

# Banyan High School And L.I.F.E. Academy Student Handbook 2017-2018

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This document provides information about our most often used policies and procedures. Please read it carefully to ensure that you are knowledgeable about its contents.

The Handbook is designed to help you understand the need for rules and regulations as we strive to fulfill our commitment to ensure a structured, safe and productive environment at our school.

In the event that you would like to question or appeal any of the policies or procedures found herein, please contact me.

Marguerite G. Freeman  
Principal

# WELCOME TO BANYAN HIGH SCHOOL

Banyan High School is a private, co-educational school for students whose academic performance has been compromised by a range of specific learning disabilities. Banyan offers a well-rounded program of academic, college preparatory and vocational courses, which prepare students for higher education or employment. Counseling services, individual education plans, and small classes with dedicated teachers and staff help students reach their full potential.

Founded in 1993 with eight students, Banyan School has grown to become a well-recognized innovator and leader in educating children who learn differently.

Our focus at Banyan High School is to instill in our students the concept that education is a life-long process. To that end, we strive to empower students to believe in themselves and to develop the skills necessary to be successful in school and in life.

Our state-approved curriculum offers both college and career preparation courses providing each student with a well-rounded educational experience, maximizing their learning potential; nurturing social, emotional and aesthetic growth. Banyan High School offers the opportunity for students to become independent, problem-solving, productive members of society, with the confidence to pursue choices in their future education and/or in the job market.

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## ***Banyan High School Mission Statement***

To strengthen the academic proficiency of high school students with a range of learning disabilities by concentrating on reading, language and communication; fostering social and life skills, and providing the educational and vocational support necessary for students to gain independence inside & outside of the school environment.

# **Counseling and Guidance Philosophy and Services Guidance Staff and Transition Services**

Dr. Rick Manista– School Psychologist

Mrs. Angela Randion – School Social Worker

Mr. James Dunderman - Learning Disabilities Teacher Consultant

## **Mission and Goals**

A crucial part of our mission in educating students at Banyan High School is to ensure that our curriculum and services address the academic and emotional needs of students. This means that our staff is dedicated to working with students to maximize their development during their years here and to prepare them for their transition from high school to the next phase of their lives.

To achieve our primary goal of preparing students for success in school and in other phases of their lives our staff is committed to a partnership in which we meet regularly with Parent/Guardians and students as well as with members of the surrounding communities to address their unique concerns and needs.

## **Guidance Curriculum**

Developmental guidance is at the heart of our guidance curriculum's mission. All children face developmental challenges as they mature. To help students meet those challenges, we offer group social skills classes and individual counseling sessions when necessary as part of our guidance program to ensure that we are meeting students' needs and addressing their unique challenges as their development progresses.

## **Career and Postgraduate Educational Planning**

To prepare students for further education or careers after they graduate from Banyan High School, counselors will meet with each student and with Parent/ Guardians to explore students' interest and their options for achieving their goals. All sophomores are scheduled to participate in a career interest inventory program and seniors are taught to use college search programs, if they are college bound.

It is important for students to learn about themselves and their interests. Students are encouraged to work with the Guidance Department to develop resources that will help them to reach their career goals.

## **Working Papers**

Working papers are required for all persons under eighteen years of age who are gainfully employed. They are issued for a specific job and not for an overall permission to work. Application information is available in the Guidance Office in your school district.

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# **Attendance**

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**Regular attendance** is required on all of the days and hours that the High School is in session. If you are late and arrive on or before 8:30 a.m., go to homeroom. If you arrive after 8:30 a.m., report to the office and the nurse's office.

**School notification** is required when a student is absent from school. Parent/Guardians are responsible for notifying the office with the reason for the absence. The school reserves the right to verify any and all statements regarding absences and determine whether the absence is excused or unexcused.

**Excused absences** are permitted for: (A) personal illness, (B) death in the family, (C) religious holidays, (D) court appearances, and (5) administratively-approved absences.

Any absence of three (3) or more consecutive days due to illness must be accompanied by a note from the physician's office upon the student's return to school to be considered excused.

Upon the student's return to school, a note must be provided within 48 hours for the absence to be excused. If a note is not provided within 48 hours, it will be considered an unexcused absence. All absent notes are submitted to the nurse.

Students are responsible for making up all work and/or exams when they are absent from school. Students with an excused absence will be allowed two days for every day absent to make up the work. Make-up work for an excused absence will be given full credit.

**Unexcused absences** are absences from school for any other reason than those stated above. Students are responsible for making up all work and/or exams when they are absent from school. Vacations and family travel while school is in session are not considered reasons for excused absences. Students with an unexcused absence will be allowed two days for every day absent to make up the work. Make-up work for unexcused absences, taken with Parent/ Guardian knowledge or consent, will receive a penalty of one letter grade.

**Extra-curricular activities:** Students must be in attendance for a minimum of **FOUR** hours to be eligible for participation in extra-curricular activities. Students who are absent from school, for any reason other than an administratively approved absence, are prohibited from participating in activities/clubs such as: dances, Prom, Social 4-Life, and sporting events etc., and are prohibited from school grounds on the day of the absence.

## **Absentee totals:**

**A letter will be sent to the Parents/Guardians and districts after 5, 9 and 14 accumulated days absent, whether the absences are excused or unexcused.**

**In order to receive credit for courses in grades 9-12, a student's total number of unexcused absences may not exceed 18 days for a full year course, or 9 days for a semester course and may not exceed five days in any marking period.**

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The following types of absences **are not** included in these totals: Home Instruction, In or Out-of-School Suspension, Religious Holidays, and School-Sponsored Activities.

Absence from school without Parent/Guardian knowledge and consent (truancy) is considered an illegal absence. While students are responsible for making up the work they missed, no credit will be given. Truancy will result in an in-school suspension.

In order to receive credit for Driver's Education a student's total number of EXCUSED and UNEXCUSED absences may not exceed 4 days.

**Tardiness** deprives a student of a thorough and efficient education. Promptness is a responsibility of both, the student and the Parent/ Guardian. Tardiness to school will be excused for those reasons approved for excused absences. Four incidents of unexcused tardiness shall equal one unexcused absence. Four incidents of excused tardiness shall equal one excused absence. Excessive tardiness shall result in administrative review.

**Leaving school early:** If a student is leaving school early, he/she must report to the office with a note from a Parent/Guardian prior to the start of the school day in order to receive a pass to leave. Students are to be properly signed out by a Parent/Guardians, in the office. If a Parent/Guardian is requiring a *designated person* to pick up their student then the following criteria must be met.

- a. The *designated person* must be 18 years old or older.
- b. The letter must include the name and address of the *designated person*.
- c. The *designated person* must present a valid form of photo identification, which includes name and address.
- d. The *designated person* must first register at the Main Office and a photocopy will be made of the ID.

If the student has driving privileges and/ or is 18 years old, the following is necessary:

- a. Written permission from the Parent/Guardians is necessary.
- b. Confirmation must designate the mode of transportation.
- c. The student must sign out in Main Office, before leaving.

If a student becomes ill at school, the Nurse should determine whether early dismissal is necessary. Students are permitted to leave only when Parent/Guardians can be contacted. **STUDENTS LEAVING WITHOUT THE PERMISSION OF THE NURSE OR OFFICE WILL BE CONSIDERED TO BE CUTTING.** Students signing out of school for a dental or doctor's appointment will receive an unexcused absence. Upon the student's return to school a doctor's note must be provided to the office in order for it to be changed to an excused absence.

**Truancy:** Students who are illegally absent from school without Parent/Guardian consent or knowledge will be considered truant and will be subject to disciplinary action. Habitual truancy will result in the matter being referred to the appropriate law enforcement agency.

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# Academics

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## Grading

Evaluation is based on evidence of the attainment of the instructional and performance objectives for the subject. The following symbols are used to report progress:

### Grading Criteria

The grading criteria are as follows:

<b>Excellent</b> Masters all course Proficiencies	<b>A-</b> 90-92	<b>A</b> 93-96	<b>A+</b> 97-100
<b>Good</b> Masters a major portion Of course proficiencies	<b>B-</b> 80-82	<b>B</b> 83-86	<b>B+</b> 87-89
<b>Fair</b> Masters the minimum Course proficiencies	<b>C-</b> 70-72	<b>C</b> 73-76	<b>C+</b> 75-79
<b>Poor</b> Completes the minimum Proficiencies	<b>D-</b> 60-62	<b>D</b> 63-66	<b>D+</b> 67-69
<b>Failing/FA</b> Indicates work inferior to accepted standard for passing Failure for Attendance		<b>FA</b>	<b>F</b> Below 59
<b>Incomplete Work</b> Incomplete work at the end of the grading period, semester, or year is recorded as an I			<b>I</b>
<b>Withdrawn</b>			<b>W</b>
<b>Not Applicable</b> for this marking period			<b>NA</b>
<b>Excused, Excused for Medical Reasons</b>			<b>E, EM</b>

## **GRADE POINT AVERAGE (Grades 9-12 only)**

The grade point average (GPA) will be the quotient of the total number of quality points divided by the total number of credits attempted. The GPA shall be calculated to two decimal places.

All courses taken in grades 9-12 for which a letter grade of A, B, C, D, or F can be assigned shall be considered in determining grade point average. Quality points for a standard course will be calculated by multiplying the number of credits attempted for a course by the standard grade value for the grade earned.

## **INCOMPLETE GRADES**

Students who have received an Incomplete for a marking period, examination, or semester grade will be given ten (10) school days to complete the necessary work, unless determined otherwise with Banyan High School Administration. If the work is not completed within this time, the *Incomplete Grade* will automatically become an *F*. Teachers may submit grade change forms at a later date in cases where there were extenuating circumstances.

## **LATE WORK POLICY**

If a student is present, then all homework (any assignment that may be completed overnight and turned in the following school day) assignments will not be accepted late. All long-term assignments (i.e., papers, lab reports, projects) submitted after the due date will be accepted and assessed at the discretion of the teacher.

## **REPORT CARDS**

Students receive academic reports four times a year. All grades should essentially represent a measure of the performance by the student in a given subject.

## GRADUATION REQUIREMENTS

All students will be required to complete and New Jersey State Requirements for graduation. All students must earn at least 120 credits, unless specified by their district.

Subject	Graduation Requirement	Description
English	20 credits	Composition, Writing and Literature Must be enrolled in every year in school
Financial Literacy or Equivalent	2.5 credits	
Fine and Practical Arts	10 credits	5 credits Fine Art and 5 credits Practical Art
Mathematics	15 credits	Algebra, Geometry + course that builds on both courses
Physical Education	15 credits	Must be enrolled in every year in school
Science	15 credits	Biology + 2 other science courses
Social Studies	15 credits	World Cultures + 2 other science courses
World Language	5 credits	1 year is required for graduations, 2 years for college bound
21 <sup>st</sup> Century Skills	5 credits	Life, Careers, or Technology
Electives	22.5 credits	

## Discipline

### PHILOSOPHY

The Banyan School community believes that learning requires an orderly environment and that firm rules are needed to ensure that all students are able to take advantage of an optimal learning experience and that their safety and health are not compromised. Maintaining a quality school is not the responsibility of school staff alone, but of our staff in partnership with students and Parent/Guardians. Thus, we will review student behavior in the context of a school-home partnership.

We also believe that our students must learn to take responsibility for their behavior. Our staff encourages students to use conflict resolution techniques in relation to our school wide behavior expectation core values to resolve their differences.

### School-wide Behavior Expectation Core Values

1. Respect
2. Responsibility
3. Tolerance
4. Safety

### Code of Conduct

1. Students and staff must treat each other with respect and courtesy
2. All students and staff should follow the guidelines and socially acceptable behavior
3. Use conflict resolution skills to resolve differences
4. All students have the right to a learning environment free from distractions
5. Students shall obey adult authority and respond to their requests.

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# **REMEDICATION AND CONSEQUENCES**

## **BEHAVIOR CONTRACTS**

Behavior contracts will be used where appropriate and developed with the student, Parent/Guardian and appropriate Banyan High School staff. It will establish goals and objectives which the student and staff will use to help modify the student's behavior.

## **COURT ACTION**

Children under 16 years are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons, and any other violation of New Jersey Statutes.

## **SUSPENSION**

Students may not participate in school activities, or be on school grounds, on the day(s) of their suspension. The infractions contained in this document which lead to suspension are within the law (N.J.S.A.18A:37-2). If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

## **IN-SCHOOL SUSPENSION**

Students assigned In-School Suspension must report to a specified area on the indicated day. Students are there for the entire day and are expected to complete assignments provided by teachers. A zero will be given for that day's class work if it is not completed within the assigned amount of time.

Parent/Guardians are telephoned and sent a letter, informing them that an In-School Suspension has been assigned. In some instances, a Parent/Guardian conference is requested.

## **OUT-OF-SCHOOL SUSPENSION**

Serious violations of the Discipline Rules and Regulations will result in Out-of-School Suspension. Depending upon the infraction, the suspension may be from one to nine days. Parent/ Guardians are telephoned and sent a letter informing them of this action. In all cases, a Parent/Guardian-Student conference with the Administration is required. Excessive suspensions will result in a loss of student privileges, including parking for seniors.

# **Infractions**

## **BEVERAGES**

There will be no coffee, soda, energy drinks or any beverages containing caffeine (i.e. Snapple iced tea) on school premises, not including the LIFE Academy building (TIMM Center).

## **BIAS INCIDENTS/HATE CRIMES**

All matters related to Hate Crimes and Bias Incidents fall under definitions and referral procedures outlines between Banyan High School and the Little Falls Police Department.

## **BULLYING/THREATS/HARRASSMENT**

Employees, volunteers, Parent/Guardians and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, sexual orientation, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Formal charges/reports will be filed with the authorities when appropriate.

## **CHEATING/PLAGIARISM**

Any students involved in cheating/plagiarism will receive a zero on that assignment and the matter will be referred to the building principal to determine if any further action is necessary.

## **CURSING AND OBSCENITIES**

Any student using language or gestures which are obscene or improper will be referred to the building principal for appropriate action. Any profanities directed at a staff member will result in suspension.

## **CUTTING CLASS**

Any unexcused, non-attendance of class for 20 minutes or more is considered a cut. Parent/Guardians will be notified. Students are required to attend all classes. Truancy will be considered a cut in all classes. A “zero” will be averaged in for any class work missed as a result of cutting a class.

**First Offense** – Lunch detention

**Second Offense** – One day In-School Suspension

**Third Offense** – One day Out of School Suspension

**Fourth Offense** – Failure for the Marking Period

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## **DESTRUCTION OF SCHOOL PROPERTY**

Disciplinary action will be taken against students who destroy school property. In addition, Parent/Guardians will be held liable for the damages (N.J.S.A.8A:37-3).

## **DISRUPTIVE CONDUCT**

Disruptive conduct in the classroom, halls, any place in the building, or on school grounds will not be tolerated. Students displaying such behavior will result in disciplinary action.

## **DRUGS, ALCOHOL AND TOBACCO**

Possession/use/sale of drugs, alcohol, or tobacco is not acceptable and will not be tolerated. We are required to report all such matters to the appropriate law enforcement agency.

## **FALSE PUBLIC ALARM**

Any student causing a false public alarm (i.e. bomb threats, pulling fire alarm) will be suspended from school for an amount of days to be determined by the Administration and formal charges will be filed with the appropriate law enforcement agency as required by law

## **FIGHTING**

All fighting will be investigated and will result in disciplinary action for all parties involved and will be reviewed by the Administration to assess appropriate actions.

## **FORGERY**

Students found forging passes, notes, letters, etc. will be referred to the Administration for discipline action as appropriate.

## **GAMBLING**

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice or any other activity construed by the Administration as gambling. Violators will be subject to disciplinary action.

## **HATS/HOODIES**

### **(Grades 9 -12 only)**

There will be no hats or hoodies allowed except on designated days such as (hat day, team spirit day, etc.)

LIFE Academy

Students are prohibited from wearing hats and hoodies during instructional time and during Structured Learning Experiences.

## **INSUBORDINATION**

Students who fail to cooperate with staff members and are defiant will face disciplinary action.

## **LATENESS TO CLASS (Grades 9 -12 only)**

1. **Excused Lateness** - A student who is late to class (including lunch) because of being detained by a teacher must obtain a note from that teacher.
2. **Unexcused Lateness** - A student who is late due to his/her own fault will be admitted to class as tardy. Teachers will forward the name of tardy students to the Office. Systemic lateness/tardiness will result in disciplinary action.

<b>Offense Number</b>	<b>Disciplinary Action</b>
1 & 2	Lunch detention for each offense
3	Lunch detention + A meeting including: Counselor, Teacher and student
4 – 6	In-School Suspension + A meeting including: Administrator and student + Parent/Guardian and district notification for each offense
7	1 day Out of School Suspension + Re-entry meeting including: Administrator, Parent/Guardian and student
8	Failure of class, Parent/Guardian and district notification

## **LEAVING SCHOOL GROUNDS**

Any student who leaves school grounds during school hours without permission will be disciplined.

## **SEXUAL HARASSMENT**

Sexual harassment is prohibited and will result in appropriate administrative action. It is defined as, but not limited to, “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

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## **SMOKING**

In accordance with New Jersey Law and Banyan High School policy, smoking and/or the possession of cigarettes, lighters, or matches are prohibited in school. Students who are found to be in violation of this policy will be suspended. Students with multiple offenses will be suspended for an amount of days to be determined by the building principal and charges will be filed against them with local authorities as per N.J. Statute 2c:33-13. Students acting as lookouts or warning suspected smokers will be judged as accomplices and punished accordingly.

## **STEALING**

A student who has taken property that is not rightfully his/hers will be suspended from school for an amount of days to be determined by the Administration and formal charges will be filed with the authorities when appropriate.

## **THREATENING ANOTHER WITH BODILY HARM**

If the Administration deems a threat to be of a serious nature, the student (s) will be removed from the school environment. Threatening another with bodily harm, intimidation of students, school personnel, etc. will result in disciplinary action and disciplinary action and criminal charges may be filed.

## **WEAPONS**

All students have the right to a safe educational environment. Banyan High School Policy and New Jersey Statute 2c:39-1 prohibits the possession of weapons on school property before, during, or after school, on school buses or at any school activity. A "weapon" is defines as:

1. Inherently dangerous, capable of causing harm or bodily injury and for which the students cannot demonstrate an educational, instructional or legitimate purpose for its possession in the educational environment,
2. Displayed, threatened to be used, or used against persons or property.
3. Mace or mace-like substances.

Students who violate this policy will be immediately suspended from school for an amount of days as determined by the building principal.

## **ADMINISTRATIVE ACTION**

Any act which results in violence to another's person or property or which threatens the safety of others in the school, on school property, on school buses, or at any school activity is extremely serious, and will result in administrative actions, including an immediate informal hearing which may result in expulsion from school. Parent/Guardian notification is required and the matter will be referred to the appropriate law enforcement agency.

All violations shall be reported to the Little Falls Police Department, and a formal criminal complaint shall be filed by the Administration as appropriate. The foregoing is not meant to preclude any criminal or civil action.

## **BUS DISCIPLINE**

Students are assigned to bus routes by the Officer in charge of transportation. Only students with bus passes are permitted to use the bus. While on the bus, students are expected to behave in an orderly manner. Smoking is not permitted.

Students are to ride to and from on the buses assigned and get on and off the bus at the designated bus stops. Any change in bus assignment must be first approved by the building principal.

1. Show respect for the driver at all times.
2. Enter and leave the bus in an orderly fashion. No pushing or crowding.
3. Be seated while the bus is in motion and wear the seat belt.
4. Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language is allowed.
5. Keep the bus clean- no littering and no vandalism.
6. Remain in their seat. No extension of any part of the body out of a window, no jumping over the seats, and no throwing of objects is permitted
7. Smoking is **not permitted** on school buses.

New Jersey State Law Chapter 18AAA:25-2 states:

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he/she attends.

In keeping with that statute, Banyan High School adopts the following procedure for students deemed unmanageable:

1. **First Offense**-A letter will be sent to the student's Parent/Guardians informing them of the problem as well as what procedure will be followed if a second or a third offense occurs during the school year.

2. **Second Offense**-The student will be excluded from the bus for a period of one school day.
3. **Third Offense**- The student will be excluded from the bus for a period of five (5) school days. Any further infractions will be subject to an additional suspension of bus privileges.

## **CAFETERIA**

Grades 9-12:

A variety of meals and snacks are available. Students are required to clear their tables and place garbage and recyclable items in the receptacles located in various parts of the cafeteria. **Food and beverages are to be confined to the cafeteria only.** Beverage containers will be confiscated. No student may leave the cafeteria without a staff escort.

LIFE Academy:

Students are responsible for their own lunch. They may bring their lunch or prepare their own meals. Students must dispose of their trash and wipe down their area. If students cook, they are responsible for the clean up of all items and utensils.

## **CLASS TRIPS**

Class trips are scheduled by teachers to provide visits to places and performances of various kinds as a means of enriching and expanding the school curriculum.

While away from the school in such trips, students are expected to observe the highest standards of conduct and to dress appropriately. Close instructions of Teacher/Chaperones will ensure maximum benefit from attendance on class trips. The school reserves the right to exclude students from class trip participation and discipline those who do not observe the highest standards of conduct and expected behavior.

## **COMMUNICATION DEVICES/ CELL PHONES/ RADIOS/ PERSONAL LISTENING DEVICES AND VIDEO RECORDERS**

Use of paging devices (beepers and cell phones) in school: Any student in possession of a paging device may be suspended and the device confiscated and forfeited to the district as per N.J. Statute 2C:33-19 and Banyan High School Policy. **Cell phones are prohibited in any part of the school building.**

## CELL PHONE POLICY

Cell phones and electronic devices are prohibited for personal use unless designated by a staff member. Students may only use their cell phones or electronic devices for school related activities or when directed during instruction.

**Students may be asked to turn in the cell phones during Homeroom period in the morning. Phones will be returned to students during Homeroom in the afternoon.**

If a cell phone is **seen, heard or powered on** during the school day the following action will be taken: (we consider the school day from 8:00 AM- 2:35 PM)

<b>Offense</b>	<b>Grades 9-12</b>	<b>LIFE Academy</b>
<b>1</b>	Phone confiscated, student serves 2 day lunch detention. Letter to Parent/Guardian, phone returned at end of the day.	Phone confiscated. Letter to Parent/Guardian, phone returned at end of the day.
<b>2</b>	Phone confiscated, student serves 5 day lunch detention. Phone conference with Parent/Guardian and school administrator. Phone will be returned at a mutually agreed upon time after phone conference.	Phone confiscated. Phone conference with Parent/Guardian and school administrator. Phone will be returned at a mutually agreed upon time after phone conference.
<b>3</b>	<b>Any other offense will result in an out-of-school suspension.</b>	<b>Any other offense will result in an out-of-school suspension.</b>

Use of cell phone cameras is strictly prohibited and subject to disciplinary action. Criminal use of a cell phone camera will be referred to the local law enforcement.

In the case of an emergency/illness requiring telephone use, students will report to the Main Office or Nurse's Office for assistance. Parent/Guardians may contact the Main Office when needed to have an important message delivered to a student.

## PERSONAL LISTENING DEVICES/VIDEO GAMES

**The use of any of these technology devices is generally prohibited. There may be occasion when students are permitted to use these devices as determined by the Banyan High School Administration.**

## **CORPORAL PUNISHMENT**

New Jersey law prohibits corporal punishment. School personnel are granted reasonable and necessary use of force in the following situations:

1. To quell a disturbance threatening physical injury to others.
2. For the purpose of self-defense.
3. For the protection of persons and property.

## **DRESS CODE**

Students are required to adhere to the following dress code:

1. Flip-Flops of any kind are not allowed.
2. NO cleavage, midriff or undergarments are to be exposed.
3. Halter tops and strapless tops ARE NOT allowed.
4. Skirts and shorts must be at fingertip length.
5. There will be no hats or hoodies allowed except on designated days (such as hat day, team spirit day, etc.)

**Violation of the dress code will result in the following measure:**

**A call will be made to the home for appropriate clothing to be supplied by Parent/Guardian. Student will not be permitted to return to class until proper attire is worn. Student will be required to submit all missed assignments for that day.**

## **FIRE DRILLS**

The law requires that we have two (2) emergency safety drills including one (1) fire drill per month. Students and staff are to move away from the building and proceed to the area behind St. Frances Hall. Emergency exit procedures are posted in each room.

In the event of an emergency, it is important to be able to account for every student. Students are to remain with their teacher. Teachers will take attendance during all evacuations of the building. Students are not to wander, sit on cars or enter cars. Students who fail to cooperate will be referred to Administration.

## **HALL PASSES**

### **Grades 9-12**

Any student passing through the halls during class time must have a pass. Loitering in halls, lavatories, or staircases will result in disciplinary action. Continued behavior may result in disciplinary action.

## **LIFE Academy**

Hall passes apply only to LIFE Academy students when they are present in the main building.

## **HEALTH AND EMERGENCY CARDS**

Every family registered in the school must have the following on file in the office:

1. Health History
2. Physician's report
3. Medication Contract
4. Authorization to administer medication Emergency Contact Card
5. Emergency Contact Card

The above information will be used for locating Parent/Guardians in the event a student becomes ill or has an accident at school. It is important that if any information on the card changes during the course of the year, the school office is informed immediately. **If health information is not completed and returned, the student will not be permitted to return to school.**

## **HOMEWORK**

All students receive a homework assignment pad the first week of school. It is vital that all Parent/Guardians read and review the homework assignments each day. All homework is the student's responsibility.

If a student is absent, homework and classroom assignments are expected to be completed. If absence is due to a serious or prolonged illness, Parent/Guardians should consult with the teacher.

Although the amount of homework will vary with each subject, the average amount of time to be spent on homework is as follows:

Grades 9-12

45 minutes- to 1 hour

## **ILLNESS**

Communicable illnesses are to be reported to the school nurse. A written statement from the doctor is required for re-admission to school after 5 days of illness. Students leaving the school because of illness must be signed out by the Parent/ Guardian in the school office. If a child sustains an injury requiring crutches, or a cast, the school nurse must receive authorization from the doctor to return to school.

## **LOCKERS**

Each student has been assigned an individual locker. His/her responsibility is to keep locker contents in good order, to guard the combination, and to use the locker for

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his/her own needs. No signs, posters, or anything of a permanent nature may be affixed to the exterior or interior of the locker.

Student lockers are the property of Banyan High School and the school reserves the right to inspect or search lockers at any time. Student lockers are also subject to inspection by local police enforcement canine units. While Banyan High School recognizes the right of a student to be free from unreasonable searches, it also recognizes its responsibility to maintain order, safety and discipline, and to provide an educational environment conducive to learning.

The Principal or other officials designated by the Board of Trustees may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur. This Handbook serves as such a notice.

## **PHYSICAL EDUCATION**

Students must wear sneakers during gym period. Jewelry must be removed for safety.

### **LIFE Academy**

Students are required to wear workout clothes (no jeans) when participating in Physical Education.

## **VISITORS IN SCHOOL**

All visitors are required to report to the school office to obtain a visitor's badge and to wear the badge during the time they are in the building. All visits must be arranged with the Administration. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken.

Students are not permitted to bring a friend or relative to school.

## **DRIVING/PARKING PRIVILEGES**

Students who are in their Senior year at Banyan High School or those who are attending the LIFE Academy and have a valid NJ license may apply for driving and parking privileges, providing they have a valid NJ Driver License. If a student and their Parent/ Guardian are interested in applying for the driving and parking privileges, the student must obtain the rules and application from the Main Office.

## **TECHNOLOGICAL RESOURCES POLICY**

Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will result minimally in a suspension of that privilege. Any student who uses the technological resources of Banyan High School consents to having all activities regarding this use monitored by a systems operator.

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Inappropriate Uses: the following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all-inclusive, but includes the major categories of misuse of technology.

1. Using the network for illegal activity (e.g. copyright infringement).
2. Disrupting or damaging equipment software or the operation of the system.
3. Vandalizing the account or data of another user.
4. Gaining unauthorized access to another account, confidential school records or to the system operation.
5. Using another person's account or name without permission.
6. Using abusive, obscene language, sending hate mail or harassing another individual. Obtaining pornographic text, graphics or photographs.
7. Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of people.
8. Creating or installing a computer virus.
9. Using technology for personal, financial or business gain.
10. Installing or using personal software on any computer in the district.
11. Changing the configuration of an individual computer or network.
12. Downloading software.
13. Logging on the internet or sending e-mail using a fictitious name.
14. E-mail broadcasting or spamming

Network Etiquette and Student Safety: Students are expected to adhere to generally accepted rules of network behavior. These include:

1. Be polite. Do not use abusive language.
2. Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
3. All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
4. Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

## **KINDLE, iPad USER AGREEMENT POLICY**

All students will be assigned a Kindle or iPad for use throughout the year for assistance with their education as needed. Students are responsible for loss and damage which may occur throughout the year. The use of the electronic devices is strictly limited to school related work. **The signing of this handbook constitutes notice that the Parent/ Guardian and student assume all responsibility for loss and damage.**

### **Internet Acceptable Use Agreement**

**Please read this document carefully.**

The Internet is an electronic highway connecting millions of computers and millions of individual subscribers. Students and teachers have access to:

1. Electronic communications with people all over the world.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and shareware of all types.
4. Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics.
5. Access to many University Library Catalogs, the Library of Congress and ERIC, a large collection of relevant information to educators and students.
6. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With this comprehensive access also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. Banyan High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Banyan High School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the School. We recognize that for certain courses or projects, restricting access may impede the attainment of objectives. Staff members may request that any restrictions be lifted for such cases; these requests will be considered individually by the school administration.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Banyan High School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Violation of these regulations is unethical and may constitute a criminal offense. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understands their significance.

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## Internet – Terms and Conditions of Use

1. **Acceptable Use** – The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Banyan High School. Use of other organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials protected by trade secret.
2. **Privileges** – The use of the Internet is a privilege, not a right,, and inappropriate use will result in cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with the Banyan High School staff members pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also the system administrators may close an account at any time as required. The administration, faculty, and staff of Banyan High School may request the system administrator to deny, revoke, or suspend specific user accounts
3. **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette.

These include (but are not limited to) the following:

- a. Be polite
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal you personal address or phone numbers of students or colleagues.
- d. Note the electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activity maybe reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to the private property.
- g. Students **SHALL NOT** communicate with students through social media sites such as **Facebook, Instagram** and **Twitter**. Students may communicate with staff through an approved Google account through our IT coordinator.

Banyan High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Banyan High School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions, etc. Use of any information obtained via the Internet is at your own risk. Banyan High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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3. *Security* – Security on any computer system is a high priority, especially when the system involves many users. If you think you have identified a security problem on the Internet, you must notify a system administrator or Banyan High School Technology Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
4. *Vandalism* – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to destroy them or destroy data or another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

**We (Parent/ Guardian and Student) have read the Internet Acceptable Use Agreement. We understand that this access is designed for educational purposes. Banyan High School has taken precautions to eliminate controversial material. However, we recognize it is impossible for Banyan High School to restrict access to all controversial materials; and we will not hold Banyan High School responsible for material acquired on the network.**

**If and when the Internet is accessed in a non-school setting, we (Parent/ Guardian and student) accept full responsibility.**



**September, 2017**

**STUDENT, PARENT/GUARDIAN:**

Please Print:

Student Name: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_

**Please fill out all other information for each policy:**

Student Handbook

- I have read the Banyan High School Handbook and agree to the policies set forth within.  
(Student)
- I have read the Banyan High School Handbook and agree to the policies set forth within.  
Parent/Guardian)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Student Signature

## Internet Acceptable Use Agreement

- I have read the Internet Acceptable Use Agreement as stated in the Student Handbook.
- I permit my student to access to the internet.
- I do not permit my student to access to the internet.

\_\_\_\_\_  
Parent/ Guardian Signature

- I have read the Internet Acceptable Use Agreement as stated in the Student Handbook.

\_\_\_\_\_  
Student Signature

## Kindle/iPad User Agreement

We (Student, Parent/ Guardian) have read the User Agreement as stated in the Student Handbook. We understand that the use of the Kindle or iPad is strictly for educational purposes. In addition, we accept full responsibility for loss/damage and supervision if and when use of the device is not in the school setting.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/ Guardian Signature

### Photographs

- I give permission for my student to be photographed for advertising and/or marketing materials.
- I do not give permission for my student to be photographed for advertising and/or marketing materials.
- I give permission for my student to be photographed for the web.
- I do not give permission for my student to be photographed for the web.
- I give permission for my student to be photographed for the yearbook.
- I do not give permission for my student to be photographed for the yearbook

### Walking

- My student has permission to walk within a mile of the school.
- My student does not have permission to walk within a mile of the school.

Bus Travel and Hold Harmless

\_\_\_\_\_ agrees to release and hold harmless, Banyan School.

Little Falls Rec. Center and the YMCA, Montclair and its administrators from any and against any, and all liability, loss, damages, claims, or actions for bodily injury and/or property damage, in accordance with current state and federal law, arising out of participation in this trip.

I acknowledge and give permission for \_\_\_\_\_ (Student name), to travel by bus to Banyan Elementary School in Fairfield, YMCA, Montclair and the Little Falls Rec. Center throughout the 2016-2017 year.

Student Name \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

**Student's Signature** \_\_\_\_\_