



165 Bayard Street  
New Brunswick, New Jersey 08901  
Telephone: 732-745-5300 ext. 4061  
Fax: 732-729-4068  
ht.nbpschools.net  
www.nbpschools.net

***High School Administration***

*Mr. Michael W. Fanelli, Principal*  
*Ms. Joanne Ciezak, Director of Curriculum and Instruction*

***New Brunswick Board of Education***

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*Mr. Benito Ortiz, Vice President*  
*Mr. Ron Hush, Board Member*  
*Mrs. Patricia Sadowski, Board Member*  
*Mrs. Emra L. Seawood, Board Member*  
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*Ms. Patricia Varela, Board Member*

***Central Administration***

*Dr. Aubrey A. Johnson, Superintendent*  
*Ms. Keira Scussa, Assistant Superintendent of Curriculum and Instruction*  
*Mrs. Kathy Antoine-Smith, Assistant Superintendent for Pupil Personnel Services*  
*Mr. Richard Jannarone, Business Administrator/Board Secretary*  
*Ms. Marnie G. McKay, Assistance Superintendent of Human Resources*

***Innovative Educational Programs***

*Mr. Anthony O'Donnell, Chairman/CEO*  
*Mr. Albert Gilson, Chief Academic Officer*

***Robert Wood Johnson University Hospital***

*Mr. Steven K. Jones, FACHE, Chief Academic Officer in the Office of the President*  
*Mr. John Gantner, President and Chief Executive Officer*

***This agenda belongs to:***

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## New Brunswick Public Schools

<b>School Calendar 2017-2018</b>	
Sept. 5	All personnel report to the High School-9:00 A.M.
Sept. 6	Professional Development for Staff - <b>Schools Closed</b>
Sept. 7-8	<b>Students Return-Early Dismissal for Students</b>
Sept. 21-22	Rosh Hashanah- <b>Schools Closed</b>
Oct. 9	Columbus Day- <b>Schools Closed</b>
Nov. 7	Election Day/Professional Development for Staff- <b>Schools Closed</b>
Nov. 9-10	N.J.E.A. Convention- <b>Schools Closed</b>
Nov. 10	Veterans' Day- <b>Schools Closed</b>
Nov. 22	Early Dismissal
Nov. 23-24	Thanksgiving Recess- <b>Schools Closed</b>
Dec. 18	Professional Development for Staff- <b>Early Dismissal for Students</b>
Dec. 22	Early Dismissal
Dec. 25-31	Christmas/Winter Break- <b>Schools Closed</b>
<b>2018</b>	
Jan. 1	New Year's Day- <b>Schools Closed</b>
Jan. 2	Return to School
Jan. 15	Martin Luther King's Day- <b>Schools Closed</b>
Feb. 12	Professional Development for Staff- <b>Early Dismissal for Students</b>
Feb. 19	Presidents' Day- <b>Schools Closed</b>
Mar. 30-Apr. 6	Easter/Spring Break** - <b>Schools Closed</b>
April 16	Professional Development for Staff- <b>Early Dismissal for Students</b>
May 14	Professional Development for Staff- <b>Early Dismissal for Students</b>
May 28	Memorial Day- <b>Schools Closed</b>
June 4	Professional Development for Staff- <b>Early Dismissal For Students</b>
June 21	Last Day for Pupils*
June 22	Last Day for Teachers*

*\*This calendar provides 3 days for emergency closing due to inclement weather. If days for emergency closing are not necessary, the last day for pupils will be June 18, 2017 and the last day for teachers will be June 19, 2017. If days for emergency closing are used, the last day for pupils will be June 21, 2017 and the last day for teachers will be June 22, 2017.*

*\*\*Spring break is subject to change due to the use of snow days. SCHOOLS MAY BE OPEN IF EXTRA SNOW DAYS ARE NEEDED. PERSONAL DAYS WILL NOT BE GRANTED DURING THOSE DAYS\*\**

**NBHSTHS SCHOOL HOURS: 8:00 A.M. - 2:21 P.M.**

Welcome to the 2017-18 school year. The purpose of this agenda book is to help you organize and be prepared to succeed in your academic year. Use it wisely and it will be an asset that you will cherish and value.

As the principal, it is my job to assist you in realizing and reaching your potential. In order for that to occur, I encourage you to use the following to help you realize and reach your individual potential.

***WORK TO THE BEST OF YOUR ABILITY***

***BE KIND TO OTHERS***

***ASK THE QUESTION***

***SEEK OPPORTUNITIES TO CHALLENGE  
YOURSELF***

***BE PROMPT***

In closing, I believe this quote is the best way to approach life and career.

*We are what we repeatedly do.  
Excellence, then is not an act, but a habit.  
Aristotle*

Sincerely,

Michael W. Fanelli  
Principal

## N.B.H.S.T.H.S. MISSION STATEMENT

The New Brunswick Health Sciences Technology High School is a 21<sup>st</sup> century public school designed to prepare young adults for the challenges of a career in medicine and health care. The mission is to provide students with the academic and ethical skills necessary for success in this rapidly evolving field through a course of study that is focused on interdisciplinary activities and hands-on experience. The New Brunswick Health Sciences Technology High School engages students in an educational environment that emphasizes math, sciences and the humanities as well as exposes them to current innovative technology. The school provides a sequentially developed core curriculum that reflects real work experiences in the fields of medical and health professions. The New Brunswick Health Sciences Technology High School, an expansion of the successful Health Professions Scholars Program, is dedicated to offering students extended opportunities to achieve academic success and develop their potential in this exciting field of study.

## **IMPORTANT CONTACTS**

### **N.B.H.S.T.H.S. WEBSITE**

Students are encouraged to visit the school website on a regular basis in order to make use of their Google classroom account and to stay abreast of current school events. Certain school forms are also available on the website. Students can access the website at

<http://ht.nbpschools.net>

or

1. Go to [www.nbpschools.net](http://www.nbpschools.net)
2. Click on Health Sciences Technology High School from the choices on the left hand side. This will bring you directly to the HST High School website.

Students can access the student portal at

<https://www.fridaystudentportal.com/newbrunswick>

Parents can access the parent portal at

<https://www.fridayparentportal.com/newbrunswick>

### **SCHOOL TELEPHONE NUMBERS**

Parents may contact the office with any questions or concerns at 732-745-5300 and enter the following extension:

Main Office	4061
Guidance Office	4068
Ms. Ciezak	4063
School Nurse	4065

When it is necessary to close or have delayed openings for emergencies, inclement weather or other reasons, announcements will be made on the following radio stations from 5:30 A.M. - 9:00 A.M.

<b>Radio Stations</b>	
WCTC	1450 AM
WMGQ	98.3 FM
NJ101.5	101.5 FM
WADO (Spanish)	1290 AM
<b>TV Station</b>	
Channel 12	

**Do not call the police station.** Tune in to any one of the above named stations for your information.

### **NIXLE**

NIXLE is a communication information system dedicated to helping you stay connected to information regarding the New Brunswick School District.

You can register with NIXLE using the instructions below:

1. Go to <http://local.nixle.com/new-brunswick-public-schools>.  
This link will take you directly to NIXLE, where you will see the New Brunswick Public Schools sign up page.

**or**

2. Register from the district's website using the NIXLE link on the homepage.  
Click on the GREEN SIGN UP button to start your registration.

You can also download the NIXLE application right onto your smartphone for easy access.

## NBHSTHS BELL SCHEDULES

### *Regular Bell Schedule*

Early Homeroom	7:46 a.m.
Warning Bell	7:55 a.m.
Homeroom	8:00 a.m. - 8:10 a.m.
Period 1	8:13 a.m. - 9:03 a.m.
Period 2	9:06 a.m. - 9:56 a.m.
Period 3	9:59 a.m. - 10:49 a.m.
Period 4	10:52 a.m. - 11:42 a.m.
Period 5	11:45 a.m. - 12:35 p.m.
Period 6	12:38 p.m. - 1:28 p.m.
Period 7	1:31 p.m. - 2:21 p.m.

### *Early Dismissal*

Early Homeroom	7:46 a.m.
Warning Bell	7:55 a.m.
Homeroom	8:00 a.m. - 8:05 a.m.
Period 1	8:08 a.m. - 8:47 a.m.
Period 2	8:50 a.m. - 9:29 a.m.
Period 3	9:32 a.m. - 10:11 a.m.
Period 4	10:14 a.m. - 10:53 a.m.
Period 5	10:56 a.m. - 11:35 a.m.
Period 6	11:38 a.m. - 12:17 p.m.
Period 7	12:20 p.m. - 12:56 p.m.

### *Delayed Opening*

<i>Period</i>	<i>Time</i>
Warning Bell	9:30 a.m.
Homeroom	9:35 a.m. - 9:45 a.m.
Period 1	9:48 a.m. - 10:24 a.m.
Period 2	10:27 a.m. - 11:03 a.m.
Period 3	11:06 a.m. - 11:42 a.m.
Period 4	11:45 a.m. - 12:21 p.m.
Period 5	12:24 p.m. - 1:00 p.m.
Period 6	1:03 p.m. - 1:40 p.m.
Period 7	1:43 p.m. - 2:21 p.m.

**NEW BRUNSWICK HEALTH SCIENCES TECHNOLOGY HIGH SCHOOL**  
**COURSE OFFERINGS**

Grade 9	Grade 10	Grade 11	Grade 12
<b>Science:</b> Honors Biology	<b>Science:</b> Honors Chemistry*	<b>Science:</b> Honors Physics*	<b>Science:</b> AP Biology* AP Chemistry*
<b>Mathematics:</b> Honors Algebra I Honors Geometry	<b>Mathematics:</b> Honors Geometry* Honors Algebra II*	<b>Mathematics:</b> Honors Algebra II* Honors Precalculus*	<b>Mathematics:</b> Honors Precalculus* Honors Calculus* AP Calculus*
<b>Honors English 9:</b> Modern and Classical Literature	<b>Honors English 10:</b> American Literature	<b>A.P. English 11:</b> Language and Composition	<b>Honors English 12</b> Modern American and World Literature  <b>A.P. English 12:</b> Literature and Composition
<b>History:</b> Honors World Civilization	<b>History:</b> Honors US History I	<b>History:</b> Honors US History II	
<b>World Language:</b> Honors Spanish I	<b>World Language:</b> Honors Spanish II	<b>World Language:</b> Honors Spanish III	
<b>Health and Physical Education</b>	<b>Driver Education and Physical Education</b>	<b>Health and Physical Education</b>	<b>Health and Physical Education</b>
<b>Art/Music</b>	<b>Music/ Financial Literacy●</b>		<b>Art</b>
<b>RWJUH Career Exploration</b>	<b>RWJUH Career Exploration</b>	<b>Career Shadowing at RWJUH/Hospice/ Parker Home/EMS</b>	<b>RWJUH Internship</b>
	<b>The Princeton Review S.A.T. Prep</b>	<b>The Princeton Review S.A.T. Prep</b>	<b>Rutgers/MCC College Courses</b>
<b>Community Service ♦</b>	<b>Community Service ♦</b>	<b>Community Service ♦</b>	<b>Community Service ♦</b>

\* Previous course in Science and Math sequence must be successfully completed.

♦ A non-credit community service component of 50 hours is required prior to graduation.

● Effective with the 2010-2011 grade nine class.



## ACADEMIC PERFORMANCE

Grading Changes (effective 2016-2017)

**Full Year Courses:** Each marking period is 25% of the final grade

**Semester Courses:** Each marking period is 50% of the final grade

**Students at the New Brunswick Health Sciences Technology High School are required to maintain at least a 3.0 grade point average.**

Students who fail to maintain a 3.0 GPA may be placed on academic probation or may not be invited to return the following year. Academic probation will require students to take affirmative actions to improve their study and time management skills. Students on probation who do not improve risk being transferred from the school.

The following grading system will be used to report the level of achievement of each student's work. Below is a brief description of the letter grade equivalents.

	<b>Regular</b>	<b>Honors</b>	<b>AP</b>
A+ = 97-100	4.3	4.8	5.3
A = 93-96	4.0	4.5	5.0
A- = 90-92	3.7	4.2	4.7
B+ = 87-89	3.3	3.8	4.3
B = 83-86	3.0	3.5	4.0
B- = 80-82	2.7	3.2	3.7
C+ = 77-79	2.3	2.8	3.3
C = 73-76	2.0	2.5	3.0
C- = 70-72	1.7	2.2	2.7
D = 65-69	1.0	1.0	1.0
F = 64 and below	0.0	0.0	0.0

A student's grade is an average of earned grades during a semester and/or marking period. A final grade is determined by the specifics detailed in the Course Proficiencies and/or inclusive of the District Weighting Chart.

### Appeal Process for Disputed Grades

- Step 1: Parent(s) and student conference with the teacher and counselor. The meeting is arranged through the Counseling Office. If agreement is reached, the Appeal Process is complete.
- Step 2: If there is no resolution, then the parent(s) and/or student conference with the building principal. If agreement is reached, the Appeals Process is complete.
- Step 3: If there is no resolution, then the parents(s) request a meeting with the Assistant Superintendent.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

A graduating pupil must have earned a minimum of one hundred thirty (130) credits, must have successfully completed the following minimum course requirements established by the State of New Jersey and the New Brunswick Board of Education, and must have demonstrated proficiency on the PARCC assessment or approved alternate means.

	<b><u>Year(s)</u></b>
English	4
Physical Education/Health	4
Social Studies	3
Mathematics	3
Science	3
Visual and/or Performing Arts	1
21 <sup>st</sup> Century Life and Careers	1
World Languages	1
Financial Literacy	.5

**The program of study at the New Brunswick Health Sciences Technology High School exceeds these minimum requirements as students are expected to successfully complete four (4) years of Mathematics and three (3) years of a World Language.**

### **PRINCIPAL'S HONOR ROLL**

The Principal's Honor Roll consists of all students who have achieved grades of "A" in all subject areas during a marking period.

### **HONOR ROLL**

The Honor Roll consists of all students who have achieved grades of "A" or "B" in all subject areas during a marking period.

### **THE PRESIDENT'S EDUCATION AWARDS PROGRAM**

#### **AWARD FOR EDUCATIONAL EXCELLENCE**

##### **Grades 9 - 12**

Recipients must have straight A's in all subject areas for at least 3 of the 4 quarters (Principal's Honor Roll) plus all A's in final grades.

#### **AWARD FOR EDUCATIONAL ACHIEVEMENT**

##### **Grades 9 - 12**

Recipients must have A's and B's in all subject areas for at least 3 of the 4 quarters (Honor Roll).

### **AFTER SCHOOL TUTORING AND ASSISTANCE**

Tutoring, homework help and other support activities are available after school on Tuesdays, Wednesdays, and Thursdays from 2:30 – 4:00 p.m. Students must have an After School Activities Permission Slip signed by the parent/guardian in order to stay after school. The After School Activities Permission Slips are located in the Commons, on the Community News bulletin board, in the Main Office, and on our school website at <http://ht.nbpschools.net>.

## STUDY SKILLS

- 1. Rewrite key terms and definitions (Comprehension, Synthesis)**  
Doing so will help you in comprehending and synthesizing information. What does it mean to synthesize? That is when you take individual ideas or bits of information and combine them into a cohesive thought, writing sample, or compound.
- 2. Organize information pertaining to a writing prompt (Analysis)**  
Doing so will help you analyze information. What does it mean to analyze? This is when you take a big idea and separate it into smaller components, ideas or bits of information. Analysis is the opposite of synthesis.
- 3. Interpret data and illustrations and explain their relevance (Application, Analysis)**  
When you interpret data and illustrations, you are giving meaning to, and explaining how, the data and illustrations apply to your objective.
- 4. Identify and highlight key concepts in a chapter or unit (Comprehension, Analysis)**  
When you do so, you are demonstrating that you understand the main idea or objective that is further supported by information contained throughout the unit or chapter.
- 5. Generate original questions that can be used on a test (Synthesis)**  
In order to develop a rigorous and relevant question, you must be able to take ideas or bits of information and combine them into a cohesive thought. This strategy also reinforces your comprehension skills. It would be wonderful if your original question required the interpretation of data as well! Combine study skills whenever possible to increase your overall proficiency with the subject matter.
- 6. Evaluate yourself using online sources (Evaluation)**  
There are a number of websites and apps that can be accessed to practice a skill or test your knowledge. Classzone.com is recommended by a number of your teachers. There you will find self-check quizzes, timed practices, video and audio files, and reference materials. Take a practice test and use the results to evaluate your readiness for the assessment that counts!
- 7. Identify areas of weakness by reviewing all returned assessments and assignments and correcting wrong answers (Comprehension)**

## **STUDY SKILLS (cont'd)**

You are encouraged to maintain a folder of all graded assessments and assignments for each class for each marking period. You should review your assignments upon receiving them and determine areas that need improvement. On a Post-It, write what you could have done to improve your performance and place it on the assignment. Before your next assessment/assignment, review your folder and re-read your Post-it notes.

- 8. Re-read your notes/textbook, and annotate/highlight the most important information or the information that gives you the most difficulty (Identify)**

This skill assists you with identifying critical information and encourages you to delve deeper to gain greater understanding. By identifying information that gives you difficulty, you can further research that information to gain clarity. Annotating and highlighting are simple, convenient and personal methods of studying. Personal? It is personal because **you** decide to highlight what is **relevant to you**. Your highlights may not be the same as that of a classmate. Create your own path to the attainment of comprehension skills!

- 9. Organize the material being tested in the form of a study guide, outline, graphic organizer or reference sheet (Classify)**

**Create a story, song or cartoon using vocabulary terms and/or key concepts (Write, Illustrate)**

**Make flash cards by drawing pictures of vocabulary terms (Write, Illustrate)**

Why not organize your materials/information in a way that is easiest for you instead of relying on teachers to organize the information for you? Go ahead and do it. Create your own index cards, acronyms, songs, raps, cartoons, graphic organizers, timelines, drawings, or anything else that will assist you to maximize your learning, retention of information, and enjoyment!

- 10. Create an instructional how-to guide of key concepts for someone else (Explain, Develop)**

**Teach key concepts and processes to someone else (Explain, Develop)**

You become the teacher! Explain your objective and unit of information to classmates, family members and friends. Provide them with a study guide or graphic organizer and as many details as possible. Have "your class" ask questions. If you do not have a correct and complete response, make note that this is an area you have to revisit.

### MLA FORMAT

- Leave one inch margins on top, sides, and bottom of your 8 ½ X 11 quality paper.
- Use size 12 Arial or New Times Roman font.
- If handwritten, use blue or black ink and write on every other line of your ruled paper. Handwriting must be clear and legible.
- Papers should all have a uniform look. Here is an example of a typical Page One:

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Jones 1

Sam Jones

Ms. Smith

English 12

7 September 2015

Report Title

Start your paper by indenting five (5) spaces. All of the information in your heading is to be double spaced and the title of your report should be centered.

- 
- Document your sources with a works cited page. The works cited page(s) should be numbered. The works cited page is also known as your bibliography.
  - Be sure to include parenthetical citations in the body of your paper.
  - When using a quotation of three or more lines, indent 10 spaces from the margins on both sides. The quotation must be single spaced and without quotation marks.
  - Plagiarism *Dictionary.com Unabridged*. Random House, Inc. 29 Jun.2015.<Dictionary.com <http://dictionary.reference.com/browse/plagiarism>>. Plagiarism is a severe offense. Please refer to the Student Discipline Code of Conduct on pages 27 and 28.

## DRESS CODE POLICY

Every student is expected to adhere to the dress code policy for the academic and physical education uniforms. Students are expected to wear their uniforms *with pride*. Outerwear is not allowed in class.

<b>Item</b>	<b>Color</b>	<b>Style</b>	<b>Not Allowed</b>
<b>Skirts</b> <i>(females only)</i>	Navy or Gray	Kilt or Kick Pleated ( <i>no more than 3 inches above the knee</i> )	<i>Tight fitting skirts, miniskirts, jean skirts</i>
<b>Skorts</b> <i>(females only)</i>	Navy or Khaki	Kick Pleated	<i>Any other skorts</i>
<b>Pants</b> <i>(male &amp; female)</i>	Navy/Khaki/Gray	Relaxed fit Khaki style pants ( <i>4 pockets, single side seams, no flaps, buttons, or decorative stitching on pockets</i> )	<i>Navy, khaki or gray jeans, pants worn below the hips, overalls, cargo pants, bell bottoms, flares, rolled up pants, cuffed pants, carpenter pants, capri pants, sweatpants, shorts, poplin pants, stretch pants, pockets on outside of pants leg</i>
<b>Shorts</b> <i>(males only)</i>	Khaki	Relaxed fit Khaki style shorts	<i>Cargo shorts, pockets on outside of pants leg, any other shorts</i>
<b>Shirt</b> <i>(male &amp; female)</i>	Golf Shirt w/ Logo White/Navy/Gray)	Long/Short Sleeve Only first 2 buttons worn open	<i>Shirts worn completely open, oversized shirts, dark, bright or lettered t-shirts or tank tops, alone or as a replacement for uniform shirt, long sleeve shirts may NOT be worn under short sleeve shirts</i>

**ACADEMIC DRESS CODE (con't)**

<b>Item</b>	<b>Color</b>	<b>Style</b>	<b>Not Allowed</b>
<b>Belt</b> ( <i>male &amp; female</i> )	Black/Navy/ Brown/White	Dress leather or mesh belt	<i>No name belts, no other color belts, no metal or chain belts</i>
<b>Undershirt</b> ( <i>male &amp; female</i> )	Solid White/ Navy/Gray	Short sleeve (crew, V-neck) MUST be tucked in at all times.	<i>Bright colored undershirts, oversized shirts, no logos.</i>
<b>Cardigan Two Pocket Sweater; Long Sleeve; and, Sleeveless V-Neck Sweater</b> ( <i>male &amp; female</i> )	Navy	Regulated sweater with school logo Only golf shirt may be worn with sweater	<i>Oversized sweater, sweater turtle necks</i>
<b>Tights</b> ( <i>females only</i> )	Gray/Navy/ White	Solid color	<i>Leggings, fishnet, no design of any kind will be permitted</i>
<b>Panty Hose</b> ( <i>females only</i> )	Gray/Navy/ White	Solid color	<i>Striped, fishnet, with holes, no design of any kind will be permitted</i>
<b>Shoes/Boots</b> ( <i>male &amp; female</i> )	Black/Navy/White/ Tan/Gray/Brown	Solid Color	<i>Open-toe shoes, sandals, clogs/mules, slippers, no other colors</i>
<b>Sneakers</b>	Black/Navy/White/ Gray	Solid Color (logo, e.g., swoosh, stripes, etc.) must be either white or black	<i>Sneakers without laces, untied sneakers</i>
<b>Sweatshirt/ Fleece</b>	Navy/Gray	Regulated sweatshirt or fleece with school logo	<i>No other sweatshirts or fleece</i>

➤ ***Outerwear is not allowed in class. Other clothing or items not permitted include head coverings, neck scarves, hats, handkerchiefs, wave caps, bandanas, and attire per Board of Education Policy #5511***



### **PHYSICAL EDUCATION DRESS CODE**

Students are required to wear a uniform for physical education class. The physical education uniform is as follows:

Regulated t-shirt with school logo (white) or white crew neck t-shirt

Navy mesh shorts or sweatpants (with school logo)

White socks

Solid color sneakers with laces per Academic Dress Code

School regulated sweatshirt with logo

### **DRESS CODE VIOLATIONS/DISCIPLINARY ACTIONS**

1. **First Violation:** Student warning.
2. **Second Violation:** Student detention. Parents of freshmen and sophomores will be informed of the infraction via a Disciplinary Referral Form that is to be signed and returned to the principal.
3. **Third Violation:** Two student detentions. Parent/student conference may be required with the principal.

\*If there are continual violations of the dress code, a parent/student conference may be required with the superintendent.

### **ATTENDANCE POLICY**

Absence is defined as the non-attendance of a student enrolled in the Health Sciences Technology High School. The effect of any absence, either moderate or excessive, is clearly detrimental to the student. Therefore, it is incumbent upon the student to attend school regularly. It is the responsibility of the parent(s)/guardian(s) to monitor the attendance of his/her child and implement corrective measures when needed. **Parents are to notify the school office by 8 a.m. when their child is absent.** The parent/guardian should inform the principal immediately when a special situation develops that may affect the student's attendance. The Guidance Counselor will regularly monitor the attendance and tardiness records of students.

**Students must be in school for at least four (4) instructional hours in order to be considered present for the day. Students arriving to school after 10:05 a.m. and students leaving school before 12:56 p.m. will be marked absent for the day.**

**The student must make up all missed assignments within five (5) days** when an absence has been verified for illness; death or serious

illness in the immediate family; a religious holiday as designated by the State Department of Education; reasons approved by the administration; and/or attendance required in court.

**Students who are absent due to vacations, extended holidays, or other non-school related activities will not be allowed to gain credit for any missed assignments, quizzes or tests.**

When a student is eligible to receive home instruction, such instruction will be initiated within five (5) days of the student's leave from the general education program.

The parent/guardian will be sent notices after the third, sixth, ninth, twelfth, fifteenth, and eighteenth absence. The fifteenth (15) and eighteenth (18) absence notifications will be sent via certified mail with return receipt. A parent/guardian conference is required at the fifteenth (15<sup>th</sup>) absence. A parent/guardian conference with the Attendance Appeals Committee is required prior to and at the eighteenth (18<sup>th</sup>) absence. **Students who are absent 18 days or more may lose credit for their courses.**

If the school is unable to determine a student's whereabouts after five (5) consecutive days of absence, the Superintendent of Schools will be notified and a Missing Persons report will be filed with the appropriate police department. A referral will be made to the Municipal Court, Juvenile Court, and/or a Crisis Intervention Unit for the student who is 16 years old or younger and has accumulated 10 days of unexcused absences.

### **PERFECT ATTENDANCE RECOGNITION**

Students who achieve perfect attendance without tardiness will receive recognition.

### **TARDINESS**

Any student who arrives late to school during homeroom period (8:00 – 8:10 a.m.) will report directly to homeroom and will be marked late. Any student who arrives late to school after 8:10 a.m. must sign in at the Security Desk and get a pass to proceed to class.

Tardy reports to school are cumulative per semester. The parent/guardian will be sent notices after the third, sixth, ninth, twelfth, fifteenth, and eighteenth tardy reports.

The following disciplinary actions will be taken with students who are tardy to school/homeroom:

Tardy three (3) times = One (1) Administrative Detention

Tardy six (6) times = Two (2) Administrative Detentions

Tardy nine (9) times = Three (3) Administrative Detentions and parent conference.

Tardy twelve (12) times = Four (4) Administrative Detentions and parent conference

Tardy fifteen (15) times or more = Combination of any actions cited above and possible Out of School Suspension.

### **RIGHT OF APPEAL**

A school-based Attendance Appeals Committee will be charged with the responsibility of rendering decisions related to attendance and tardiness appeals filed by students and/or parents/guardians. The burden of proof to justify and document reasons for absences rests solely with the parents/guardians and students. Any grievance arising from any part of the attendance/tardiness policy may be appealed to the Superintendent of Schools.

### **GENERAL SCHOOL INFORMATION**

#### **ACCIDENTS**

All accidents, even if minor, must be reported to the teacher in charge and to the nurse. An accident form must be completed by the teacher in charge and signed by the nurse for the Board of Education and insurance company.

#### **ANNOUNCEMENTS**

All announcements must be cleared through the principal. Announcements will be read in the morning and in the afternoon if needed.

#### **AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM**

The Automated External Defibrillator (AED) is housed in an alarmed cabinet in the Commons and is available for use by anyone who has been appropriately trained and certified in its use.

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing and show no signs of circulation.

### **BEHAVIOR**

Proper behavior and language is expected at all times when engaged in school, hospital, and community service activities.

### **CHANGE OF ADDRESS OR PHONE NUMBERS**

Please advise the main office immediately of any changes in contact information. Proof of residency for the new address must be provided to the school office.

### **CLASS AND CLUB OFFICERS**

Any student aspiring to a leadership role within the school must exemplify serious academic pursuit; model behaviors consistent with trustworthiness, respect, responsibility and citizenship; and demonstrate prompt and consistent school attendance. Class and club advisors must consult with the principal and school counselor to review the nominees' G.P.A., disciplinary record, and attendance record prior to determining candidates for positions of leadership.

### **CLUB AND ENRICHMENT ACTIVITIES**

Club and enrichment activities provide students with an opportunity for self-expression, self-fulfillment, learning and fun. In addition, it is hoped that these activities will help students develop a sense of personal identity, as well as enthusiasm and a sense of belonging to the school. Many of our clubs/activities will also provide students with an opportunity to be of service to the school and to the community. Students are encouraged to develop additional clubs and activities that are of interest to them.

### **COMMUNITY SERVICE**

Community service assists students in learning about their community, becoming productive citizens, mastering skills in working with others, and in understanding how they, as individuals, can make a difference. **Students are required to complete fifty (50) hours of community service before graduation.**

Students should pursue community service opportunities on their own, although various volunteer opportunities arise during the school year.

### **DROP EVERYTHING AND READ**

Drop Everything and Read (D.E.A.R.) is conducted on Monday and Friday for twenty (20) minutes during each lunch period. Students are to bring independent reading materials to lunch with them on Monday and Friday.

### **DETENTION**

Detention is held on Tuesday and Thursday from 2:30 - 4:00 p.m. Students assigned to detention will be given a yellow Detention Notice. All freshmen and sophomores are to return the notice signed by a parent/guardian. Depending upon the offense, juniors and seniors may be required to return the notice signed by a parent. Students are expected to report to detention on the assigned date and sign the attendance book. Failure to attend an assigned detention will result in an additional detention being assigned. Repeated failure to attend detention may result in a parent/guardian conference and an Out of School Suspension. Students must independently complete homework assignments, read, or study during detention.

### **EARLY DISMISSAL**

Only parents/guardians listed on school records and individuals specified by the parent/guardian via the Medical Emergency Form are permitted to sign students out of school early. **Students must be in school for at least four (4) instructional hours in order to be considered present for the day. Students leaving school before 12:56 p.m. will be marked absent for the day.**

### **ELECTRONIC DEVICES**

**All electronic equipment and or devices including cell phones, iPods, recording devices, radios, handheld games, etc. are not permitted in school.** Students in possession of these items will have them confiscated. The items will be returned to parents/guardians only and the student will be assigned to detention.

### **EMERGENCY DRILLS**

A minimum of two (2) emergency drills (fire, lockdown, shelter in place, and evacuation) are conducted each month. Students are to respond quickly and remain quiet during the drills. Disciplinary actions may be taken with students who misbehave during a drill.

### **FLAG SALUTE AND THE NATIONAL ANTHEM**

New Jersey law requires respect for the flag of the United States of America. If you are conscientiously opposed to the flag salute or the National Anthem, you may abstain from ceremonies; however, you are required by law to stand. (NJSA 18A: 36:3)

### **FUNDRAISING**

The school principal must approve all fundraising requests which are then forwarded to the Superintendent for final approval. All fundraising requests must be submitted on the district form.

### **HALL PASSES**

Students are expected to attend classes with all required materials. Students should not be allowed to return to their lockers for books, pencils etc. **The official school pass is in the Time Tracker.** The date, exact time, destination and teacher's signature is needed when the student leaves class.

### **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.

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that

3. Takes place on school property, any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A.18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

### **HONOR CODE**

It is expected that students will conduct themselves in an honorable manner at all times. Students who cheat, plagiarize, or commit forgery in connection with academic endeavors and/or school procedures are subject to disciplinary action.

### **IDENTIFICATION CARD**

Each student is required to possess a photo identification card (ID) from NBHSTHS. The school ID card will be required for participation in certain school events. Students in grades 11 and 12 will be issued an ID card from Robert Wood Johnson University Hospital (RWJUH). Students must visibly display their RWJUH ID card at all times while on hospital premises. Failure to wear the ID card will result in disciplinary action. These cards must be returned to the security desk immediately upon return from RWJUH.

### **LOCKERS**

Lockers are provided for storage and protection of school and personal property. It must be clearly understood that lockers are **not** student lockers. They are school lockers. As such, they must be locked when not in use. In order to prevent theft, the combination of any lock should remain confidential. Each student is responsible for the cleanliness of his/her own locker and for any damages inflicted. Any problems involving lockers should be reported to the main office. Only combination locks issued by the school may be used on the lockers.

Any other securing device will be removed at the student's expense. **The administration has a legal right to inspect and search each locker if, in its opinion, the situation warrants it.**

### **LUNCHTIME CONDUCT/FOOD AND DRINKS**

Students are expected to clean their tables and place paper, other waste materials, and recyclable materials in the proper receptacles. It is further expected that student behavior will create a leisurely, orderly lunch period. Students are not allowed to bring lunch or drinks in glass containers. All drinks are to be in their original containers. Food and drink are not allowed in the classrooms without permission of the principal. Only students with a medical note are allowed to have water in class. Students must provide their own paper goods when they bring food from home. Students are permitted to use the small refrigerator and microwave located in the Commons to store and heat their food brought in from home. It is the students' responsibility to keep these areas clean and tidy.

### **NATIONAL HONOR SOCIETY**

It should be the goal of all students to qualify for membership in the National Honor Society. At the end of the first marking period of the school year, the academic records of 11<sup>th</sup> and 12<sup>th</sup> grade students are evaluated to determine possible candidates for membership. All 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades will be used for eligibility. An 11<sup>th</sup> or 12<sup>th</sup> grade student must have attained at least a 3.40 cumulative grade point average to be eligible. Final grades and current mid-semester grades are considered. The grade point average is computed according to current New Brunswick Board of Education Policy. If a student is academically eligible, an application can be made and the student will be evaluated to determine if other criteria of leadership, service and character, according to NBHSTHS and the National Honor Society Handbooks, are met. Students are chosen by a majority vote of the five (5) faculty member council. The principal and the National Honor Society Advisor will notify the selected students and their parents/guardians. Questions concerning selection and/or non-selection are to be directed to the National Honor Society Advisor in writing. The performance of the current members of the National Honor Society is evaluated annually to assure conformity to the four criteria of scholarship, leadership, service and character.



## **NURSE'S OFFICE**

Each year, every student must submit a Medical Emergency Form with contact information for parents/guardians and other adults who should be called in the event a parent cannot be reached.

The parent/guardian will be notified if a student is being excluded from school due to a health/medical concern. **The parent/guardian or other authorized adult must report to school to sign the student out. The authorized adult must present a photo ID.**

If a student reports to school late or must leave school early due to a medical appointment the parent/guardian or other authorized adult must sign the student in or out. The authorized adult must present a photo ID.

Students must have a pass signed by a teacher with a date and time in order to be admitted to the nurse's office.

**NO** medication will be administered to a student without an order from the doctor. This includes over-the-counter medications such as Tylenol. **NO** inhalers or Epi-pens are permitted without a doctor's order.

Students will only be released from gym with a signed, dated note from a doctor. This note must also include the period of time that the student is to be medically excused from gym/sports activities. This note should be brought to the nurse's office during homeroom.

Physical examinations and screenings are completed according to State of NJ regulations and New Brunswick Board of Education Policy. Mantoux testing, with parental consent, is done on a yearly basis due to our partnership with RWJUH. All incoming students will have a two-step Mantoux.

## **SCHOOL PROPERTY**

The physical condition of a building reflects the character of the people in it. Students and staff are expected to take pride in the condition of their school. **Parents are responsible for any school property lost or damaged by their child.** Malicious destruction of school property will also result in disciplinary action.

### **TECHNOLOGY USE**

An Acceptable User Agreement must be signed by the parent/guardian and student before a student will be permitted to use district technology. **Students are not allowed to bring their personal laptop computers to school.** No food or drinks are permitted when using district technology.

### **TEXTBOOKS**

**All textbooks are to be covered.** If a book is lost or damaged, the student and parent are responsible for replacing the book or paying an appropriate fine.

### **VISITORS**

All parents/visitors must sign in with the security personnel upon entering the school premises. After signing in, security will route parent/visitors to the appropriate destination. Every effort will be made by the administration to accommodate parents in a timely manner.

### **ZERO TOLERANCE POLICY**

The New Brunswick Health Sciences Technology High School will actively enforce the Board of Education and Superintendent's Guidelines for Zero Tolerance. Acts of violence, vandalism, sexual harassment, weapon possession, and drugs (use, possession and/or sale) will be subject to stringent discipline as outlined by the Board of Education Policy. Students will be informed and educated about these policies at the opening of the school year.

### **STUDENT DISCIPLINE/CODE OF CONDUCT**

**The purpose of a Student Discipline/Code of Conduct is to foster the health, safety, social, and emotional well-being of students and support the establishment of a civil, safe, secure and disciplined school environment conducive to learning. It is the expectation of administration, faculty, parents, and the New Brunswick community that students demonstrate proper behavior and language at all times when engaged in school, hospital, and community service activities.**

All students will be afforded due process prior to the implementation of disciplinary actions. Depending upon individual circumstances, disciplinary actions may be modified.

<b>MISCONDUCT</b>	<b>DISCIPLINARY ACTION</b>
<b>Continued acts of willful disobedience of authority of a teacher, staff member, or administrator; persistent failure to follow school rules which are consistent with Board policies and administrative procedures</b>	Parent/guardian conference In School Suspension Out of School Suspension
<b>Cheating, plagiarizing and or forging/falsifying of signatures on notes, excuses, or other school documents</b>	Parent/guardian conference Zero on test and/or assignment Detention Further action to be determined by principal
<b>Profanity or vulgarity that is incidental and not specifically directed towards a person</b>	Detention
<b>Tardy to Class (3x) Tardy to Class (6x)</b>	Teacher Detention Admin Detention Teacher/Parent Conference
<b>Maliciously cutting, defacing or otherwise damaging, in any way, property belonging to the school or RWJUH</b>	Parent/guardian conference Detention, In School Suspension or Out of School Suspension depending upon the offense Monetary restitution and/or community service. Referral to New Brunswick Police Department
<b>Larceny, Petty Theft</b>	Parent/guardian conference Out of School Suspension. Referral to New Brunswick Police Department
<b>Cutting Class</b>	Detention
<b>Fighting (spontaneous incident)</b>	Parent/Guardian Conference Out of School Suspension (the student provoked may not have to be suspended)

<b>False Fire Alarms: Tampering with a fire alarm box or system or setting off fire alarm</b>	Parent/Guardian Conference Out of School Suspension for five (5) to ten (10) days Referral to the New Brunswick Police Department
<b>Enticing other students to create a disturbance which disrupts the operation of the school</b>	Parent/Guardian Conference Out of School Suspension for two (2) to five (5) days Referral to the New Brunswick Police Department
<b>Harassment, Intimidation, and Bullying</b>	Parent/Guardian Conference Other actions taken are dependent upon the severity of the offense(s), the developmental age of the offender, and any history of inappropriate behaviors.
<b>Gum Chewing</b>	Teacher Warning Teacher Detention