/guardian will have five (5) school days in which to appeal the non-credit status in writing to the Principal.

Participation in co-curricular activities is a privilege. A student must attend classes regularly in order to be eligible to participate in these activities.

Students who lose credit under the attendance policy guidelines will not be permitted to participate in co-curricular activities for the remainder of the school year. Students who exceed the 16 days in a non-credit class will lose co-curricular privileges.

TARDINESS TO SCHOOL

With each lateness to school, an afternoon detention is assessed. With the third such occurrence, a two hour detention will be issued. A day of absence will be attained for every three tardies. One absence will be recorded for each full period missed due to tardiness. All tardies will be totaled and added to the days of absence accumulated in the attendance policy.

Each dismissal from school, unless for administrative reasons, will be counted as an absence for the periods missed. Early dismissal during the last period of the day will be counted as one-third absence and totaled as in the tardy policy.

EARLY DISMISSAL

To the greatest extent possible, parents are encouraged to schedule medical or dental appointments for students during non-school hours. Each dismissal from school, unless for administrative reasons, will be counted as an absence for the periods missed. **No student will be released unless a parent/ guardian comes to the Main Office to pick up the student.** Early dismissal during the last period of the day will be counted as one-half absence and totaled as in the tardy policy.

MINIMUM ATTENDANCE REQUIREMENT FOR AFTER-SCHOOL ACTIVITIES

Students must be present in school on a given day in order to practice or participate in **ANY** extra-curricular or athletic after-school activity that same day. To that end, **students must sign in no later than 9:56 AM** (beginning of period 3) to be permitted to officially participate in a scheduled practice, competition, or game. Should a student's situation not fall within the above guidelines, the Principal or Vice Principal will render a decision.

CLASS CUTS

A cut is defined as absenting oneself without permission from scheduled periods, including classes, lunch, or activities such as assemblies.

Administrative action, as it relates to a cut from an assigned instructional or non-instructional period, will be addressed as follows:

1st occurrence	Written parental notification All work missed cannot be made up 2 days administrative detention assigned
2nd occurrence	Parental phone conference required All work missed cannot be made up On the second occurrence the student will be placed on a behavioral contract 4 days administrative detention assigned
3rd occurrence	Guidance intervention Mandatory parental conference All work missed cannot be made up 4 days administrative detention or PM suspension
4th occurrence	Guidance intervention Revised behavioral contract All work missed cannot be made up Mandatory student/parent/administrator conference One day OSS Loss of extra and co-curricular activities for remainder of the year
5th occurrence	The student will be denied credit for the course of the year. Students must remain in class in order to be eligible for summer school. Notification will be sent by certified mail to the parent/guardian informing them of the student's loss of credit. Two days OSS (unless credit denied)

The following procedure will be followed:

PETITION FOR APPEAL -A written petition must be submitted to the Principal by the student's parent/guardian, no later than five (5) school days after the receipt of no credit status. Failure to do so will forfeit the right to an appeal. If the student initiates an appeal, he/she must regularly attend school and class until his/her appeal is heard and a decision is rendered.

ATTENDANCE REVIEW BOARD -In keeping with the dictates of the due process procedure, the School Attendance Review Board will review cases brought by petition from the parent/guardian within (15) days of receipt. The appeal committee will be comprised of the Vice Principal, two teachers, School Nurse, Guidance Counselor of the appealing student and child study team caseworker, if appropriate.

REPEAT COURSE GUIDELINES/EARNING CREDIT

In the event that a student completes the course and earns a passing grade, but has not attended a sufficient number of days to earn credit, he/she will be awarded a grade of N/C (no credit.) In the event that a student completes the course and earns a failing grade, but has not attended a sufficient number of classes to earn credit, he/she will be awarded a grade of "F." In the case of seventh and eighth grade students, if a N/C (no credit) grade is awarded, the promotion policy applies. That means promotion for grade 7 to grade 8 is not automatic. The same is true for grade 8 to grade 9.

In either event students will have the option of attending a State approved summer school and earning both grade and credit.

GAMBLING

Student gambling of any form will not be tolerated. An administrator will handle infractions.

TELEPHONES

Students may use office phones with an administrator's approval.

HALL PASS

Any student who must be in the hall while classes are in session must obtain a hall pass before leaving the classroom.

CONDUCT IN HALLS

All students should pass quickly and quietly and conduct themselves in an orderly manner when passing from class to class. Students must not be in the hall without a pass while classes are in session.

RECYCLING

All students and staff are required to recycle. Each classroom and office has recycling receptacles.

SIGNS IN THE HALLWAYS

There is no posting of signs, posters, advertisements, or decorations without the permission of an administrator. All signs must be posted in designated areas only. The use of scotch tape is not permitted, only masking tape. All signs must be removed by the sponsors immediately following the event.

DEFACING AND DAMAGING SCHOOL PROPERTY

A student found defacing or damaging school property should be sent immediately to the office where suitable action will be taken. In all cases, a student will be fined for damage to school property along with possible disciplinary action.

WORKING PAPERS

Working papers are required for all persons fourteen years to eighteen years of age who are gainfully employed. They are issued for a specific job, but not as an overall authorization to work. Application forms are available in the Main Office. A birth certificate and evidence of a physical exam by a medical doctor must be shown to the secretary completing the papers. **OFFICE HOURS TO OBTAIN WORKING PAPERS WILL BE AFTER 2:40 P.M.**

GYM LOCKERS

Students are not assigned gym lockers. Students may put a lock on a gym locker only during his/her gym period. Students are not to put any personal valuables in their lockers. The Physical Education Department is not responsible for any personal items including those lost or stolen. However, if a student does have something of value, he/she is to give it to his/her physical education teacher to hold.

LOST & FOUND

Students have the responsibility of checking for any lost article and books in the nurse's office. In order to protect possessions, it is urged that all articles of gym apparel be marked plainly with the student's name. Further information concerning safekeeping of books, etc. will be found in the paragraph headed "Lockers."

STUDENTS IN THE BUILDING

Pupils are not permitted in the building when school is not in session unless they are in the company of a teacher or coach. Students who are in violation of this rule may be charged with trespassing.

STUDENT GUEST POLICY

Unfortunately, no student guests are permitted on campus due to district liability and insurance.

SUBSTITUTE TEACHERS

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. It is expected that a substitute teacher receive the highest courtesy and cooperation from students at all times. Students will be disciplined for any misbehavior.

LOCKERS

Each pupil will be assigned a hall locker and is solely responsible for any contents. Pupils are responsible for keeping the lockers neat, orderly, and locked at all times. If a locker cannot be opened, the condition must be reported immediately to the Main Office. There will be periodic inspections of the lockers by the teachers and administrators. Lockers are the property of the school system and subject to inspection as deemed necessary or appropriate. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individual to whom it is assigned. The school is not responsible for the loss of any material that is stored in lockers. Students are discouraged from keeping valuables/money in their lockers.

***Only combination locks purchased from the main office are permitted on student lockers.** These locks must be obtained from the school. It is required that all combinations be recorded in the office. Failure to do so may result in the removal of a student's lock by the school.

LEAVING SCHOOL

A student may not leave school property when school is in session, unless he/she has received permission from an administrator. The penalty for leaving school without permission is suspension.

IDENTIFICATION CARDS

Students will be issued an identification card. The Bogota Advisory Committee sponsors this program. Students should carry cards with them to receive entrance and/or discounts to school activities.

FIELD TRIPS

Students will be limited to one field trip per week and not more than three in a one-month period. It is the responsibility of the student to make up any work missed as a result of the field trip. A student's field trip privilege may be revoked as a result of poor academic performance, excessive absences, or for disciplinary reasons. If a student is absent on the last school day prior to the trip, the student is not permitted to attend the field trip.

DAILY ANNOUNCEMENTS

During homeroom each day, information relative to job opportunities, deadline dates for college admission, applications for scholarship, and applications for college entrance examination board tests will be announced as needed. Special announcements relative to school activities and other items of concern to students are also made.

SENIORS – OPEN LUNCH ATTENDANCE

Seniors and their parents must sign a contract in order to leave campus for the open lunch period.

A senior who does not return from lunch period because of illness (or any other reason) will not be excused from the absence unless he/she does the following:

1. Report to the Nurse/Administrator before leaving the building.
2. Receive a clearance from the Nurse/Administrator to be absent.
3. Contact a parent.
4. Initiates a telephone call from the parent when student arrives home.
5. Any student who does not adhere to the procedures of the senior open lunch period may lose his/her going out to lunch status along with detention/suspension.

Seniors who return late from lunch are to be addressed by their classroom teachers with the same procedure used for Class Tardiness.

LUNCH REGULATIONS

Bogota High School has a "closed" lunch schedule. Therefore, no students except seniors have the privilege of leaving the building for lunch.

The following directions apply for students eating lunch in the building:

- A. No student is to eat lunch anywhere but in the cafeteria. All students wishing to purchase hot lunches and/or dessert are to form a line at the left-hand door approaching the serving area.
- B. There is a "speed line" to the right where students who wish to purchase sandwiches, milk or ice cream may line up.
- C. All trays, plastic utensils and trash paper must be taken to the containers available for this purpose. Students are to be sure that the table is clean when they leave. Others will be eating there.
- D. Students must receive passes to use the lavatories from the lunchroom supervisors. There shall be no loitering in the halls or lavatories at any time.
- E. The lunchroom supervisors and aides have full authority to regulate conduct in the cafeteria. Failure to comply with their directions will result in administrative action.
- F. Students are not permitted to consume food or beverages outside the cafeteria.

- G. Students are not permitted to order lunch or have lunch brought into school from outside sources or vendors.
- H. GUM CHEWING IS NOT PERMITTED IN SCHOOL DURING THE SCHOOL DAY.

STORM DAYS

A Power School announcement will be made for school closures and/or delays.

Also, the following radio and TV stations will carry the announcements to close school: WINS (1010 on AM Dial), WVNJ (1160 on AM Dial), and NEWS 12 NJ (Channel 3 TV Cable).

The local fire alarm horn will be sounded at 7:00 a.m., 7:30 a.m., and 8:00 a.m. DO NOT CALL THE LOCAL POLICE.

The District website contains other valuable information and updates:

www.bogotaboec.com

THE GUIDANCE DEPARTMENT

The mission of the Bogota Jr. /Sr. High School's Counseling and Guidance department is to offer a development program that will meet the academic, social-emotional, and career planning needs of all Bogota students. Counselors help students maximize their academic achievement while acknowledging every student's individual and cultural uniqueness. In partnership with other educators, parents/guardians, and the community, counseling professionals strive to ensure that all students develop the skills, knowledge, and understanding necessary to be successful in our changing society. The counselors at Bogota Jr./Sr. High School provide a warm, safe, confidential environment to give students the opportunity to discuss any concerns that may have with a few exceptions listed below.

CONFIDENTIAL GUIDELINE

Students' confidentiality is very important to us but there are a few exceptions that require us to break confidentiality: Harm to self or other, abuse or neglect, court or legal proceeding and bullying.

GRADUATION REQUIREMENTS

For ALL HIGH SCHOOL STUDENTS: 120 CREDITS

- 4 years of study in English
- 4 years of study in Health and Physical Education
- 3 years of study in Science (Biology, Chemistry, Physics)
- 3 years of study in Social Studies (US History 1, US History 2, World History)
- 3 years of study in Mathematics (Algebra 1, Geometry, Algebra 2)
- 2 years of study in Fine/Performing/Practical Arts
- 2 years of study in World Languages
- ½ year of study in Financial Literacy
- 1 year of study 21st Century Life and Careers*
- 2.5 years of study in Electives

*District may employ a variety of strategies to enable students to satisfy the five-credit graduation requirement for the 21st Century Life and Careers or Career and Technical Education.

NJ TESTING REQUIREMENTS FOR CLASS of 2016, 2017, 2018 STATE TESTING REQUIREMENTS FOR GRADUATION

ENGLISH LANGUAGE ARTS	MATHEMATICS
PARCC ELA Grade 9 Or 10 Or 11 <i>passing score not yet determined by NJDOE</i>	PARCC Algebra I or Geometry or Algebra II <i>passing score not yet determined by NJDOE</i>
OR	OR
SAT Critical Reading score of 400 or more	SAT Math score of 400 or more
OR	OR
ACT Reading score of 16 or more	ACT Math score of 16 or more
OR	OR
Accuplacer: Write Placer score of 6 or more	Accuplacer Math: Elementary Algebra score of 76
OR	OR
PSAT Critical Reading score of 40 or more	PSAT Math score of 40 or more
OR	OR
ACT Aspire score of 422 or more	ACT Aspire score of 422 or more
OR	OR
ASVAB-AFQT score of 31 or more	ASVAB-AFQT score of 31 or more

Completion of the state-mandated Cross-Content Workplace Readiness requirement through career education instruction and activities infused into the curriculum.

DEFINITION OF IMPORTANT TERMS:

CREDIT POINT

The credit point is the New Jersey unit for quantitative evaluation of courses. The credit point is determined by the time spent in the classroom. One credit is equivalent to each period per week a full-year course is scheduled to meet; for example, a full-year course meeting 5 periods a week earns 5 credits; a full-year course meeting 6 periods a week earns 6 credits; a one-semester course meeting 5 periods a week earns 2 ½ credits.

COLLEGE ENTRANCE UNIT

The college entrance unit is used by colleges to express a quantitative evaluation of high school courses acceptable as preparation for college; one full-year course is evaluated as one unit. Acceptable units are determined by the college in question, and are usually given for college academic preparatory courses only. Although many of the more competitive colleges may prefer a much stronger program, in general, the minimum requirements for colleges are:

4 Years of English

3 Years of College Prep Mathematics (Algebra and Geometry)

3 Year of a Laboratory Science (Biology, Chemistry, General Science)

2 Years of one World Language

3 Years of Social Studies

5 Electives (additional courses in Foreign Language, English, Technology, Science, Social Studies, Mathematics, Business Education and the Arts)

REQUIRED COURSE

A required course is one, which all students at Bogota High School must successfully complete before satisfying the state and local requirements for graduation.

ELECTIVE COURSE

An elective course is any course other than the defined required courses; electives are chosen to complete a student's program after the required subjects are selected. A student may elect any course if he/she has met the specified prerequisite.

COMMUNITY SERVICE

The major purpose of our Community Service Program at Bogota Jr./Sr. High School is to communicate to everyone that a well-rounded education is more than achievement in the Core Curriculum. It is a program that will involve various agencies providing opportunities for students, families and staff members to become participants in helping meet the needs of many people. Students will be able to meet and work with people of all ages, capabilities and interests who will teach and enrich their lives.

As a result, Bogota Jr/Sr High School has made community service a graduation requirement. Students must complete a minimum of 35 hours of community service prior to the end of their senior year

GRADING POLICY

<u>Grade</u>	<u>Numerical Grade</u>	<u>AP/Honors Weight</u>	<u>Academic Weight</u>
A+	98 - 100	5.2 points	4.2 points
A	93 – 97	5.0	4.0
A-	90 – 92	4.8	3.8
B+	88 - 89	4.5	3.5
B	83 – 87	4.0	3.0
B-	80 – 82	3.8	2.8
C+	78 – 79	3.5	2.5
C	73 – 77	3.0	2.0
C-	70 – 72	2.8	1.8
D	65 – 69	2.0	1.0
F	0 – 64	0	0

CALCULATION OF GRADES:

There are four marking periods plus one final exam. The final exam is calculated as 1/5th of the student's final grade. For, example:

1 st marking period	-	A	=	4 points	
2 nd marking period	-	B	=	3 points	
3 rd marking period	-	C	=	2 points	
4 th marking period	-	A	=	4 points	
Final Exam	-	C	=	2 points	
				<hr/>	
				5 Grades	15 points

15 Points divided by 5 results in a B for the final average grade

A student may fail a course if he/she does not successfully complete the required book reports, exams, term papers, lab sheets, or other assigned projects.

PHYSICAL EDUCATION GRADING POLICY

All students, under State law, are required to take and pass 4 years of high school Health/Physical Education. Bogota High School policy requires each student to change into physical education attire (tee shirt, shorts/sweats, white socks and sneakers) and participate on a daily basis.

If a student accumulates 4 zeros during a marking period, he/she will fail that marking period. If a student accumulates 16 zeros during the school year, he/she will receive a failure for the year. State law requires this failure to be made up and passed.

ACADEMIC ACHIEVEMENT

HOMEWORK

The amount of homework will vary with the grade level and the class schedule. One and one-half hours to two hours of homework each night might be considered an average load.

REPORT CARDS

Report cards will be issued four times a year, approximately one week after the close of each marking period. Exact dates for the closing of the marking period will be printed yearly in the Student Handbook. The first, second and third marking period report cards will be sent home with the students. The final report card will include final average grades, credits earned for the school year, total credit accumulation, promotion, retention, and/or graduation. The final report card will be mailed to the students' parents.

HONOR ROLL

Honor roll students will be determined at the end of each marking period. A student may not be on the honor roll with an "incomplete" mark in a major subject even though all other grades would qualify him/her for honor roll ranking. The honor roll is displayed in the first floor hall after the issuance of report cards.

PRINCIPAL'S HONOR ROLL ranking will be achieved with a marking period grade of A in every subject.

HONOR ROLL ranking will be achieved with a marking period grade of "A" in two subjects and a marking period grade of "B" in all other subjects.

PROGRESS REPORTS

Progress reports will be issued by teachers at the midpoint of each marking period and mailed to the students' parents. Progress reports make note of commendations and deficiencies. Specific suggestions are listed for the improvement of some poor academic habits. They will also include a current grade range of performance.

Every effort is made to send "negative" progress reports when a failing grade for the marking period seems probable. However, it is possible that a student may fail for the marking period and not receive a negative progress report, due to failing grades during the latter part of the marking period. A parent should call the teacher if he/she has a question regarding a specific progress report.

SUMMER SCHOOL

Course credits may be earned in any summer school approved by the State Department of Education. The State of New Jersey mandates a minimum of 60 summer school hours for the remediation of a full-year course already taken with unsatisfactory grade results and 120 hours for a full-year course taken for the first time. Summer school grades are added to the student's transcript with the appropriate coding. They do not replace any grade already earned. Summer school courses and courses taken at other schools during grades 9 – 12 will be included in class rank.

GPA and CLASS RANK

The GPA is calculated from the beginning of the ninth grade on. A PRELIMINARY Class rank is calculated at the conclusion of the 6th semester (end of Junior year) during the summer, and a FINAL RANK is determined after the 7th semester. Only students who are being considered as Valedictorian or Salutatorian have their GPA recalculated.

CALCULATION OF THE GPA

The grade point average is calculated by multiplying the credits for each course by the quality point equivalent for each final grade received (See Grading Policy). The sum of the quality points is then divided by the sum of the attempted credits. Grades from all courses taken in grades nine through twelve are calculated into the GPA except Physical Education, Band, Choir and Office Aide.

Example of How the Weighted GPA is Calculated

<u>Course</u>	<u>Grade</u>	<u>Weight</u>	<u>Credits</u>	<u>Quality Points</u>		
English IIIH	B	4	X	5	=	20
U.S. I (H)	A	5	X	5	=	25
Algebra I	B	3	X	5	=	15
Chemistry	C	2	X	6	=	12
Spanish II	C	2	X	5	=	10
Phys. Ed	A	4	X	4	=	16
Art	A	4	X	5	=	20
TOTALS			35	118		

118 DIVIDED BY 35 = 3.371 (a "B" average)

HIGH SCHOOL PROMOTION POLICY

To be promoted to the next grade, high school students MUST attain the following credits:

- **SOPHOMORE: 30 credits**
- **JUNIOR: 60 credits**
- **SENIOR: 90 credits**

COURSE SELECTION AND PLANNING

As students enter Bogota High School, a four-year program plan should be developed. This plan is not a commitment. Each spring it should be reviewed and with the assistance of the Guidance staff and input from teachers and parents, appropriate changes should be made for the following year.

There will be eight periods in the day. If one period is allowed for lunch and one period is required for Physical Education, only six periods remain available for course use. Plan your courses carefully; giving full consideration to graduation requirements and the number of periods available for the courses you want.

HONORS/ ADVANCED PLACEMENT

Honors and Advanced Placement courses are designed to provide students with an academic challenge beyond that which is offered in regular level courses. Differences from other courses are both quantitative and qualitative; that is, there is a greater amount of work required and the work is more difficult. Assignments and activities are specifically designed to move students to think more critically and at a higher level.

Highly and most competitive colleges and universities generally prefer that students striving for admission include honors and/or Advanced Placement courses in their high school program of studies. Since these courses are more demanding, it is strongly recommended that the student confer with the counselor and the teacher when considering an advanced program.

Students taking Advanced Placement courses may take the AP examination in that subject in May of the school year in which the course is taken. Most colleges and universities will grant college credit provided a satisfactory score is earned on the examination (three or higher on a scale of one to five). Students should communicate with specific colleges and universities concerning their policy for granting college or advanced credit.

INDEPENDENT STUDY

An eligible student may elect to participate in an Independent Study program at Bogota High School. The student's involvement will depend upon faculty availability, the student's interests and needs, and the student's willingness to fulfill the terms of a contract signed by the student, the teacher, the guidance counselor and the administration.

CURRICULAR OFFERINGS

The curricular offerings are designed to meet the needs, interests and abilities of the individual student. This is accomplished through Guidance Department conferences with the student and, when desirable, the student's parents. No student is restricted from any course he/she wishes to pursue. Only his/her measure of success helps hinder his/her progressive developments in a specific sequential advancement. On the advice or recommendation of his/her teacher or guidance counselor he/she is encouraged to apply himself/herself in certain areas and/or eliminate other areas of study. Students are required to take at least four (4) academic subjects each year. Students who score below the level of proficiency on standardized tests must be enrolled in a remediation course/BSI.

Schedule changes will be honored by the Guidance Department, only if a valid reason exists and approved by the principal. All scheduled changes must take place within the first two (2) weeks of the school year. Exceptions can be made with administrative approval.

BOGOTA JUNIOR HIGH SCHOOL COURSE OFFERINGS

7th and 8th Grade Course Offerings at Bogota Jr./Sr. High School

7th Grade

1. Math
2. English
3. Social Studies
4. Science
5. PE/Health
6. Lunch
7. Cycle

8th Grade

1. Math
2. English
3. Social Studies
4. Science
5. PE/Health
6. Lunch
7. Elective

CYCLE*

1. Spanish
2. Stem
3. Study Skills
4. 7 Habits

ELECTIVE

1. Stem
2. Spanish
3. Art
4. Band

Additional courses that may be taken in 7th and 8th grades:

7th Grade

1. BSI Math
2. BSI English
3. ESL IB
4. ESL ADV
5. Choir (Lunch)
6. Band 7/8

8th Grade

1. BSI Math
2. BSI English
3. ESL IB
4. ESL ADV
5. Choir (Lunch)
6. Algebra I (H)

** Students take one cycle each marking period*

MIDDLE SCHOOL PROMOTION POLICY

To be promoted in the Middle School, students MUST have failed no more than one class. Should a student have failed two classes, he/she must attend summer school to make up the failures or will be retained. Students failing three or more classes will be retained in their present grade level.

BOGOTA HIGH SCHOOL COURSE OFFERINGS

Business Department	English Department	Mathematics Department
Accounting I, II	English I, I(H)	Algebra I, I(H)
Sports in Society	English II	Geometry
General Business	English II (H)	Geometry I (H)
	English III	Algebra II
	English III (H)	Algebra II (H)
	English IV	Pre Calculus
	English IV (H)	Essentials of Alg. II
	Critical/Creative Writing	Statistics AP
	English Literature. AP	Calculus (H)
	BSI Language	Basic Skills Math
		Elem of College Alg (H)
		Financial Literacy

Physical/Health Education	Science	Social Studies
Physical/Health Education I	Intro. To Physical Science	World History
Physical/Health Education II	Biology I, I (H)	World History (H)
Physical/Health Education III	Chemistry I, I (H)	U.S. History I
Physical/Health Education IV	Chem. in the Community	U.S. History I (H)
	Biology II (H)	U.S. History II
	Physics (H)	U.S History II (H)
	Environmental Science	Psychology AP
	Biology AP	U.S. History & Film
	Anatomy & Physiology	Economics
	Forensic Science	Research in History
	Robotics	U.S. Government
	General Science	Criminal Justice
		Human Geography AP

Visual Performing & Practical Arts	World Languages
Art I, II, III, IV	Spanish I, II
Independent Art	Spanish III
Band 9 - 12	Spanish IV
Choir (Lunch)	Spanish V (AP)
Introduction to Theatre	
Graphic Arts I and II	
Digital Illustration & Web Design	
Graphic Communication Arts	
Music Theory I*, II*	

THE COUNSELING PROGRAM

1. Every student is interviewed by one of the guidance personnel every year and many are interviewed several times a year.
2. A cumulative record is kept on each student. At teachers' or parents' request, students are called in for a conference when they have received deficiency slips of failing grades. All parents (7-12) are notified by letter if there is danger of failing a subject for the year.
3. Students who desire to see the Guidance Counselor must make an appointment during their lunch. If a student must miss a class, a prior release form must be signed by the teacher.
4. A series of programs is arranged in which representatives of different schools, colleges, industry, and vocations participate. Interested students may attend and have an opportunity to ask questions.
5. Guidance information is disseminated daily concerning employment opportunities, college visitation programs, scholarships, etc. College and Career news is maintained during the school year, including on-line accessibility. This information is available to sophomores, juniors and seniors. An up-to-date file is kept on all scholarships.
6. Career guidance in vocational areas is emphasized for the work-study program at Bogota High School. Such guidance is also provided through the 7th and 8th grade COIN program.
7. Discussion Groups are conducted on an as needed basis for students in grades 7 to 12. The purpose is to discuss common adolescent problems, such as single parent households.
8. The Naviance Program is a program designed to provide students with information about two or four year colleges regarding tuition, location, requirements, and special programs.

PREPERATION FOR COLLEGE

Detailed information is given students as to how, where and when to apply for admission and scholarship aid. Students are informed individually as well as through English class of the many forms of financial aid. A Financial Aid Conference is held each year to inform parents of changes in Federal and State Aid, as well as local scholarships.

MIDDLE COLLEGE PROGRAM

Students may be awarded three college credits through Fairleigh Dickinson University for the satisfactory completion of designated eleventh and twelfth grade Honor courses.

THE TESTING PROGRAM

Achievement Tests

- All 8th grade students will be required to take the NJ Assessment of Skills and Knowledge 8 (NJASK8) for Science.
- All Biology students will be required to take the EOC Biology exam in May. Students must pass this test as a requirement for graduation.
- All students Grades 7 through 11 will be required to take the PARCC Exams (ELA, Math 7/8, Algebra 1/2).

The PSAT/NMSQT is given to all sophomores and juniors planning to attend any institution of higher learning. This test is given in October. The scores of the test are used not only for scholarship purposes, but also for prognosis in College Entrance Examinations and graduation requirements.

The Armed Services Vocational Aptitude Battery (ASVAB) is available to all 11th and 12th grade students.

The Advanced Placement tests are administered in May.

TEST SCHEDULE

Month	Date	Subject
October	1	SAT
October	19	PSAT
November	5	SAT
December	3	SAT
January	21	SAT
Feb/April	TBD	Access 2.0 ESL
March/May	TBD	PARCC
May	6	SAT
May	1-12	AP Exams
May	31	8 th grade Science
May/June	31-1	EOC Biology
June	3	SAT

THE LIBRARY

- The School library serves students and teachers.
- Books, magazines, pamphlets, and other printed materials make up the library collection.
- The audiovisual equipment is housed in the library workroom and is used by teachers and students.

LIBRARY HOURS

The library is open 8:20 a.m. to 3:10 p.m. Monday – Friday.

LIBRARY RULES

1. Books may be borrowed for two weeks unless otherwise restricted.
2. A fine of \$.05 a day or \$1.00 a month will be charged for each overdue book. All damages to books and all losses of books shall be paid for.
3. Reference books may not be taken from the library.
4. In order to respect the rights of others, students are expected to be quiet at all times. Infraction of the rules means dismissal from the library.
5. No food or beverages are allowed in the library.

CHECKING OUT MATERIALS

Bring all materials to the circulation desk. The total number of library materials you may have out should not exceed “3.”

BOOKS:

Sign your name and homeroom on the card in the front of the book. Make sure you notice when the books are due back.

VERTICAL FILE:

Person at desk will write down the types of materials you are taking out.

NEVER LEAVE THE LIBRARY WITHOUT CHECKING OUT ALL LIBRARY MATERIALS.

COMPUTERS

Computers are available in the library media center for students to type reports.

LIBRARY ACCESS DURING THE SCHOOL DAY:

You are welcome to use the library after school as often as you like. During the school day, access is granted only to classes on a scheduled basis (between the classroom teacher and the library media specialist).

To come to the library during your lunch period, you must receive a pass from the lunch supervisor sign into the library and stay the full period

OR

If you would like to spend half a period in the library, you are to report to the cafeteria first.....eat lunch, then sign up with the cafeteria supervisor to spend the remaining twenty-one minutes in the library. Only ten students may sign up for the half session library attendance. You will then be escorted to the library by a cafeteria supervisor. **YOU ARE NOT TO LEAVE THE CAFETERIA WITHOUT A SUPERVISOR.**

If you need help using the library, just ask!

EXTRA CURRICULAR ACTIVITIES

STUDENT ELIGIBILITY

Student eligibility for all extracurricular activities shall be consistent with the academic requirements of interscholastic athletics as described under “Bogota High School Athletic Eligibility, paragraphs 2, 3, and 4.”

MUSIC ORGANIZATIONS

BAND

The Bogota Junior/Senior High School Band is open to any interested student who meets the playing requirements and standards set up by the Band Director. The band rehearses every day and engages in many varied activities, including marching festivals, special assembly programs, and concerts. Scheduled trips, joint concerts with other high schools and out-of-town performances contribute toward a very educational, entertaining, and satisfactory experience for each student member of the band.

Requirements for Members of the Band:

1. All members are expected to perform at all functions in which the band participates: football games, concerts, school plays, Memorial Day Parade, Graduation Exercise, special activities such as Herald News Band Festival and any assemblies. Failure to participate in any of these activities, unless excused in advance by the Band Director, may result in failure for the marking period.
2. All members of the band are expected to dress properly at all times, and especially when in uniform. Regulation dress requires white shoes, white socks, uniform properly buttoned at all times, and hat in good condition and properly worn. Failure to comply with the regulations above may result in forfeiting any award.
3. Band awards will be issued on the basis of attendance, cooperation and dependability.
 - a. Letters are given to any band member who attends and performs at all required activities for three consecutive years. The award will be made in the spring semester.

- b. Band pins are awarded only to those seniors who have been faithful band members throughout their high school years. This award will be given in the spring.
4. All band members will receive 5 credits for five scheduled band periods, per week.

CONCERT CHOIR

This group, which has a limited enrollment, is open to those who have **met** requirements in sight singing, ear training, responsibility and self-discipline as set up by the Choir Director. Failure to maintain these requirements could result in expulsion. Scheduled trips and exchange high school choral programs are arranged to stimulate and create satisfying experiences for each student.

Requirements for Members of the Choir:

1. All members are expected to perform at all functions in which the choir participates: concerts, assembly programs, and special activities. Failure to participate in any of these activities, unless excused in advance by the Choir Director, may result in failure for the marking period and or the year.
2. Choir members are expected to dress properly at all times as indicated by the director. Failure to comply with the above regulations at the time of any program may result in forfeiting a choir award for the year.
3. Choir awards are given on the basis of attendance and performance in a cooperative and dependable manner at all required activities for four successive years at the discretion of the Choir Director.
4. All Choir members will receive 2 1/2 credits for the five scheduled choir periods per week. Additional points totaling three credits may be earned by those students who submit evidence of private vocal or piano lessons and presentation of a note from home stipulating that one hour of daily practice is being observed. The students who wish to enroll in such a program must perform for the Vocal Music Director at the beginning and at the end of the school year. All Choir members must be present on their scheduled days and arrive to class on time for the full Choir period.

ENSEMBLE UNITS

From time to time, depending upon the schedule available, groups of students who have particular desire to be members of small musical programs have, with the music instructors, formed quartets, double quartets, and similar ensemble units. Naturally, the types of these units change annually. They also present many programs for assemblies and participate in concerts both in Bogota and elsewhere.

CLUB ACTIVITIES

GRADES 9-12

The following are clubs which have been active and which continue in accordance with student interest. From time to time other clubs are formed as student interest is demonstrated. All clubs must be approved by the Student Congress and the Principal prior to being presented to the Superintendent of Schools and the Board of Education for approval.

ART CLUB

This club has been formed to further students' interest in the various fields of art. It is also for students unable to take art during the regular school day, but who are interested in working in some of the media available in the art room.

BOGOTA YOUTH ACTION COMMITTEE

The function of the Youth Action Committee is to organize and support school and related projects in which they have a deep and committed interest. As a liaison between the school and the community, the Youth Action Committee will promote activities designed to remediate the problems and concerns of the youth of Bogota. The group shall also encourage positive interaction between the youth and the town in an effort to solve common problems through communication.

CHESS CLUB

The Chess Club is a recreational club formed to allow students with an interest in the game to meet once a week after school and several days a week during lunch, to develop their skills of the game. A yearly tournament will determine the chess champion of Bogota High School.

CLASS ACTIVITIES

During the course of a school year, classes may engage in class activities. As a general policy, especially as regards Senior Class Activities, middle school students are not permitted to participate. During a class trip for any grade of the school, only those students from that class may attend. During the Senior Prom, only high school students may attend. The only exception would be for a class activity where a particular grade is invited or perhaps the entire school.

DRAMA CLUB

The club promotes interest in performing arts, attends amateur and professional productions as well as local workshops in the performing arts. The members are also responsible for producing school plays. The students in the club act in the capacities of stage managers, costume designers, make-up crews, and in other technical aspects.

ENVIRONMENTAL CLUB

The club is designed to promote an awareness of environmental issues within the student body and the community. Students participate in a wide variety of activities.

INTERNATIONAL THESPIAN SOCIETY

Troupe 6085 of the International Thespian Society is composed of high school students who have attained at least ten (10) "theatre points" through participation in school and community theatrical productions. Troupe 6085 is the Honor Society for students involved in the performing arts. Members will be able to compete in Interscholastic Thespian Society competitions and also special in-school theatre productions.

JUNIOR BACSA

The Bogota Advisory Committee on Substance Abuse (BACSA) is a club for students who are committed to promoting drugs and alcohol use awareness and sobriety throughout the school. In this group, students teach their peers about the risks of using and abusing substances.

MATH CLUB

Interested students meet to practice a variety of mathematical challenges varying from standardized test questions to contest problems. This club will improve your math skills.

MULTICULTURAL CLUB

The club meets on an as-needed basis to develop cultural awareness within our school community. Activities include the National "Mix It Up" Day and the annual multicultural festival held in late May or June. Open to all students, 7 – 12.

THE NATIONAL HONOR SOCIETY (NHS)- GRADES 9 -12

The Robert Pollison Chapter of the National Honor Society is composed of seniors and juniors elected by a faculty selection committee. Seniors and juniors with a 3.5 (B+) average may make formal application to the committee together with documentation of leadership activities, character and service. Officers are selected and they determine the year's activities of the chapter.

THE JUNIOR NATIONAL HONOR SOCIETY - GRADES 7 & 8

SCIENCE CLUB

The Science Club carries on the following activities: talks and discussions of science interest, individual projects and experiments, assistance in the care of specimens and equipment in the science laboratory.

STAGE CREW

Members of the stage crew assist in making sets for the various dramatic productions and assist in all other functions necessary during dramatic productions.

GRADE 7& 8 ACTIVITIES

The seventh and eighth grade activities program includes such activities as assembly programs, drama, stage crew, a newspaper, the Multicultural Club, Y.A.C, Junior NHS. Additions and revisions are made as necessary to satisfy the needs and interests of the students and to offer the optimum in variety and relevancy.

Assembly Programs - programs of educational value and interest are held on occasion to supplement the academic program.

Sports Teams will be available through the Bogota Rec. Department.

BOGOTA HIGH SCHOOL ATHLETICS

The following are the interscholastic sports teams by season:

FALL:

Varsity and Junior Varsity Football
Boys and Girls Cross Country
Varsity and Junior Varsity Volleyball (Girls)
Fall Cheerleading
Soccer

WINTER:

Varsity and Junior Varsity Basketball (Boys)
Varsity and Junior Varsity Basketball (Girls)
Varsity and Junior Varsity Bowling (Boys and Girls)
Varsity Wrestling
Winter Cheerleading

SPRING:

Varsity and Junior Varsity Track (Boys)
Varsity and Junior Varsity Track (Girls)
Varsity and Junior Varsity Baseball (Boys)
Varsity and Junior Varsity Softball (Girls)

BOGOTA HIGH SCHOOL ATHLETIC ELIGIBILITY

Bogota High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA) and the BCSL Olympic Division. The athletic program of the school is subject to the Policies and Procedures of the New Jersey State Interscholastic Athletic Association (NJSIAA), under the direction and supervision of the Athletic Director.

A student shall be eligible for varsity athletic competition if that student meets each of the following qualifications:

1. Be a registered student under the age of 19 years at the beginning of the school year.
2. To be eligible for athletic or extracurricular activities during the fall and winter seasons, a student must pass 25% of the State requirements for Graduation. Presently this requirement is 110 credits. The student must pass the equivalent of 27.5 credits (7th and 8th grade students must pass 6 classes – they earn no credits) at the conclusion of the second semester. This applies to all students. (There is no academic requirement for incoming middle school students.)
3. In order to participate in spring sports or extracurricular activities, a student must be passing the equivalent of 12-1/2% of the State requirements, or 13.75 credits (7th and 8th grade students must be passing 6 classes - they earn no credits), at the end of the first semester. This applies to all students.
4. **ACADEMIC PROBATION** - If when Progress Reports are issued a student is in danger of failing one course, that student will immediately be required to attend a morning Study Hall in the cafeteria from 7:30 A.M. - 8:00 A.M. each morning, for a period of no less than two weeks at which time his/her teacher(s) may indicate a passing grade. At such a time the student will not be required to attend morning Study Hall.

If a student is in danger of failing two or more courses, he/she will be required to attend Study Hall for the duration of the Marking Period.

If at the end of a marking period, a student has failed two or more courses, that student becomes immediately ineligible for athletic or extra-curricular participation or competition until mid-marking period Progress Reports indicate passing in all courses, and will attend a mandatory Study Hall from 7:30 A.M.- 8:00 A.M. each morning until that time.

Should a student fail one course for a marking period, that student will be placed on academic probation for at least two weeks and attend a morning Study Hall in the cafeteria from 7:30 A.M.- 8:00 A.M. each morning, for a period of no less than two weeks at which time his/her teacher(s) may indicate a passing grade. At such a time the student will not be required to attend morning Study Hall. During the period of probation, the student may remain on rosters, and may continue to participate in practices, meetings, or competitions. If after two weeks probation the student is still not passing he/she will be suspended from participation until the teacher indicates a passing grade.

If at the end of a marking period, a student has failed two or more courses, that student becomes immediately ineligible for athletic or extra-curricular participation or competition. Should a student fail one course for a marking period, that student will be placed on academic probation for at least two weeks until such time as his/her teachers have indicated an improvement in academic performance. During the period of probation, the student may remain on rosters, but may not participate in practices or competitions. Should a student fail one course as a final grade (in June), that student will be on academic probation through the first marking period of the next school year (unless made up in summer school).

5. Be an amateur.
6. No students shall be eligible for high school athletics after the expiration of eight consecutive semesters following entrance, if that student enters as a freshman.
7. A transfer student is governed by Article V, Section K of the NJSIAA Rules and Regulations.
8. A student who is eligible at the beginning of the sports season shall be allowed to finish that season.
9. Have parents' or guardians' written consent and undergo a thorough physical examination, which is given by the team physician or his/her own doctor).
10. A student must be in school on the day of an event. Student participation on days when school is not in session is handled on an individual basis.

CONSENT TO RANDOM TESTING

All student athletes must consent in writing to random drug testing to be eligible to participate in NJSIAA sanctioned athletic competition. The actual random testing program will ONLY become effective should a team enter the State Championship Tournament and will be directed by the NJSIAA.

TRAINING RULES AND RULES OF CONDUCT

The following are the training rules and rules of conduct defined and enacted by the coaching staffs and approved by the Board of Education:

1. No smoking and/or carrying tobacco of any kind. Penalty for violation - immediate dismissal from the squad.
2. No consumption of any alcoholic beverages or use of controlled dangerous substances. Penalty for violation - immediate dismissal from the squad.
3. Unexcused absences totaling (2) will mean dismissal from the squad. Anyone who wishes to be excused from a particular practice or game MUST contact the coach personally beforehand and state the reason(s) for having to be absent. The coach will make a determination.
4. Habitual lateness for any reason, including detention, will not be tolerated. Offenders may be dismissed from the squad at the discretion of the coach.
5. Obscene or profane language will not be tolerated.

6. Gambling on the outcome of a game or player's performance is forbidden. Student gambling of any form will not be tolerated. Infractions will be handled by an administrator.
7. Defacing school property or the property of any other school or stealing team equipment or equipment from other schools will mean immediate dismissal from the squad and will be referred to the School Administration for further action.
8. Bogota High School athletes are to conduct themselves in an exemplary manner.
9. Coaches are expected to set an example of sportsmanship to their respective teams and the public. Proper decorum should be observed at all times.

HEALTH SERVICES

REGISTRATION

The Board of Education's policy states that children admitted to Bogota Junior/Senior High School must fulfill the following requirements:

1. Present a transfer card from previous school
2. Present proof of required immunizations
3. Present report of a physical exam by a licensed physician within the past year.

EMERGENCY CARD

An emergency card will be issued the first day a student starts school and a new one will be issued each year. This must be filled out and returned the following day. Parents are asked to provide at least two local telephone numbers of people who will be responsible for the child when the parent is not available. Do not list persons who are working or are not available during school hours. Please notify the school nurse immediately of any changes on the emergency card.

IMMUNIZATION REQUIREMENT POLICY

New Jersey has enacted a strict law regarding immunization requirements for pupils attending Bogota High School.

1. Every pupil shall have received 3 doses of Td or a combination of DTP and Td to equal 3 doses.
2. Every pupil shall have received 3 doses live, oral trivalent poliomyelitis vaccine. Third dose given on or after the 4th birthday.
3. Every pupil shall have received one dose of measles virus vaccine, live. Pupils receiving vaccine prior to one year of age shall be revaccinated. (Two doses if born after January 1, 1990.)
4. Every pupil shall have received one dose of rubella vaccine, live, or laboratory evidence of immunity.
5. Every pupil shall have received one dose of mumps vaccine or laboratory evidence of immunity.
6. Every pupil shall have received 3 doses of Hepatitis B vaccine or laboratory evidence of immunity.
7. The N.J. State Department of Education requires a Mantoux TB test on all students entering school from out of the country, out of the state, and from districts within the state where cases of TB occurred during the past year.

The following documents are acceptable evidence of immunization:

1. An official school record from any school. This includes out-of-state schools as well as in-state schools.
2. Any public health department record showing compliance.
3. A licensed physician's record.

NO CHILD WILL BE ADMITTED TO SCHOOL WITHOUT PROOF OF IMMUNIZATION.

MEDICATION POLICY

No medication may be given or taken by any student except under the following conditions:

1. Only therapeutic medications prescribed by a physician, which must be taken during school hours, may be administered by the nurse.
2. Such prescription or non-prescription medication in its original container **MUST** be accompanied by a note from the physician containing specific instructions stating the type of medication, time of administration, and proper dosage. Parental consent in writing is also required.
3. All such prescription or non-prescription medication must be kept and dispensed in the nurse's office, and are to be administered by the nurse only, or her authorized substitute nurse.
4. Medication prescribed by a physician in an emergency may be administered by the nurse.

No parent phone instructions can be accepted. All requests and directions must be sent to the nurse in writing from a physician.

Please forward all requests to the school nurse since she alone is charged with the responsibility for such matters. Forms may be obtained through the nurse's office.

SCOLIOSIS SCREENING

Assembly Bill No. 254, passed in August 1978 makes mandatory and biennial screening of all children, ages 10-18 for Scoliosis (curvature of the spine). The purpose of this program is to identify the problem so that early treatment can be started. Examinations will be done throughout the school year by school personnel who have been given special training. Should a spinal problem be suspected and further consultation recommended, parents will be notified and requested to see their own physician for further evaluation. Please contact your school nurse if your child is under treatment for a spinal problem or if you have any questions.

TUBERCULOSIS SCREENING

New Jersey State Department of Education School Tuberculin Testing Rules:

The only pupils who should be tested are those in grades and schools identified and/or under circumstances specified by the State Department of Health based upon the high incidence of tuberculosis or reactor rates in the communities or population groups concerned.

PHYSICAL EDUCATION

The Bogota Board of Education requires all students to participate in a physical education program unless excused by a physician. For reasons of temporary illness or injury, a period of 1-2 days absence from the physical education program may be granted upon receipt of a written note from a parent. For any reason requiring an absence of 3 or more days, a doctor's written order is necessary. Such excuses will be kept on file in the medical room. Even though excused from active physical participation, students are required to attend classes, to complete assigned projects, and to fulfill all the requirements of the health courses.

ILLNESS

The nurse will be in school daily. In case of illness in the classroom THE NURSE MUST BE NOTIFIED. STUDENTS, WHO BECOME ILL IN SCHOOL AND WISH TO GO HOME, MUST REPORT TO THE NURSE'S OFFICE FOR THAT PERMISSION. THOSE WHO FAIL TO REPORT WILL BE CONSIDERED TRUANT. NO STUDENT WILL BE PERMITTED TO LEAVE THE BUILDING UNLESS ESCORTED BY A PARENT.

INJURY

If a student is injured at school, he/she should immediately notify the teacher in charge. The teacher will then immediately notify the office so that the school doctor or nurse can be called. Whenever a child is injured or taken ill at school, the following procedure will be followed:

1. First aid treatment is administered.
2. In case of an emergency, accidents or illness, the parent, guardian or person listed on the emergency card will be notified.
3. The parent will be requested to call for the student or arrange transportation.
4. The school is not responsible for injuries occurring at home.

PHYSICAL EXAMINATIONS

While your child attends school in Bogota, he or she will need a physical examination at intervals. The law for the following requires such examinations:

1. All 9th graders
2. All students involved in interscholastic athletics
3. All students applying for working papers
4. Classified students and students being evaluated by the Child Study Team when necessary

If you have any objections to screenings, or do not want a specific screening of your child, please call the Nurse's office. The screening must then be done by your private physician and a report given to the School Nurse. Please contact the school nurse if you wish to attend.

SCREENING PROGRAMS

Your child will be screened on a regular basis for the following:

- | | |
|--------------------------|--------------------|
| 1. Vision - | Grades 7 and 9 |
| 2. Hearing - | Grades 8 and 10 |
| 3. Height and Weight - | Yearly |
| 4. Scoliosis - | Grades 7, 9 and 11 |
| 5. Physical Assessment - | Yearly |
| 6. Blood Pressure - | Yearly |

Parents will be notified if any problems are found.

SPECIAL PROGRAMS

1. Comprehensive and current health records are maintained on all students in grades 7-12.
2. Immunizations are reviewed annually to be sure all student records are up-to-date.
3. Health education and counseling are given on an individual basis when indicated.
4. Home Instruction is available for students who may be absent for an extended period of time (2 weeks or more). A note from your physician describing the type and probable duration of illness is required by the school nurse in order to initiate the process.

INSURANCE

Each year the students may purchase insurance for their own protection. Parents are to look for these forms that the students will receive in early September. Students must return these forms to their homeroom teachers with a parent's signature indicating whether or not the coverage is desired. The cost is indicated on the form.

FIRE DRILLS

Fire drills are held each month. The entire building must evacuate. Order and quiet are expected when leaving and returning to the building. Students who do not conduct themselves in an appropriate manner will be disciplined.

EMERGENCY DRILLS

Emergency drills are conducted each month. These include lockdown, Shelter in Place, Bomb Threats, Evacuations and Active Shooters. These drills have procedures in place that students are expected to follow.

INCLEMENT WEATHER FIRE DRILLS

Students, at the direction of the Principal, are to report to their lockers for their coats and leave by the nearest exit in a quiet, orderly fashion making sure they clear the building.

EMERGENCY DRILLS

Emergency drills are held each month. These include Lockdown, Shelter in Place, Bomb Threats, Evacuations and Active Shooters. These drills have procedures in place that students are expected to follow.

STUDENT GRIEVANCES/AFFIRMATIVE ACTION

The Bogota Board of Education recognizes its legal responsibility for conducting safe and efficient schools, and to maintain an appropriate program of education for all pupils of the district. Therefore, any disruption of the school or interference with their normal operations violates the law and will not be condoned or tolerated.

The Bogota Board of Education also recognizes that the conditions within the school are of paramount importance to the learning process and essential to teachers and students in their daily contact. The students must have some means by which their concerns may be effectively expressed, considered, and acted upon in a fair and equitable manner.

Student Grievances are categorized as individual or group. A copy of the Board of Education's Policy regarding student grievance procedures is available in the Main Office for your review.

AFFIRMATIVE ACTION OFFICER

Mr. Anthony Rotundo
Bogota Board of Education

STUDENT DISORDERS

In the event the policy on student grievances does not effectuate an agreeable solution to all and a student demonstration takes place, the demonstration shall be consistent with the basic precept of lawful assembly and shall not be held during school hours or interfere with the legal operation of the public schools.

A copy of the Board of Education's Policy on Student Disorder is available for your review in the Main Office.

The Board of Education on Harassment, Intimidation, and Bullying:

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe 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, INTIMIDATING & BULLYING SPECIALISTS:

- **Dr. Rosaura Bagolie** **Anti Bullying Coordinator**
(201) 441-4808 rbagolie@bogotaboe.com

- **Mrs. Karol Misa** **Anti Bullying Specialist - BHS**
(201) 441-4808 ext. 2006 kmisa@bogotaboe.com

PLEASE NOTE THAT DISTRICT POLICIES MAY CHANGE DURING THE SCHOOL YEAR AND OVERRIDE THE INFORMATION IN THIS HANDBOOK

INDEX

	PAGE		PAGE
Academic Achievement	23	Courses of Study.....	25-27
Administration.....	2	Honors/Advanced Placement	
Affirmative Action Officer.....	41	Independent Study	
After School Discipline Program	10	Jr. High Course of Study	
Detention		Sr. High Course of Study	
PM Suspension		Daily Announcements.....	18
Saturday Suspension		Daily Time Schedule	5
Art Club.....	33	Damaging School Property	16
Athletics.....	34-37	Detention	10- 11
Teams		Departments.....	2
Eligibility		Discipline Policies	7 - 8
Random Testing		Drama Club.....	33
Training Rules		Dress Policy.....	10
Code of Conduct		Drug, Alcohol, Tobacco Policy...9-10	
Attendance Policy.....	13-15	Early Dismissal	14
Overview		Electronic Instruments	10
Tardiness		Extracurricular Activities.....	31-34
Class Cuts		Eligibility	
Loss of Credit		Music Organizations	
Appeal Process		Club Activities	
10:04 AM Sign-In		Jr. High Activities	
Band.....	31-32	Expulsion.....	12
Bell Schedule.....	5	Board Hearing.....	12
Board of Education.....	2	Field Trips.....	18
Bogota Bucs.....	4	Fire Drills.....	40
Chess Club.....	33	Inclement Weather Drills	
Choir	32	Forfeit of Student Privileges.....	10
Class Activities.....	33	Gambling.....	16
Class Rank	23-24	Grade Point Average (GPA)...23-24	
Community Service	21		
Conduct in Halls.....	15		
Counseling Program.....	28		

Grade 7/8 Activities.....	34	National Honor Society.....	34
Graduation Requirements	20	Objectives.....	3
Grading Policy.....	22	Out of School Suspension.....	11
Grievances.....	40	Return from Suspension.....	11
Guidance Department	19-20	Philosophy of School	3
Gym Lockers	17	Physical Education	39
Hall Passes	16	Preparation for College	28
Health Services	37-40	Progress Reports.....	23
Registration		Promotion Policy – High School..	24
Emergency Card		Promotion Policy – Jr. High.....	26
Immunization		Publications.....	4
Medication Policy		Purple "B".....	4
Scoliosis Screening		Recycling.....	16
Tuberculosis Screening		Report Cards.....	23
Attendance		Science Club.....	34
Physical Education		Seniors-Open Lunch	18
Illness, Injury		Signs in the Hallways.....	16
Physical Examinations		Stage Crew.....	34
Screening Programs		Storm Days	19
Insurance		Student Congress.....	6
HIB.....	9	Preamble	
HIB Specialist.....	41	Constitution	
Homework.....	23	Student Grievances	40
Honor Roll	23	Student Program.....	5
Principal's Honor Roll		Students in the Building.....	17
Honor Roll		Student Guest Policy.....	17
Identification Cards.....	17	Student Regulations.....	6 - 8
Illness	39	Code of Conduct	
Independent Study.....	25	Range of Consequences	
Injuries.....	39	Substitute Teachers.....	17
Insurance.....	40	Summer School.....	23
International Thespian Society...	33	Suspension/Expulsion.....	12
Junior BACSA.....	33		
Klaxon.....	4		
Leaving School.....	17		
Library.....	30-31		
Hours of Operation			
Rules			
Checking Out Materials			
Computers			
Lockers.....	17		
Lost and Found.....	17		
Lunch Regulations	18-19		

In School Suspension	10-12	Traditions.....	4
Out of School Suspension		Bogota Bucs	
Re-Admission		Colors	
Expulsion		Publications	
Board of Education Hearing		Training Rules.....	36
Tardiness.....	14	Truancy.....	7
Teams.....	34	Weapons.....	9
Telephones	16	Welcome.....	3
Testing Program	29	Working Papers	16
Test Schedule	29	Youth Action Committee.....	33
Tobacco.....	10		

BOARD OF EDUCATION POLICIES #1510, #1530, #2460, and #5750

The Board of Education does not discriminate on the basis of race, color, national origin, mental or physical handicap (#1510, #2460), age or sex in any of its policies or regulations related to admission (#5750), employment (#1530), educational services (#5750), programs or activities (#5750).

ACCREDITATION

Bogota Jr./Sr. High School is accredited by the State of New Jersey Department of Education.