

Buena Regional High School Student Handbook



2025-2026

BUENA REGIONAL HIGH SCHOOL



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DISTRICT MISSION STATEMENT

The Buena Regional School District commits to an excellent educational program that prepares all students with a framework for lifelong learning and provides the competencies necessary for responsible and productive citizenship, understanding and appreciation of cultural diversity and contributions to social consciousness in a world of ever-accelerating change, global interdependence and technological influence.

ATTENDANCE POLICY

Regular attendance in classes is a prerequisite for receiving a thorough and efficient education. If a student must be absent, the student and his/her parents must comply with the provisions of the Buena Regional High School's (BRHS) Attendance Policy. It is the intention of this policy that the total of unexcused absences per course will provide more than adequate consideration for normal illnesses that do not require a doctor's note or other unavoidable occurrences.

Any student who accumulates unexcused absences in excess of 10 days must be made up in the Summer Attendance Make-Up program. One day of summer credit completion (four hours) equals one day of school. Any student who accumulates more than 20 unexcused absences will be placed on no credit status and may have to repeat the year.

Parents will be notified by mail when a student's unexcused absences reach five (5), eight (8), ten (10), fifteen (15), and twenty (20) days.

[BOE Policy/Regulation 5200](#) distinguishes excusable absences as follows:

Illness verified with a doctor's note; Requirements of a student's individual health care plan; A death or critical illness in the student's immediate family, or others with permission of Principal; Quarantine; Observance of the student's religion on a day approved for that purpose by the State Board of Education; Religious holiday; The student's suspension from school; Requirements of the student's Individualized Education Program (IEP); Alternate short or long term accommodations for students with disabilities; The student's required attendance in court; Interviews with an admissions officer of an educational institution; Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; Such good cause as may be acceptable to the Principal.

All documentation must be brought to the Attendance Office.

Long term or chronic illness, surgery, accidents or illness with long recuperation periods should be brought to the immediate attention of the Attendance Office. This will allow for the absences to be excused and, if necessary, for home instruction to begin.

Absence Verification

In addition to the required note to be brought into school following each absence, parents should call their child in sick before the start of the student's school day. If no phone call is received the school will make every effort to reach the parent at home or place of work to verify the absence. School officials, including the school nurse, may opt to verify doctor's notes at their discretion.

Exclusion/Suspension

Reasons for exclusion may be medical or disciplinary. If a student is excluded from school for those reasons, those days are not counted as part of the ten days. Both in and out of school suspensions are counted as disciplinary absences.

Illness in School

Students who become ill in school are to report to the school nurse with a pass from their teacher. In the event that the nurse is not in her office, the student must report to the main office. The nurse will provide the proper care and make arrangements with the parent/guardian for the student to go home when it is necessary.

Never stay in the lavatory because you do not feel well. Always report to the teacher, nurse, or main office. It is a class cut to do otherwise. Never leave the school because of illness without reporting to and receiving an early dismissal from the nurse or main office. This is a violation of school policy.

A student will be credited with an absence in all classes missed while at the nurse's office. If it is the nurse's discretion that a student should go home, the absence will be excused.

If the school nurse feels that a student is not in a condition that requires early dismissal and should return to class, the student must do so. If the student requests from the Administration that he/she go home ill, the Administration will notify the parent and discuss the matter. However, if the parent chooses to come in and sign the student out through Early Release, the day will be counted as an unexcused absence if the student has not completed the state mandated four hours of instruction to count as a full day.

Late To School/Early Dismissal Policy

Regular attendance in all classes is imperative to ensure that students will receive a thorough and efficient education. Lateness to school and excessive early dismissals disrupt the educational process.

Lateness/Early Dismissals that will be excused are outlined in [Policy 5230](#):

- Medical and dental appointments, which cannot be scheduled outside of the school day
- Family emergencies
- Participation in religious observances
- State Driver's Test with verification of appointment
- Interviews for college entrance or employment
- Court appearances
- Any other reason which will be recognized only at the discretion of the School Administration

5 unexcused tardy arrivals = 1 day unexcused absence

5 unexcused early dismissal from school= 1 day unexcused absence

Students who arrive after the start of homeroom are considered late to school and must pick up a late slip from the attendance clerk. ***Students who arrive after 10:15 AM during a regular school day will be considered absent due to state law.***

Any student wishing to be dismissed early from part of the school day must present a properly signed request from their parent/guardian to the Attendance Office. No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent or legal guardian, or an agent of the parent or legal guardian who has written authorization, or in the custody of agents of the State acting in their legal capacity. Parents may be asked to provide identification before the student will be released. Parents and students must sign out of school through the Attendance Office at the requested dismissal time. ***Students departing prior to 11:45 a.m. will be charged with a full-day unexcused absence.***

Incomplete School Day

All students must attain the state-mandated minimum of four (4) hours of school per day. Students arriving late to school who have a verified medical appointment or State Driver's Test will be marked excused tardy for the purpose of this policy.

Students will be charged with an absence and become subject to the discipline code for the following offenses:

- Early Release students who leave without permission prior to scheduled release time.
- Full time students who leave school without permission.

Absences and Participation in School Events, Field Trips, Activities and Athletics

Students who are in violation of the school's stated Attendance Policy will not be permitted to attend any school-sponsored field trips or belong to a school activity or athletic team.

On the weekend of holiday events, the student must be in attendance on the last day of school preceding the weekend or holiday in order to participate in the performance unless the reason for the absence has been approved in advance by an Administrator.

[Per BOE Policy 2430](#), students must be present in school by 8:00 a.m. in order to be eligible to participate in any extracurricular school activity or practice on that day. Special permission may be granted by an Administrator.

Home Instruction

Home instruction shall be assigned to pupils meeting current regulations pertaining to such assignment as determined by the School Administration. Pupils assigned to home instruction shall be so indicated on the school attendance records.

Consecutive and/or Cumulative Absences

Any student who has missed three consecutive days and does not appear on home instruction and/or is not medically verified as incapacitated will be issued written notification to report back to school within three school days. In addition, State statutes mandate the following:

1A. Students below the compulsory school age of sixteen (16), who have accumulated up to four (4) cumulative unexcused absences, shall then have presented to their parents a formal notice to cause the

child to attend school. (NJAC 6A:16-7.8(a)(4)(i). An investigation will be conducted to determine the cause of each of the absences including parental contact. An action plan will be developed to address the pattern of unexcused absences and to have the student return to school and maintain regular attendance.

1B. Students below the compulsory school age of sixteen (16), who have accumulated between five (5) and nine (9) cumulative unexcused absences, shall have presented to their parents a formal notice to cause the child to attend school. A follow –up investigation will be conducted to determine the cause of each of the absences including parental contact. The previously developed action plan will be re-evaluated and/or revised as necessary. The student will be referred to the Intervention and Referral Services Team, pursuant to NJAC 6A:16-8.

1C. Students below the compulsory school age of sixteen (16), who have accumulated over ten (10) cumulative unexcused absences, shall then be considered **truant** and have presented to their parents a formal notice to cause the child to attend school. In addition, the case will be referred to the Atlantic County Juvenile-Family Crisis Intervention Unit, pursuant to NJAC 16A:16-7 as well as submitted to Buena Vista Township Court, pursuant to NJSA 18A:38-28 through 31.

2. Students above the compulsory school age of sixteen (16), not immediately complying with the notice to return to school may be dropped from the rolls of the school. A written petition may be presented to the Principal requesting reinstatement. Each case will be reviewed by the merits of the petitioner.

All Students who accumulate over twenty (20) cumulative unexcused absences may be denied credit for the school year, and be excluded from participating in or attending all extracurricular activities including; sports, clubs, dances, graduation ceremony, etc.

Please Note - Once the total cumulative unexcused days of absence exceeds the permitted limit of ten (10), which may be the result of absences, lateness, or a combination of both; a student will be assigned to **Summer Attendance Make-Up**, accordingly. When a student has accumulated twenty-five (25) cumulative, unexcused lates, the situation may be reported to the Division of Child Protection and Permanency.

School Trips/Events

Any student over the permitted limit of ten (10) unexcused absences will not be permitted to attend any school trips and/or events during the school day unless approved by administration.

Seniors in Violation of the Attendance Policy

Any senior who has successfully completed course requirements, but is in violation of the Attendance Policy will have credits for those courses withheld and will not be allowed to participate in graduation ceremonies. Once the required attendance make-up has been satisfied the student will receive his/her diploma. Seniors who have **Senior Release will receive an unexcused absence if they do not put in a complete school day.**

Loss of Credit Due to Excessive Absences

Course credit may be withheld for excessive absences from school / class. Loss of credit (LoC), because of excessive absences, takes place only when a student is receiving a passing grade at the time, *and* is reported on record as “NC” (No credit) *and* on the report card as “NC” in the marking period that the loss of credit occurred.

Students who exceed the state absence limits in any course/(class period) will be considered in LoC status and may lose credits for that course(s). **Students are considered in a loss of credit when the total number of their unexcused absences reaches three (3) in a quarter course, five (5) in a semester course, and ten (10) in a yearly course.** Students may appeal LoC status using the attendance appeal procedures (see Attendance Appeals). All lost course credit should be recovered using Summer Attendance Make Up. Students who have achieved a LoC status within the elapse of one-third (1/3) of the elapse of a quarter, semester or yearly course may drop the course after meeting with, and receiving approval from, their counselor who will determine that such a drop is sensible and feasible.

Make-Up Work for Class Absences

Per [BOE Regulation 5200](#), students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test. Teachers shall cooperate in the preparation of home assignments for students who anticipate an excused absence of three or more school days duration. The parent or student must request such home assignments. Students may complete assignments for time missed because of actions initiated by the authorities of the school, for example, out of school suspension.

Students who choose to cut class, are truant, or leave school without permission may not make up work missed during these infractions.

Truancy

Truancy is a student's absence from school without the knowledge of parents and/or school authorities. *Students who leave school without permission while school is in session will be considered **truant**.*

Under no circumstances will students make arrangements with parents or friends to take them from school without having been properly cleared by the School Administration. In addition, truancy is recorded as unexcused absence and is also subject to the discipline code.

Physical Education Excuse

State law requires that every student participate in physical education. For those pupils who are physically unable and need to be excused from physical education, a statement must specify the reason for the request and the length of time the pupil is to be excused. Such excuses are to be presented to the school nurse before homeroom and before a physical education classroom is missed. Every pupil who is not excused must participate in physical education classes. A temporary excuse for one day may be obtained from the nurse before the first period.

Attendance Appeals

Per [BOE Policy 5410](#), student promotion for grades 9-12 is outlined in the Attendance Policy. It is recognized that unforeseen circumstances may create hardships related to the implementation of this policy. Therefore, an appeal will consider individual requests for relief from the provisions of the Attendance Policy.

Request for Hearing

A written request for a hearing must be presented to the Vice Principal by the parent, guardian, or student during the mandated appeals period (usually in May) or within five days of notification of no-credit status. The student will be permitted to attend classes until the appeal process is completed. However, if a student on no-credit status continues to amass excessive absences, he/she may be dropped from the rolls.

Appeals Committee

The Appeals Committee will consist of an administrator, a school counseling representative, and at least two additional faculty members. The student appealing will be the person presenting the appeal information/material at the hearing. Once the appeal form has been submitted to the Vice Principal, the student will be notified of the time for their hearing. The student must be present for the appeal to be heard.

Further Appeals

Appeals to the Principal relating to the decision of the committee must be made in writing to the Principal within five school days of the Appeals Committee's decision.

GENERAL INFORMATION

Visitors to BRHS

Per BOE Regulation 9150, "visitor" means any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board. All visitors to BRHS *must report to the security desk to sign in before* reporting to any other part of the building. Every visitor is required to show their driver's license/identification. An identification tag or badge will be provided and must be worn while the visitor is in the school. Permission is usually extended to visit the Main Office, Guidance Department, Attendance, Health Offices.

Please Note - *Visiting of classroom teachers is not permitted during classroom hours.* Students are NOT to bring visitors into the school with them during the school day. Students not abiding by this policy will be subject to discipline. (A court complaint may be signed against the intruder.)

Emergency School Closing

In the event of inclement weather or any other emergency, please observe the following media outlets for emergency closing information:

KYW

School Messaging System

NBC 10

District Website

Affirmative Action Statement

The Buena Regional School District is committed to a policy of equity with respect to its programs, personnel, and opportunities for students regardless of race, creed, ethnicity, gender, religion, socio-economic status, and disability. For further information, contact the District Affirmative Action Officer at 856-697-0800.

Safety Drills

Student and staff safety is of paramount importance in the Buena Regional School District. The District is in compliance with the New Jersey School Security Drill mandate, which can be viewed on the State of New Jersey Department of Education's website.

Fire and security drills are used to practice each school's procedures for responding to emergencies, including, but not limited to, fire evacuation, non-fire evacuation, lockdown, bomb threat, shelter in place, or active shooter situation. Throughout the year, security drills are practiced to help students know what to do in the event of an emergency. Staff members have been trained in the emergency drill procedures. The dates and times of the drills will not be announced. Please contact the Principal with any questions regarding the fire or security drills.

Zero Tolerance

The BRHS Administration will have zero tolerance for hate crimes. Per BOE Policy "hate crime" is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, disability, religion, sexual orientation, or ethnicity. Any such acts deemed to be hate crimes under the law will be reported to N.J. State Police and students are subject to disciplinary action.

STUDENT RESPONSIBILITIES

Cell phones

As per BOE Policy: Students in grades nine through twelve may check their cell phones and other privately owned devices, as well as send/receive text messages between classes and during non-instructional times. During instructional times, including assemblies and other activities identified by administration as such during the school day, cell phones and other privately owned devices may not be visible. Earbuds/headphones that are connected to school/district-issued devices may be worn during instructional times only for educational purposes, upon the permission of the teacher. Headphones/earbuds can be visible, but not worn in the hallways.

Additionally, students found to have recorded still image(s), video, or audio on school grounds without permission of the school administration will be subject to disciplinary action. School personnel are required to refer students who violate this Policy to the Principal and/or Vice Principal.

Breakfast

BRHS will offer breakfast from 7:30 am to 7:40am daily to the students. All students that attend the cafeteria for breakfast must purchase a food / drink. All students will be dismissed to Zero Period at 7:40 am.

Food and Beverage

Students are permitted to carry a water bottle with water only in school. Food such as small snacks (crackers, granola bars, etc.) will be permitted at the discretion of the classroom teacher.

Dismissal

Students are required to leave campus immediately upon their dismissal. Any students who are participating in an extracurricular activity must be under the supervision of the activity advisor or coach at all times. *No student is permitted to be on the BRHS campus after dismissal unless under direct supervision by a BRHS certificated staff member.*

Leaving the School Grounds

Students may not leave the school grounds once they've reported to school. Any student seen on school grounds and yet does not report to school that day will be considered **truant**.

Students on OSS are prohibited from appearing on campus at any time during the suspension.

Student Driving Privilege

Per [BOE Policy 5514](#), driving to school is a privilege granted to the Buena Regional High School students by the Board of Education through the School Administration. Therefore, students are expected to follow the rules and regulations regarding this privilege. **Students must register their car with the main office.** A copy of the rules and regulations will be given to each student when they register their car and must be signed by a parent before a registration tag will be given for the car. In addition, the school is not responsible for damage to cars parked in the school parking lot.

Should a student violate the rules and regulations regarding driving and parking, the School Administration has the right to restrict the student from driving to school. If the general driving rules and regulations are violated, students will be issued discipline as per BRHS Code of Conduct. Any violation of driving restriction, including failure to register your vehicle, will result in disciplinary action, loss of driving privilege and notification of law enforcement. In addition, repeated violations of the driving rules and regulations will cause students to permanently lose the driving privilege. Student vehicles parked on school grounds are subject to search in accordance with state law.

Flag Salute

Per the [BOE Policy 8820](#), the Board of Education requires the students in each school in the school district to salute the United States flag and repeat the pledge of allegiance to the flag of the United States in accordance with the provisions of N.J.S.A. 18A:36-3. The pledge of allegiance shall be rendered with the right hand over the heart, except that students who have a conscientious objection against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge or stand during such pledge or salute, but shall be required to show full respect to the flag while the pledge is being given.

School Bus Discipline

By law, school buses are extensions of the school campus and therefore students are subject to the same rules and expectations as if on campus. ***All students must get on and off the bus at their assigned bus stop and BRHS only. Bus drivers are prohibited from picking up students at any other places. In addition, students are only permitted to ride their designated bus to and from school.*** Only BRSD students are allowed to ride the district bus. It should be noted that riding the school bus is a privilege extended by the Board of Education through the School Administration. All students riding on district buses shall be required to observe the district's bus conduct regulations or risk loss of the privilege of such transportation. The Principal or designee, upon such a report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion. This privilege may be suspended or revoked as a result of committing any of the following offenses.

- General misconduct on the bus.
- Insubordination towards the school bus driver.
- Failure to obey the school bus driver's directives.
- Failure to sit in assigned seat or disruptive behavior; i.e. yelling, screaming or disturbing other students.
- Throwing any objects while on or at the school bus. Throwing any object out of the school bus window.
- Smoking or fireworks infraction.
- Maliciously defacing or damaging the school bus.
- Possession/use of anything that could be considered a weapon (as determined by the School Administration).
- Standing or moving from seat to seat without permission of the bus driver.
- Abusive behavior to passer(s)-by or other bus drivers.
- No cell phones are permitted to be in use on the school bus.
- Fighting or assault upon another student(s) on the school bus.
- Other misconduct and/or violation of established district transportation policy.

Students riding any district bus, at any time, are subject to BRHS discipline code as well as subject to removal from the school bus according to the following guidelines:

1 st Offense	One (1) school day
2 nd Offense	Three (3) school days
3 rd Offense	Five (5) school days
4 th Offense	May result in exclusion for the remainder of the school year

DRESS CODE

Per [BOE Policy 5511](#): The responsibility for the appearance of the students of the Buena Regional School District rests with the parents and students themselves. Learning is the first concern in the Buena Regional School District, however, dress and appearance which causes a disruption of the educational process; presents health and safety problems, causes excessive wear or damage to school property or prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement shall not be permitted.

- Student clothing should be reasonably neat, clean, not ragged, and not ill fitting. Students who look unkempt or unduly sloppy will be asked to dress more appropriately. Cleanliness is an important part of developing a good self-image;
- Students may wear flip-flops, slides, and sandals, however, slippers, heelies, and other footwear deemed unsafe by administration are not permitted;
- Undergarments must be worn; however, they may not be worn as outer garments nor may they be exposed or visible;
- Transparent/sheer blouses/shirts are prohibited unless worn over an appropriate top; Tank tops, halter tops, tube tops, backless or strapless clothing, low-cut dresses or tops, pajamas or clothing

resembling pajamas, beachwear, and clothes in which the abdomen or lower back are exposed are prohibited;

- Students are permitted to wear shorts; however, shorts must fully cover private areas and fit students appropriately. Spandex/biker shorts are not permitted unless worn under an appropriate pair of shorts;
- Articles of clothing displaying indecent pictures or slogans, the advertisement for alcoholic beverages, tobacco, or any illegal substances, or articles containing inappropriate language or messages are prohibited
- Articles of clothing deemed indecent or offensive by implication of gender, race, ethnicity, religious identity, or other specified group are prohibited;
- Articles of clothing deemed representative of a group or gang deemed adverse to the school mission and/or culture/climate are prohibited;
- Articles of clothing deemed as potentially disruptive to the orderly operation of the school by administration are prohibited;
- No theatrical-type costumes/hats/glasses may be worn unless administrative permission is provided;
- Articles of clothing or accessories which may cause damage to students or property (i.e. studded bracelets) are prohibited;
- Heavy coats and/or outdoor hooded jackets are not to be worn during the school day unless authorized by administration;
- Students are permitted to wear hooded shirts/sweatshirts; however, the hood may not be worn over the students' heads;
- Hats and other headwear/head coverings are not to be worn in the building during the school day unless for appropriately documented medical/religious reasons;
- Sunglasses are prohibited unless proper medical documentation is provided identifying its necessity;
- Students must demonstrate proper hygiene; Students should not bring spray deodorant or cologne to school as it triggers asthma in some students.

In the final analysis, the building administration has the right to interpret that, which does not follow a reasonable standard of conduct and appearance. A student in violation of the dress code may be required to obtain proper clothing before being allowed to attend class. Any change from the dress code for religious or health reasons must be accompanied by a note from a parent or doctor (if medical) and pre-approved by the school administration or health office.

N.J.S.A. 18A:11-1;18A:11-7; 18A:11-8; 18A:11-9

Lost and Found

Any found items must be taken to the office immediately. Students may claim articles by providing a proper description. Articles not claimed by the end of the year will be donated to a charitable organization or destroyed.

Care of School Property

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

Per [BOE Policy 5513](#), students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student must pay for a lost book before another book will be issued. The office will issue a receipt of payment to the student and a statement to issue another book. Should the book be found, the money will be returned, providing the book is in good condition. Books are loaned to students. Should a student write in them or damage them he/she will be charged in proportion to the damage.

Care of Personal Property

Each student is responsible for their own personal property'. ***Electronic devices, large sums of money, expensive jewelry, and other items of value should be left at home.*** If an article is lost, please check to see if it has been turned into the Main Office. The school is not responsible for the loss of these items.

Lockers

Each student is provided with a locker to keep his/her books and outside clothing in. They are also provided with a small locker for gym clothes. All corridor lockers have built in locks and are automatically locked when the door is closed. Students are to keep these lockers closed and clear at all times. The gym lockers have no locks. Students should provide their own combination locks which must be removed each day at the end of their gym period. ***It is very important to keep these lockers locked at all times and to not give a combination to any friends.*** Remember if anything is lost from these lockers, the student is responsible and will be expected to pay for any lost school property. Every student is responsible for the contents of his or her own locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned.

STUDENTS ARE NOT PERMITTED TO LEAVE VALUABLES IN THE P.E. LOCKER ROOM. A student may place a combination lock on the locker during his/her gym period. This lock must be immediately removed after gym class. The school does not accept any responsibility for lost or stolen valuables left in the locker room. No student is to leave anything in the gym locker overnight, even if locked.

Per [BOE Policy 5770](#), The Board acknowledges the need for the in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, students may lock them against incursion by other students. In no storage place provided by the Board shall students have such an expectation of privacy as to prevent examination by a school official. Lockers are the property of the school and the Administration reserves the right to search lockers if and when the need arises.

Telephone Messages

Students will not be disturbed during the school day to answer personal telephone calls in the Main Office, nor will the office deliver messages to students unless the message constitutes a family EMERGENCY.

Food Deliveries

No student should order any food deliveries (uber eats, door dash, etc.) during the school day.

Student Grievance Procedure (Academic Concerns)

Per [BOE Policy 5710](#), a student grievance will be heard in the following manner:

1. A student should first make the grievance known to the staff member most closely involved or with a school counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the student sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, in that order and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response;
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his/her parent(s) or legal guardian(s) at any step;
5. A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than ten calendar days. The student will be informed of the right to appeal a decision of the Board to the Commissioner of Education.

Parent / Student Appeal Process

Any parent/guardian that wishes to file an appeal must use the appropriate form provided in the Main Office of the High School and inform the Vice-Principal or Principal that an appeal will be filed. The Appeal Form must then be returned to the Main Office within two school days of the issue(s) being made known to the parent/guardian.

1. A conference will be held with the Vice-Principal to discuss the appeal that has been filed.
2. If the problem has not been resolved, the matter will then be brought to the attention of the Principal. The Principal will then arrange a conference with all pertinent parties.
3. If the problem has not been resolved in a conference with the Principal, the Principal or parent/guardian may request a conference with the Superintendent. The Superintendent will then arrange a conference with all pertinent parties.
4. In the event that a grievance is of such nature that it cannot be resolved at the level of the Vice Principal, Principal, or Superintendent, the grievance shall be brought to the attention of the President of the Board of Education in writing and the President shall call for an immediate investigation by a standing committee consisting of the BOE President and two Board Members.

STUDENT CONDUCT

ZERO TOLERANCE FOR VIOLENCE AND SUBSTANCE ABUSE

Buena Regional High School will not tolerate incidents of violence or the possession, use, or distribution of any Controlled Dangerous Substance (CDS). This includes alcohol and vaping paraphernalia. Any student who violates the discipline code with reference to violent acts or threats of violence or the possession, use, or distribution of a controlled dangerous substance will be suspended as indicated within the Buena Regional High School Discipline Code. The State Police will be contacted in instances when the

Administration deems it necessary. Students referred to the administration as being under the suspicion of being under the influence will be required to receive a drug/alcohol screening within 24 hours. If proof of a screening is not received within 24 hours, the consequence of a positive screening will be applied.

HIGH SCHOOL CODE OF CONDUCT

DISCIPLINARY CODE

The main purpose of BRHS is the education of its students. In order for learning to take place, students must be in attendance, their behavior must not be disruptive to the atmosphere for learning, and their actions must not jeopardize the right, property, or well-being of others.

Student infractions not readily covered by the discipline code will be interpreted by the School Administration. Complaints may be signed and/or Board of Education action may be added to any suspension for any offense if deemed necessary by the School Administration.

The administration reserves the right to remove a student from any privilege offered at BRHS for students in continuous violation of the BRHS discipline code.

All discipline is aligned with the [Board of Education Regulation 5600-Student Discipline/Code of Conduct](#)

In order to develop the self-discipline necessary for learning and living, students have a right to know what is acceptable and what is not acceptable in the way of behavior. For this reason, the disciplinary code which follows should be carefully read and understood by faculty, parents, and students. This code will be reviewed annually and revised where necessary. In addition to the consequences listed in the code of conduct students may include a behavior reflection form, behavior contract and or peer mediation.

1. All disciplinary infractions will be handled through Administration in conjunction with teachers.
2. It is understood that the administration of this code must include some administrative judgments where cases do not exactly fit the descriptions. Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.
3. Each student is entitled to due process. Therefore, a request for a hearing in the presence of parents will be honored.
4. Teachers and other personnel are authorized and required to report offenses and enforce the code.
5. In cases where an infraction of this code is also a violation of the law, the administration may file a complaint with the police as well as administer fitting administrative punishment.
6. Concerns about equal application of the code should immediately be brought to the attention of the administration. In cases where two or more students commit the same offense it is still possible that their punishments might differ. A review of their disciplinary record will show whether they have been guilty of the same infractions in the past and which punishment by the code is more appropriate.
7. Punishments assigned under this code can be supplemented by more severe punishment where circumstances warrant. Most of the punishments listed are for up to four offenses. In cases, which exceed this number, the administration will increase the punishment and may recommend actions by the Board of Education.
8. This code applies to behavior on buses and at all school sponsored activities.

HIGH SCHOOL CODE OF CONDUCT

Listing of Acronyms

Alternative Learning Lab -ALL
 Administrative Warning -AW
 Complaint Signed -C
 Confiscated -CON
 Drug/Alcohol Screening-DAS
 Driving Privileges -DP
 Possible Board Action -PBA
 Principal Conference -PC
 Police Notification -PN

Pass Restriction -PR
 Principal's Probation-PB
 Parent Phone Pickup-PPU
 Restitution -R
 Restorative Practices-RP
 Out of School Suspension
 -OSS
 Telephone Conference -TC

Teacher Contact Parent-(i.e.
 email, phone, Remind,
 etc.)-TEC
 Teen Choice Program -TCP
 Teacher Detention - TD
 Teacher Warning - TW
 Possible Superintendent
 Hearing-PSH

CHART OF INFRACTIONS AND CONSEQUENCES

Attendance Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense
Late to class	TW, TEC	TW, TEC	ALL (1 period), TEC	ALL (2 periods), TEC
Cutting class (10+ minutes out of class, failure to report to assigned teacher, roaming halls, in an unauthorized area w/o a pass/permission)	ALL (4 periods), TEC +RP	1 ALL, TEC	2 ALL, TEC	1 OSS, PC
Leaving class w/o permission, outside the building w/o permission	1 ALL, TEC	2 ALL, TEC	1 OSS, PC	2 OSS, PC
Truant	RP, PC	RP, PC	RP, PN	RP, PN
Leaving campus w/o permission	2 ALL, TC	3 ALL, TC	4 ALL, PC	3 OSS, PC, PR

Cutting administrative/detention/failure to remain in detention	1 ALL, PC	2 ALL, PC	1 OSS, PC	2 OSS, PC
Harassment, Intimidation and Bullying (HIB) Infractions**	1st Offense	2nd Offense	3rd Offense	4th Offense
HIB – verbal, written, gesture, electronic device	Consequences vary based on infraction. Can range from RP, ALL, OSS, PC, PN, PSH.			
Assault/Violence Infractions	1st Offense	2nd Offense	3rd Offense	4th Offense
General threat – verbal, written, gesture, electronic device	1 ALL, PC, RP	2 ALL, PC	3 OSS, PC	4 OSS, PC, PSH, PBA
Terroristic threat – verbal, written, gesture, electronic device	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA
Threat toward teacher/staff member - verbal, written, gesture, electronic device	10 OSS, PC, PN, PSH,PBA	10 OSS, PC, PN, PSH,PBA	10 OSS, PC, PN, PSH,PBA	10 OSS, PC PN, PSH,PBA
Physical assault	4 OSS + 1-2 ALL, PC, PN, RP	5 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP	6 OSS + 1-2 ALL, PC, PN, CST, PSH, PBA, RP	10 OSS, PC, PN, PSH,PBA, RP
Assault and battery and/or with a weapon	5 OSS + 1-2 ALL, PC, PN, RP	10 OSS, PC, PN, PSH, PBA, RP	10 OSS, PC, PN, CST, PSH,PBA, RP	10 OSS, PC , PN, PSH+PBA, RP
Gang and/or group assault/fight; or Assault to a staff member	10 OSS, PC, PN, PSH, PBA, RP	10 OSS, PC, PN, PSH ,PBA, RP	10 OSS, PC, PN, PSH, PBA, RP	10 OSS, PC, PN, PSH,PBA, V, RP
Inciting a fight – verbal, written, gesture, electronic device	3 OSS + 1-2 ALL, PC, RP	4 OSS + 1-2 ALL, PC, RP	5 OSS + 1-2 ALL, PC, PSH, PBA, RP	6 OSS + 1-2 ALL, PC, CST, PSH, PBA, RP

Fighting	4 OSS + 1-2 ALL, PC, PN, PSH,PBA, RP	6 OSS + 1-2 ALL, PC, PN, PSH,PBA, RP	8 OSS + 1-2 ALL, PC, PN, CST, PSH,PBA, RP	10 OSS, PC, PN, PSH,PBA, RP
Robbery/extortion	3 OSS + 1-2 ALL, PN, RP	5 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP	7 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP	8 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP
Sexual misconduct/Offense – verbal, written, gesture, electronic device	5 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP	7 OSS + 1-2 ALL, PC, PN, PSH, PBA, RP	10 OSS, PC, PN, CST, PSH, PBA, RP	10 OSS, PC, PN, PSH, PBA, RP
Vandalism/Damage to Property	1st Offense	2nd Offense	3rd Offense	4th Offense
Stealing/theft	1-4OSS, PC,RP PN,PSH,PBA	5 OSS, PC, PN,PSH,PBA	5-10 OSS, PC, PN,PSH,PBA	5-10 OSS, PC, PN,PSH,PBA
Minor defacing or destruction of school or individual property	ALL (1 period), TEC	ALL (4 periods), PC	1 ALL, PC	2 ALL, PC
Defacing or destruction of individual or school property	1-3 ALL, PC, RP, PN	1-3 OSS, PC, PN	6 OSS, PC, PN, PSH, PBH	10 OSS, PC, PN, PSH, PBH
Setting off building alarms (fire, etc.)	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA	10 OSS, PC, PN, PSH, PBA
Using another's password, trespassing into another's folder, work or files on computer	2 ALL, TC, CP	3 ALL, TC CP	4 ALL, PC, CP, PSH, PBA	3 OSS, PC CP,PSH,PBA
Illegal Possessions	1st Offense	2nd Offense	3rd Offense	4th Offense
Possession or use of fireworks (firecrackers, etc.)	4 OSS + 1-2 ALL, PC, PN, PSH, PBA, PB	8 OSS + 1-2 ALL, PC, PN, CST, PSH,PBA, PB	10 OSS, PC, PN, PSH,PBA, PB	10 OSS, PC, PN, PSH,PBA, PB

Possession, use and/or distribution of, and/or conspiracy to distribute, and/or being under the influence of a controlled dangerous substance (CDS), includes prescription medicine and over the counter medication (police, parents, etc. notified as per board policy)	4-10 OSS + 1-2 ALL,DAS PC,PN, PR, PSH, PBA, PB	10 OSS, DAS PC,PN, PR, PSH, PBA, PB	10 OSS, DAS PC,PN, PR, PSH, PBA, PB	10 OSS, DAS PC,PN, PR, PSH, PBA, PB
Possession, consumption and/or distribution of, or conspiracy to distribute, and/or being under the influence of alcohol (police, parents, etc. notified as per board policy)	10 OSS, PC, PN PR, PSH, PBA,DAS, PB	10 OSS, PC, PN PR, PSH, PBA, DAS, PB	10 OSS, PC, PN PR, PSH, PBA, DAS, PB	10 OSS, PC, PN PR, PSH, PBA, DAS, PB
Possession of a weapon (In school or on school grounds incl. bus), includes unauthorized tools, equipment, look-a-like items, etc. note – any object which could be used to injure another person or is used with the intent to injure another person is viewed as a weapon, includes sprays (e.g. mace, pepper gas, etc.)	10 OSS, PC, PN PR, PSH, PBA, CON, PB	10 OSS, PC, PN PR, PSH, PBA, CON, PB	10 OSS, PC,PN PR, PSH, PBA, CON, PB	10 OSS, PC,PN PR, PSH, PBA, CON, PB
Possession of CDS paraphernalia	3 OSS + 1-2 ALL, PC , PR CON, DAS	4 OSS + 1-2 ALL, PC, PN, PR,CON, PSH, PBA, DAS	6 OSS + 1-2 ALL, PC, PN PR,CON, PSH, PBA, DAS	10 OSS, PC, PN PR,CON, PSH, PBA, DAS
Possession/Use of Vaping and/or tobacco/nicotine products/paraphernalia or devices	4 OSS + 1-2 ALL, PC, CON,DAS, RP	6 OSS + 1-2 ALL, PC, CON, RP, PR, DAS	8 OSS + 1-2 ALL, PC, PR, CON, DAS, RP	10 OSS + 1-2 ALL , PC, PR, CON, DAS, RP
Verbal/written reference to drugs, weapons, and/or gangs	1 ALL, PC, RP	2 ALL, TC, PSH	3 ALL, TC, PSH, PBA	4 ALL, PC, PSH, PBA
Disruptive Conduct	1st Offense	2nd Offense	3rd Offense	4th Offense
Food/beverage infraction	AW, TEC	ALL (1 period), PC	ALL (2 periods), PC	1 ALL, PC

General disruptive conduct	AW, RP	TC, ALL (1 period), PC	ALL (4 periods), PC	1 ALL
Dress code infraction	1 AW	ALL (1 period), PC	1 ALL, TC	2 ALL, TC
Failure to produce ID/name giving false name	1 ALL, TC	2 ALL, TC	3 ALL, TC	4 ALL, PC
Excessive act(s) of affection	AW, TC	ALL (1 period), PC	1 ALL, TC	2 ALL, TC
Gross disruptive conduct/Horseplay/Aggressive Contact (conduct requiring removal from class/area)	1 ALL to 3 OSS, PC	2 ALL to 4 OSS, PC	3 ALL to 6 OSS, PC	4 ALL to 8 OSS, PC, PSH, PBA
Disruptive conduct during emergency drills	1 ALL, PC	2 ALL, PC	3 ALL, TC	4 ALL, PC
Cell phone/media device- (violation of Policy 2363)	AW, TC	ALL (2 periods), CON, TC, PPU	1 ALL, TC, CON, PPU,	2 ALL, TC, CON, PPU,
General profanity (written or verbal)	ALL (1 period), TC	ALL (1 period), TC	1 ALL, PC	3 ALL - TC
Insubordination to administrator	4 OSS, PC	6 OSS, PC, PSH	10 OSS, PC, PSH, PBA	10 OSS, PC, PSH, PBA
Insubordination – failure to comply w/ teacher/staff member request, defiance/disrespect of teacher/staff member, including the use of profanity	ALL (4 periods) to 3 OSS, PC, RP	1 ALL to 4 OSS, PC	2 ALL to 4 OSS, PC	5 OSS, PC
Unauthorized audio/video recording of a teacher/staff member	3 OSS, CON, PC	4 OSS, CON, PC	6 OSS, CON, PC	8 OSS, CON, PC, PSH

Unauthorized audio/video recording of a student/s	2 ALL, CON, TC	5 ALL, CON, TC	4 OSS, PC, CON, PSH	6 OSS, PC, CON, PSH, PBA
Failure to report to the front office, leaving the front office w/o permission, leaving all w/o permission	ALL (2 periods), TC	1 ALL, TC	3 ALL, TC	3 OSS, PC
Failure to report (w/o valid reason) or refusing to report to the alternative learning lab	1 OSS, PC	3 OSS, PC	4 OSS, PC	6 OSS, PC, PSH
Disruptive conduct in the alternative learning lab (A.L.L. time must be completed upon return)	1 OSS, PC	2 OSS, PC	3 OSS, PC	4 OSS, PC, PSH
Dangerous conduct (e.g. tripping, throwing objects) and/or unhealthy actions (e.g. spitting, etc.)	2 OSS, PC, C	3 OSS, PC, C	4 OSS, PC, C, PSH	6 OSS, PC CST, C, PSH, PBA
Verbal altercation	AW, ALL (2 periods), RP	ALL (4 periods), PC	1 ALL, PC	1 OSS, PC
Soliciting/Cheating	1st Offense	2nd Offense	3rd Offense	4th Offense
Selling of items, use of computer network (not due to school function) for personal gain	AW, TC, CON	ALL (1 period), TC, CON	1 ALL, TC, CON, PN	3 ALL, TC, CON, PN, PSH, PBA
Gambling (all forms)	1 ALL, PC	2 OSS, PC, CON	3 OSS, PC, CON, PN	4 OSS, PC, CON, PN, PSH
Forgery	1 ALL, TC	2 ALL, TC	1 OSS, PC	2 OSS, PC
Plagiarism/cheating	1 ALL, TC	2 ALL, TC	3 ALL, TC	3 OSS, PC
Computer Misuse	1st Offense	2nd Offense	3rd Offense	4th Offense

General misuse of computers	1 ALL, TC	2 ALL, TC	3 All, TC	1 OSS, PC
Severe misuse of computers (including the defacing of or destruction of computers, terminals, systems, or network)	2 OSS, PC	4 OSS, PC	6 OSS, PC	8 OSS, PC
Parking	1st Offense	2nd Offense	3rd Offense	4th Offense
Parking Violation	1 ALL, TC	2 ALL, TC	3 ALL, TC	4 ALL, TC, DP

Highlight on Restorative Practices.

What exactly is “Restorative Practices?” Restorative practices is a means of working with students that can dramatically improve the school climate and strengthen the social and emotional skills of young people and adults. Instead of using punishments and rewards to influence the way students behave, restorative approaches address the underlying reasons for students’ hurtful behavior and nurture their intrinsic desire to treat others with care and respect.

What might this look like for me?

You may be required to participate in restorative practices which are meant to be used as a support system that works on character education, social emotional learning, academic support, future goals, mindfulness and much more. Restorative practices include, but are not limited to behavioral reflections and contracts, mediations, peer to peer,....)

While the abbreviation “RP” may not always be indicated in the chart below, the utilization of Restorative Measures will be implemented when it has been determined that the students are receptive to resolving conflict, repairing harm, and healing relationships.

Please Note – *Student infractions not readily covered by the discipline code will be interpreted by the school administration. Complaints may be signed and/or board of education action may be added to any suspension for any offense if deemed necessary by the school administration.*

**The administration reserves the right to remove a student from any privilege offered at the BRHS for students in continuous violation of the BRHS discipline code*

***Additional disciplinary consequences may be applied to incidents of HIB in accordance with HIB Policy by the building and/or district administration.*

****Any student caught using, or found in possession of a vaping device/paraphernalia, will be physically examined by the school nurse, and sent for a drug/alcohol screening. The student may not return to school until documentation supporting the drug/alcohol screening and physically clearing the student to return to school is provided.*

Deprivation of Out of School Activities/Principal's Probation

In accordance with BOE policy:

Deprivation of Privileges

a. Students may be deprived of privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

1. (1) Moving freely about the school building;
2. (2) Participation in co-curricular or inter/interscholastic activities;
3. (3) Attendance at a school-related social or sports activity;
4. (4) Participation in a graduation ceremony;
5. (5) Transportation to and from school on a school bus; or
6. (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

b. Students shall be deprived participation in privileges identified in G4a (1-4, and 6) above while serving an Out of School Suspension (OSS), In-School Suspension (ISS), or Alternative Learning Lab (ALL); If a student's ISS, ALL, or OSS is served and ends on a day privilege/event is occurring, the student is not permitted to participate in the privilege/event that same day. For example, if a student is serving 3 days ALL/ISS/OSS where the first day is Tuesday and the last day is Thursday, the student may not attend/participate in a privilege/event until Friday.

c. Students shall be deprived participation in privileges identified in G4a(1-4, and 6) above if the student has received an OSS for three (3) separate disciplinary infractions. Additionally, a student shall be deprived participation in privileges when the number of days served in OSS accumulates to ten (10) or more days in that school year. For the purposes of this provision ISS and /or ALL shall accumulate as 0.5 days of OSS. For example, three (3) full days of ALL will constitute 1.5 days of OSS. As another example, if a student serves one (1) day of OSS and four (4) full days of ALL, the student will have accumulated three (3) total days of OSS to be applied to this provision.

- these privileges/events include but are not limited to: moving freely about the school building, participation in co-curricular or inter/interscholastic activities, attendance at school related social or sport activity, participation in a graduation ceremony, transportation to and from school on a school bus, and other privileges the building Principals determine may be appropriate and consistent with Policy & Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.
- **Attendance at Proms, Dances, Class Trips, and other Co-Curricular Activities** Students' academics, attendance, and conduct must be in good standing at the time of ticket sales. This means a student must be passing **ALL** classes in order to purchase a ticket and/or attend. A student must not have more than 10 accumulated days of OSS as defined above. Furthermore, a student must not have an outstanding fine.

BOE Policy includes Comprehensive Behavioral Supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following: Positive Reinforcement for Good Conduct and Academic Success, Supportive Interventions and Referral Services, Remediation of Problem Behavior, and Parent Conferences.

When a student reaches fifteen total days of suspension, that student will remain suspended until a conference is held with the student, his or her parent(s)/guardian(s) and the High School Principal. After this conference is held, any subsequent suspension will be out of school and may result in the student being referred to the Superintendent for further disciplinary action.

Note: If a conference is not held within five (5) school days, DCP&P will be notified and the issue will also be referred to the Superintendent for further disciplinary action.

Students who commit any combination of the following offenses may be recommended to the Superintendent for possible Board of Education action after the third incident:

- Assault of another student
- Fighting
- Threats and intimidation
- Continued willful disobedience*

*Continued disobedience is a student's consistent unwillingness to comply with school policy and procedures. This is a determination of the School Administration after a student has exceeded fifteen cumulative suspension days or three or more of these types of offenses.

Students who have a total of fifteen days of suspension will have a review of their disciplinary file which may result in possibly not being permitted to attend school sponsored field trips or belong to a school activity or athletic team.

Students found in violation of the Substance Abuse Policy are required to follow the recommendations of the Student Assistance Coordinator.

Pass Restriction (PR)

Pass Restriction results from a major infraction of the discipline code or various continued violations of the discipline code. Pass Restriction means that for any departure from a classroom, security will be contacted through the Main Office for the purpose of escorting the student. It does not apply during normal hallway transitions. Pass restriction remains in effect until deemed necessary by administration.

New Jersey Code Of Criminal Justice

Definition of "Firearm"

N.J.S. 2C:39 – IF MP

"Firearm" means any handgun, rifle, shotgun, machine gun device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing by means of a cartridge or shell or by the action of any explosive or the igniting of flammable or explosive substances, it shall also include, without limitation, any firearm which is in nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed air and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure another person.

Policy For The Use Of Computers

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Per BOE Policy 2361, no student shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed a consent form signed by the student and his/her parent(s) or legal guardian(s).

Computer networks/computer storage areas shall be treated in the same manner as other school storage facilities. School district personnel may review files and communications to maintain system integrity, confirm users are using the system responsibly, and ensure compliance with Federal and State laws that regulate Internet safety. Therefore, no person should expect files stored on district servers will be private or confidential.

The following prohibited behavior and/or conduct using the school district's networks/computers, includes but is not limited to, the following:

- Sending or displaying offensive messages or pictures;
- Using obscene language and/or accessing material or visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing material or visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
- Using or accessing material or visual depictions that are harmful to minors including any pictures, images, graphic image files or other material or visual depictions that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicting, describing, or representing in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors;
- Cyberbullying;
- Inappropriate online behavior, including inappropriate interaction with other individuals on social networking sites and in chat rooms;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, or computer networks/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the computer networks/computers for commercial purposes;
- Engaging in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Individuals violating this Policy shall be subject to the consequences as indicated in [BOE Regulation 2361](#) and other appropriate discipline, which includes but is not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

The full text of the Buena Regional School District's Acceptable Use Policy can be viewed online at www.buenascools.org

STUDENT SERVICES

Special Education Services

A continuum of programs and supports are available to meet the needs of students with disabilities in the least restrictive environment. Parents/guardians of children suspected of having a disability are encouraged to consult with a member of the Child Study Team to determine if a referral for an evaluation is necessary.

School Counseling

The School Counseling office provides guidance and counseling services to students to promote the academic, career, and socio-emotional development of each student. Students wishing to confer with a counselor should submit an appointment request directly to their counselor by E-Hall Pass. All requests will be honored as quickly as possible.

Class of 2026		
Mr. Andrew Lysk	Last Names: A-G & S-Z	alysk@buena.k12.nj.us
Mrs. Shana Deininger	Last Names: H-R	sdeininger@buena.k12.nj.us
Class of 2027, 2028, 2029		
Mr. Andrew Lysk	Last Names: A-L	alysk@buena.k12.nj.us
Mrs. Shana Deininger	Last Names: M-Z	sdeininger@buena.k12.nj.us

Student Assistance Coordinator (SAC)

Available to all students is a Student Assistance Coordinator who provides both individual and school-wide services to address a positive school climate and culture, substance abuse issues, social and emotional concerns, and other matters upon request.

Mediation

Mediation is used to work out disagreements and conflicts between two or more students. If a teacher or an administrator notices a problem between two students they may refer those students to mediation. Students themselves may request mediation if they feel they are having a problem with other students. Students are to see a school counselor in order to request mediation.

MTSS(Multi Tiered Support System) provides the school with a systematic process for helping students who are having school-related or interpersonal difficulties. Student progress is monitored through direct Response to Intervention (RTI) services. Referrals may be made through Student Services by faculty, students, or parents/guardians.

Teen Center

The AtlantiCare Buena Teen Center is a school – based program for youth seeking support, information, and social services. The center is a collaborative effort with the New Jersey Department of Children and

Families, AtlantiCare, and the Buena Regional School District. The Teen Center offers free and voluntary services to any BRHS student. Services include: individual and group mental health support, leadership activities, college and employment skill development, learning support, recreational events and opportunities, pregnancy prevention and community referrals. The vision of the Teen Center is to help build a healthy community and to implement prevention and intervention programs that are comprehensive and multifaceted and build on the strengths of young people so they can achieve their educational and life goals.

Senior Release Policy

Per BOE Policy 5223, senior students who are in good standing at Buena Regional High School may be entitled to Senior Release. Students granted Senior Release will be permitted to leave the school after periods 7 or 8. Students must sign out and exit through the front doors, leave school grounds, and have access to private transportation. A transportation release form must be signed by parent/guardian and placed on file in the Buena Regional High School main office prior to approval.

Senior Release is subject to administrative approval. Students must maintain passing grades for all courses. Seniors who are failing any course and or have accumulated 10 or more unexcused absences may lose Senior Release status. It is important to note that certain course selections may preclude one from receiving Senior Release. As needed, any senior requesting to stay in the building past their scheduled time must obtain prior administrative approval.

NEW JERSEY STATE MINIMUM GRADUATION REQUIREMENTS

Content Area	Year Requirements	Content Area	Year Requirements
English	4	World Language	1
Health	4	Visual/Performing Arts	1
Mathematics	3	Life & Careers	1
Science	3	Financial Literacy	½ yr
Social Studies	3	Physical Education	per year of enrollment
Pass the NJGPA or meet the qualifications for Pathways II or III			
Complete the Free Application for Federal Student Aid (FAFSA)			

Class Rank and Course Weighting

Class rank is based on a weighted Grade Point Average (GPA) system. Per BOE Policy 5440, the Superintendent or designee shall determine class ranking for graduating seniors.

Courses are weighted according to their level of difficulty. Honors (.5) and AP (1.0) courses carry the highest point value; general level courses carry the lowest value. The following are not included in GPA calculations: Aides, Supplemental, and Health and Physical Education.

Tie-breaking Procedure

Beginning with the Class of 2021, the pupil tied for number one with the most number of AP courses will be the valedictorian and the pupil with the next to highest number of AP courses will be the salutatorian. In the event that there is a tie with the number of AP courses taken, then each criteria will be tested until there is a

distinction between the valedictorian and salutatorian. This same procedure shall be used in the event that there is a single valedictorian and multiple salutatorians.

Graduation and Promotion Policy

In order to be promoted from grade 9 to grade 10, a student must earn at least 30 credits. To be promoted from grade 10 to 11, a student must have earned a total of 55 credits. To be promoted from grade 11 to 12, a student must have earned a total of 80 credits. According to New Jersey School Law (18A:35) and [BOE policy 5460](#), students must obtain 120 credits in order to graduate. In addition, students must meet the requirements of the Buena Regional High School Attendance Policy, complete a Free Application for Federal Student Aid (FAFSA), and must pass a Department of Education approved standardized assessment. Any student not meeting all requirements will not receive a diploma nor participate in the commencement activities.

Course Changes and Withdrawal Procedure

The master schedule is developed based upon the course selections made by students in February and March. Students will be allowed to make adjustments to their schedules by the second week of July and during the second full week of the school year, pending they already received credit for the course, they failed the course under the assigned teacher, they have not passed a prerequisite, or did not select the course. Course level changes or withdrawals may be warranted until mid-marking period second quarter, if academic progress is in jeopardy. A parent conference, counselor, and administrative approval will be required.

Grading Scale

A – 90-100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – Below 60

ACADEMIC RECOGNITION

Marking Period Recognition

Principal's List: Students must maintain all A's (90 and above) in all subjects.

Honor Roll: Students must maintain all A's (90 and above) or B's (80-89) in all subjects.

AP Scholars Program
Varsity Scholar Program

Summer School & Attendance - Credit Recovery

Summer School: Students may take 2 summer school online classes for courses they failed during the year. These courses are to be taken through APEX for qualifying students or Educere at the student's expense and must be approved by a school counselor. **Students who have loss of credit status for the year due to excessive absences must repeat the entire school year.**

Credit Recovery: Seniors who have earned insufficient credits for graduation may petition the administration to complete additional coursework at a community college. Online courses will be considered. Please consult with the student's school counselor for further information. Course fees are at the expense of the students. College courses are not factored into a student's G.P.A..

Enrichment Courses

Students are welcome to enroll in enrichment courses at any point during their high school career. However, the courses will not be recognized for credit and will not appear on the student's transcript. Enrichment courses are taken at the expense of the student.

NURSE'S OFFICE PROCEDURES

Student Illness, Accident, or Injury

- Students who have an accident, injury, or become ill should report immediately to the teacher or adult in charge.
- The adult in charge will send the student to the nurse for minor injuries and/or illness. For more serious injuries the adult in charge will call for the nurse, request another adult to accompany the student, or request coverage to accompany the student to the nurse.
- The nurse will contact the student's parent or guardian and will discuss if further medical attention is needed. The school nurse will notify parents if a student needs to be released from school due to illness.
- In the event of a serious injury, a school designee will accompany the child to the hospital. School officials will contact parents or other designated emergency contacts.

Administration of Medication in School

Before any medication may be administered to or by any student during school hours, the parent/guardian will provide a written request which shall give permission for such administration and relieve the school and its employees of liability for administration of medication as per [BOE Policy 5330](#).

- When a student requires medication during school hours, written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration, and the side effects.
- The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
- The school physician will approve in writing those students who will be receiving long term medication.
- The school will provide a secure, locked space for the safe storage of medication.
- The certified school nurse or parent/guardian is the only one permitted to administer medication in the schools, except in cases of an extreme emergency such as for anaphylaxis reaction as per Janet's Law. A student who has physician authorization to self-medicate may do so only in the presence of the nurse.

No student may ingest or possess any medication, prescription, or over the counter medicine, without being under the supervision of the school nurse or administrative designee. To do so is a violation of the Substance Abuse Policy.

Dissemination of Personal Student Information On The Internet

Pursuant to law, the Buena Regional School District will not release any personally identifiable information on the School Web Site because it does not allow for us to control who may access the information. If a parent or guardian wishes to rescind this agreement, they may do so at any time in writing by completing a form or sending a letter to the Principal of your child's school. Permission must be done in writing. Forms can be obtained in the Main Office.

STUDENT ACTIVITIES

Our school takes pride in offering a wide array of clubs and activities, ensuring there is something for every student to get involved in and explore their passions. From academic clubs and art societies to sports teams and community service initiatives, our diverse range of extracurricular options encourages students to find their interests and connect with like-minded peers. Whether your passion lies in debate, drama, robotics, music, or any other field, our vibrant campus community has a place for you to thrive. To discover more about the clubs and activities we have to offer, be sure to check our bulletin boards, website, and regular announcements for up-to-date information on meetings, events, and opportunities to join in on the fun!

ATHLETICS

Athletic and Extracurricular Eligibility Policy

The New Jersey State Interscholastic Athletic Association, founded in 1918, is a voluntary, non-profit organization made up of 433 accredited public, private, and parochial schools in the state. The New Jersey Association joining with the other forty nine State Associations constitutes the National Federation of State High School Associations which has represented the best interest of high school athletics since 1920, and today represents 22,000 schools, more than 330,000 coaches, and almost 4.5 million high school athletes.

Incoming 9th, 10th, 11th, and 12th grade students: All incoming 9th graders are academically eligible to participate in Fall and Winter sports. Per [BOE Policy 2430](#), students entering grades 10, 11 and 12 must have earned at least 30 credits during the previous school year to be eligible for Fall and Winter sports. Students in grades 9, 10, 11 and 12 must have earned 15 credits in the first semester of the school year to be eligible for Spring sports.

Any senior who carries less than a full schedule must pass all courses or maintain a minimum of 30 credits in order to be eligible for extracurricular activities as per the policies of the NJSIAA and the Buena Regional Board of Education. (*As per NJAC 18A:36-37*)

The Board of Education has provided many opportunities for the students at Buena Regional High School to excel in sports. The athletic teams that a student may join are listed below.

Fall Sports

- Boys and Girls Cross Country

- Boys and Girls Soccer
- Cheerleading
- Football
- Girls Tennis
- Girls Volleyball

Winter Sports

- Boys and Girls Basketball
- Cheerleading
- Winter Track
- Wrestling
- Swimming

Spring Sports

- Baseball
- Boys and Girls Track and Field
- Boys Tennis
- Golf
- Softball

Parents are required to obtain school physical exams for their children at the “medical home” instead of physicals provided by the school districts. NO PHYSICALS WILL BE GIVEN AT SCHOOL. A family physician, nurse practitioner or doctor of your choice must do the medical exam with the cost borne to the family. This practice includes physical exams for athletic teams. Physical packets can be found in Final Forms. For a hard copy, please see the school nurse for the appropriate form for your exam.

Information contained in this Handbook was updated as of August 2025, but may be subject to change. The Board of Education reserves the right to amend, modify, or cancel the policies, terms and conditions, course information, and other material as published in this Handbook from time to time with reasonable notice. The High School administration will make reasonable efforts to inform students of any changes to this handbook; however, students are encouraged to keep themselves informed of current policies and procedures, terms and conditions, and course information, and all information relevant to their particular enrollment.

BRHS Bell Schedule Buena Regional High School 2025 - 2026		
Student Arrival: 7:30 AM		
Breakfast or report		

directly to 0 Period	7:30 AM-7:40 AM	10 minutes
Period 0	7:43 AM – 8:23 AM	40 minutes
Homeroom	8:26 AM – 8:31 AM	5 minutes
Period 1	8:34 AM – 9:14 AM	40 minutes
Period 2	9:17 AM – 9:57 AM	40 minutes
Period 3	10:00 AM – 10:40 AM	40 minutes
Period 4	10:43 AM – 11:23 AM	40 minutes
Period 5	11:26 AM – 12:06 PM	40 minutes
Period 6	12:09 PM – 12:49 PM	40 minutes
Period 7	12:52 PM – 1:32 PM	40 minutes
Period 8	1:35 PM – 2:15 PM	40 minutes

SINGLE SESSION Buena Regional High School 2025 - 2026		
Student Arrival: 7:30 AM		
Breakfast or report directly to 0 Period	7:30 AM-7:40 AM	10 minutes
Period 0	7:43 AM – 8:08 AM	25 minutes

Homeroom	8:11 AM – 8:16 AM	5 minutes
Period 1	8:19 AM – 8:44 AM	25 minutes
Period 2	8:47 AM – 9:12 AM	25 minutes
Period 3	9:15 AM – 9:45 AM	30 minutes
Period 4	9:48 AM – 10:18 AM	30 minutes
Period 5	10:21 AM – 10:51 AM	30 minutes
Period 6	10:54 AM – 11:19 AM	25 minutes
Period 7	11:22 AM – 11:47 AM	25 minutes
Period 8	11:50 AM – 12:15 AM	25 minutes