



BARD



HIGH SCHOOL • EARLY COLLEGE

A BARD COLLEGE - NEWARK BOARD OF EDUCATION PARTNERSHIP

BARD HIGH SCHOOL EARLY COLLEGE NEWARK (BHSEC - NEWARK)

STUDENT HANDBOOK 2019-2020

321 Bergen Street, Newark, NJ 07103 | (973) 733- 8363 | www.bard.edu/bhsec/newark

Dear Student,

Congratulations on your admission to Bard High School Early College! This is, of course, admission to an amazing high school, but since we are a college as well, this also counts as your first college acceptance. Congratulations on being accepted to college!

Bard High School Early College, or “BHSEC” as we call it here, (pronounced BEE-Sec) is a truly unique opportunity, as New Jersey’s only Associate of Arts (A.A.) degree granting early college high school. We believe that the best way to get ready for college is to go to college, and that is exactly what you will do here.

Please read this Student Handbook carefully and learn more about the expectations and opportunities at your new school. At BHSEC, we offer rigorous academics, balanced with many different athletic and extracurricular options, some of which are highlighted in this handbook. Our faculty members have many great accomplishments as well. Most have the highest academic degree they could earn in their fields/disciplines (PhD or MFA), and some have written books. They are all ready to help you achieve your goals of college achievement, so you should plan to take some time to talk with your teachers about your aspirations as well as any academic challenges.

Please also share this Student Handbook with your parents/guardians/caretakers. It is important that they know what your school experience is going to be as well as the opportunities they have for being involved with this vibrant and unique school community. In the final pages of the handbook, parents/guardians/caretakers will read about the PowerSchool Parent Portal and such important community organizations as the Parent Leadership Organization and School Leadership Council. You and your parents/guardians/caretakers must also sign the verification forms at the end of the handbook and return signed forms during Summer Bridge or to advisors at the beginning of the school year.

Again, congratulations and welcome to the BHSEC-Newark community!

Best regards,

Dr. Carla R. Stephens, Principal

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BARD HIGH SCHOOL EARLY COLLEGE NEWARK 2019-2020 CALENDAR

Dates subject to change; please consult the BHSEC website for the most up-to-date information.

Mon	Aug 26	Year 2/Y1 student orientations
Thurs	Aug 29	NBOE Back 2 School Rally(Newark Schools Stadium) 3-6 PM
Fri	Aug 30	10th/9th grade student orientations (those not attending S. Bridge)
Mon	Sept 2	Labor Day Observed - No School
Tues	Sept 3	First Day of School -- Writing & Thinking Workshops begin
	TBD	Y2 and Y1 Student Convocations
	TBD	10th grade and 9th Grade Student Convocations
Mon	Sept 9	First day of regular class schedule
Wed	Sept 18	Back to School Night – 6:00-8:00 PM
Thurs	Sept 19	Deadline to add/drop college classes
Mon	Oct 14	Columbus/Indigenous Peoples Day Observed – No School
Wed	Oct 23	Staff Development Day - No School for students
Thurs-Fri	Nov 7-8	NJ Educators Conference - No school for students
Mon	Nov 11	Veteran’s Day Observed
Mon	Nov 18	Puerto Rico Day Observed – No School
Thurs	Nov 21	Early Dismissal – 1:00 PM for students -- Parent Conference
Wed	Nov 27	Early Dismissal – 1:00 PM for students and staff
Thurs-Fri	Nov 28-29	Thanksgiving Holiday Observed – No School
Mon	Dec 23	Winter Recess begins
Tues	Dec 24	Christmas Eve Observance – No School
Wed	Dec 25	Christmas Day Observance – No School
Thurs-Mon	Dec 26-30	Winter Recess
Tues	Dec 31	New Year’s Eve Observed – No School
Wed	Jan 1	New Year’s Day - No School
Thurs	Jan 2	Classes resume
Wed	Jan 15	Staff Development Day -- No school for students
Mon	Jan 20	Martin Luther King’s Birthday Observance - No school
Mon	Feb 10	Lincoln’s Birthday Observed – No School
Mon	Feb 17	President’s Day Holiday Observed – No School
Thurs	Feb 20	Early Dismissal - 1:00 PM for students -- Parent Conference
Wed	Mar 11	Staff Development Day -- No School for students
Fri	Apr 10	Good Friday Holiday Observed – No School
Mon-Fri	Apr 13-17	Spring Recess – No School
Mon	May 25	Memorial Day Observed – No School
Mon	June 22	High School Commencement
Mon	June 22	Last day of school – Early Dismissal -- 1:00 PM (In-service for staff)

DIRECTORY: BHSEC NEWARK ADMINISTRATIVE TEAM

NAME	TITLE	ROOM #	EXTENSION
Dr. Carla R. Stephens	Principal	327	8224
Dr. Mini Jayaprakash	Vice-Principal of Math, Science and Engineering (STEM) and Dean of Studies	224	8655
Dr. David Cutts	Department Chair of Humanities	222	8316

All BHSEC e-mail addresses take the following format: initial of the person's first name, followed by the last name @bhsec.bard.edu.

For example, to e-mail John Doe, the e-mail address is jdoe@bhsec.bard.edu.

A SHORT HISTORY OF BHSEC

Bard High School Early College (BHSEC) was created in 2001 as a collaboration between the New York City Department of Education and Bard College. Designed to offer motivated New York City public school students rigorous intellectual challenge, BHSEC admits ninth graders and prepares them to enter the early college program at the end of tenth grade. Students entering in ninth grade complete the required New York State Regents exams in the first two years at BHSEC. At the end of four years, they receive the Associate in Arts (A.A.) degree in the liberal arts and sciences from Bard College as well as a New York State Regents diploma. Students with an A.A. degree from BHSEC have successfully transferred to the finest colleges and universities in the country. In response to demand from parents and prospective students, a second BHSEC campus was opened in Queens in 2009, and is now operated in Long Island City.

The third BHSEC campus, BHSEC-Newark, opened in 2011 and is a collaboration between Bard College and the Newark Public Schools. BHSEC Newark seeks to demonstrate that an academically rigorous liberal arts program can intellectually engage a diverse group of high school students and better prepare them for success than a traditional high school can. We enable students from underserved middle schools to reach their full intellectual potential and complete a college education. At the end of four years, students receive the Associate in Arts (A.A.) degree in the liberal arts and sciences from Bard College as well as a New Jersey High School diploma.

The creation of this unique opportunity for public school students is based largely on Bard's recognition that many bright, highly motivated young people are ready to begin serious college work by age sixteen. BHSEC is modeled partly on Simon's Rock College of Bard, which, since 1966, has provided young students the opportunity to prove themselves in a rigorous and supportive learning environment.

PRINCIPLES OF BARD HIGH SCHOOL EARLY COLLEGE

MISSION STATEMENT

The mission of Bard High School Early College is to provide bright, highly motivated students of high school age the challenge of a rigorous course of study that emphasizes thinking through writing, discussion, and inquiry, enabling them to begin college upon completing the 9th and 10th grades.

The fundamental principles guiding Bard High School Early College are:

That many motivated students, having had the benefit of a rigorous course of study in the 9th and 10th grade, are fully capable of beginning college work by the time they would normally reach the 11th grade;

That meeting the particular needs of such students requires a faculty as committed to fostering adolescent development as they are to teaching and scholarship;

That a strong general education in the liberal arts and sciences should be the foundation of the curriculum for these students; and

That an early college based on these principles could provide a model for reforming the education of American high school students.

The academic program at Bard High School Early College is the intellectual embodiment of the early college's principles and mission. The program is designed to engage students in the life of the mind through an exploration of Western cultural heritage and modes of thought from other cultures. At Bard High School Early College, students gain exposure to a broad spectrum of thought in the liberal arts and sciences, develop their intellectual curiosity, and work to satisfy this curiosity by thinking and learning independently. Students are also encouraged to test theory through practice – in the laboratory, the studio, in rehearsal and performance, and outside of school.

In addition, students at BHSEC develop a sense of themselves as thinkers and creators with individual voices and perspectives:

Understanding of the scientific method – its approaches to inquiry, its strengths and limitations as a mode of analysis, and a basic comprehension of the fundamental laws governing both physical phenomena and human behavior;

Gain an appreciation of several forms of artistic and literary expression, the creative process, and the disciplined use of imagination, formal structure, and aesthetic values;

A flexibility of thought that allows for creative problem solving through an integration of quantitative and qualitative techniques;

Knowledge of some of the most influential works of Western culture and critical understanding of the values, assumptions, ideologies that they express;

Knowledge and appreciation of modes of thought of other cultures – including non-Western cultures, and groups or societies that exist as distinct subcultures within Western culture;

A sense of history – ideas, movements, peoples, and events of the past – and an understanding of how our view of the past is shaped, and shapes our understanding of the present and future;

Sensitivity to the moral and ethical dimensions of thought and action, and developing the ability to make informed moral and ethical decisions.

Please note that, while this wonderful opportunity for students to earn college credits and a degree may not require tuition payments from families, students learn that the price of excellence is hard work and determination. Within this caring community and culture of high expectations, students develop a sense of responsibility for their own educational achievement, of leadership, and of accountability. They prove their college readiness through their efforts to achieve academic excellence as well as their positive contributions to the school community and beyond. BHSEC-Newark is a place for students to think and to grow into purposeful young adults prepared to take the next step toward positive participation in this 21st century global society.

CODE OF CONDUCT

COMMUNITY RIGHTS AND RESPONSIBILITIES

Bard High School Early College is committed to being a community in which all ranges of opinion and thought can be expressed and debated, and within which behavior is in adherence to public law, the Newark Public School district, and consistent with the BHSEC's mission and regulations. The BHSEC community is varied, including men and women of diverse races, religions, national or ethnic backgrounds, and sexual orientations. We value our academic, political, and social diversity in developing and sustaining a community of learning. BHSEC is committed to fostering and maintaining an environment free of all forms of discrimination, harassment, and intimidation. From time to time, our members may disagree with one another's ideas and behavior. BHSEC expects that when such disagreements occur, they will be addressed peacefully, through discussion and debate, rather than through force or confrontation. Therefore, we seek to insure the right of all to express themselves in words and actions, and we also prohibit behavior that infringes on the rights of others, or is inconsistent and/or detrimental to the mission and purpose of BHSEC. All who work, teach, and study at Bard High School Early College are here by choice. As part of that choice, we are committed to these standards, which emphasize a degree of caring, civility and a respect for the personal dignity of others.

STATEMENT OF NON-DISCRIMINATION

The Bard High School Early College Community includes people from diverse backgrounds, religions, races, ethnic ancestries and sexual orientations. We recognize the value of such diversity and insist that persons are entitled to tolerance, respect, dignity and understanding. Bard High School Early College is committed to freedom of thought, speech and debate in an atmosphere free of unlawful discrimination. Therefore, the members of the Bard High School Early College community have the right to be free of discrimination and/or harassment based on race, age, gender, sexual orientation, religion, national/ethnic origin, or disability. Any behavior that violates this policy will be investigated and disciplined in accordance to the degree of the infraction.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Harassing, intimidating, and bullying behavior not only violates district and school policy, in some cases, it is against the law. Consequences for such behavior can be severe, because it hurts the entire community in addition to those persons involved in such incidents.

HIB is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that:

- Is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
- Takes place on school property, at any school-sponsored function, or on a school bus; or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
- substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- or has the effect of insulting or demeaning any student or group of students;
- or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Any such behavior should be reported to a responsible adult in the community. For anonymous reporting, please use the **Anonymous Report Form** available on the BHSEC-Newark website under the "Student Portal" or "For Parents" link.

BHSEC-Newark's **Anti-Bullying Specialist is Mrs. Dana Hamilton, MSW**, in Room 120 who can be reached at

Phone: (973) 733-8248 Fax: (973) 733-8361 Email: Dhamilton@nps.k12.nj.us

SEXUAL HARASSMENT POLICY

Included in the definition of HIB is sexual harassment which is incompatible with the academic and social standards of BHSEC. Sexual harassment is detrimental to our individual dignity, social integrity, and the academic objectives of BHSEC. Generally, unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature may be considered to constitute unlawful sexual harassment when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction or employment decisions or evaluations or participation in BHSEC activities; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, or offensive environment.

Charges of sexual harassment can impact the lives of all involved. Thus, a person who intentionally and knowingly files a false complaint under this policy will be subject to disciplinary action.

UNIFORM POLICY

According to Newark Public Schools policy, school uniforms are not mandated for high school students, but are preferred. School uniforms enhance school safety, promote school pride, create a sense of unity among students, improve the learning environment, bridge socioeconomic differences between children, promote good behavior, improve children's self-respect and self-esteem, and produce cost savings for participating families.

School uniforms will be required for certain BHSEC events (e.g., Summer Bridge, field trips, Student Ambassador activities, etc.) Therefore, all students must have the school uniform as part of their wardrobe. The Bard High School College uniform consists of the following with the BHSEC logo:

- Maroon polo shirts (long/short sleeves)
- Oxford shirts (long/short sleeves)
- Maroon cardigan sweaters
- Maroon sweatshirts
- Khaki dress pants
- Khaki shorts (not shorter than 4 inches above the knee)
- Khaki skirts (not shorter than 4 inches above the knee)

Uniform items are available at Kids Place (311 Ferry Street, Newark – telephone #888-981-7467)

At Bard High School Early College, school uniforms are preferred. Students are encouraged to wear uniforms daily, but will not receive punitive consequences for not wearing the uniform.

However, all students are required to abide by the following **Newark Public Schools guidelines:**

- ***Sleeveless shirts or T-shirts and belly/crop tops are NOT permitted***
- ***NO hooded apparel***
- ***Shorts, skirts, scooters and jumpers MAY NOT BE SHORTER than 4 INCHES ABOVE THE KNEE***
- ***Excessively ripped jeans are NOT Permitted.***
- ***Clothing must be worn at the natural waist (NO SAGGING)***
- ***NO OPEN HEEL OR OPEN TOE shoes***
- ***Clogs, flip-flops, and bedroom slippers are NOT permitted***
- ***NO HATS, HOODS, SWEATBANDS, BANDANNAS (except religious exemptions), or SUNGLASSES worn in the school building***

Any questions or concerns regarding this policy should be referred to Shaviece Harmon, Dean of Students, at 973-733- (email – sharmon@bhsec.bard.edu). For questions or concerns regarding uniform acquisition, contact Veronica Osorio at 973-733-6861 (email – vosorio@bhsec.bard.edu).

DRUG AND ALCOHOL POLICY

The distribution, possession, and use of alcohol or any illegal substance are absolutely prohibited within the BHSEC campus or at any school-sponsored event. The consequences for a drug/alcohol infraction include, but are not limited to, out-of-school suspension, academic/social probation, suspension of college privileges, exclusion from commencement activities, expulsion from BHSEC, and notification of the police.

Smoking is not permitted on school grounds (the school building, school yard, and the streets bordering the school).

ATTENDANCE POLICY

First period begins at 8:20 a.m. **All students must be in the school building by 8:20 a.m., even if they have no first period class.** All high school students must stay in the building until dismissal at 2:40 p.m.

Students must attend all classes. Aside from religious holidays, there is no such thing as an official school excused absence. For observance of religious holidays, students must inform their instructors ahead of time of such an absence and make up any work missed. **Similarly, if illness or emergency necessitates missing a class, students should talk with their instructors about how to make up the work missed.** Doctor's appointments and college visits are not officially excused, even if a parent and an administrator have given the student permission to leave the school building. Students should consult with individual course policies to understand the specific consequences of missing classes and not rely on a note from a parent to excuse them from missed work. Since a large percentage of a student's course grade can be based on class participation, any absence may jeopardize the student's ability to earn credit for a course.

NOTE TO PARENTS/CARETAKERS AND STUDENTS: There may be rare urgent circumstances when it is necessary for parents/caretakers to pick up their children from school before 2:40 pm. To ensure student safety, only caretakers authorized in Power School can sign a child out of the building. Any unauthorized person will be refused permission by Security or the operations

managers in the Main Office. Therefore, it is important at the beginning of the school year that all caretakers complete the emergency contact forms and confirm that the appropriate parties are noted in Power School. Similarly, unless parents of 18-year-old students provide written permission for them to do so, students 18 or older are not authorized to sign themselves out of school. As noted above, whenever students miss all or part of a class, they are responsible for any work missed.

Classes immediately before and after vacations are as important as all other classes in the term and attendance is required. Students are expected to attend those classes and to limit their vacation to the days prescribed in the BHSEC calendar.

If parents do not want their children to leave school on their own after school, then the parent must provide a written notice to the principal that the student will be picked up and by whom (this person must be one of those noted in Power School).

PASSING TIME (HALLWAY PASSES)

Students are permitted five minutes to pass between each class period. All students must have a valid hall pass after the allotted passing time to be in the hallway. Hallway passes must be provided to administration, staff and security at their request.

TARDINESS

If a student cuts a class or is frequently late to class (by ten minutes), the missed class time will negatively affect the student's course grade and could lead to students failing a course if class participation counts for a large percentage of the course grade (i.e., Seminar classes). Students should consult their course syllabi for specific repercussions of tardiness for their classes.

"CUT" POLICY

Cutting class negatively affects the student's course grade and could lead to students failing a course if class participation counts for a large percentage of the course grade (i.e., Seminar classes). If a student is found to cut class at the first instance, a call will be made to the home by the teacher and documented in the student's file. If a student is found to cut class at the second instance, the cut will be documented in the student's file, detention will be given to the student for the day and a conference will be held with the student's parent/guardian about the incident and its consequences. At the third occurrence, or in the case that a student does not report to detention, in school suspension will be given to the student and a conference must be held with the student's parent/guardian about the incident and further consequences.

STUDY PERIODS

If students have an unassigned period, they must remain in the school building and make productive use of their time (i.e., studying, reading, research, homework completion, college or other post-high school planning, etc.). College students who may have morning study periods are still required to report to school at 8:20 am. They may go to the learning center, which is to be used for quiet study, or, if a senior, to the Y2 College Computer Lab.

LEARNING CENTER POLICIES

THE LEARNING CENTER (TLC)

The BHSEC Learning Center is a quiet study space and its resources are available to all the members of the BHSEC community. It has been specifically designed to help students with their academic work and to allow them to research material outside the classroom. Students are encouraged to take advantage of the resources while keeping in mind that these same resources are limited and must be used responsibly and respectfully in order to preserve them. Therefore, there are certain policies that the BHSEC community must honor. The Learning Center exists to help students successfully achieve their educational goals in an Early College Program. We support students by offering individualized writing tutoring. The schedule for the Writing Center and Tutoring shall be posted in the learning center.

LEARNING CENTER POLICIES

- Students are expected to respect others working in the Learning Center by not engaging in loud conversation or inappropriate and distracting behavior.
- Students may not bring or eat food and/or drink (aside from water, in lidded, plastic containers) into the learning center. Water bottles must be stored in backpacks.
- Do not litter. Make sure your workplace is clean before you leave. Recycle by depositing materials in the designated containers.

- Learning Center computers are to be used only for academic work. No games of any kind may be played on learning center computers. Students who do not abide by this may be asked to leave the learning center.
- Students are expected to handle all learning center resources (i.e. furniture, books, and computers) respectfully. Students who do not abide by this rule may be asked to leave the learning center.
- Students who lose materials must pay for their replacement, or will lose borrowing privileges. Students who fail to pay for the replacement of lost books will not be able to pick up their report cards at the end of year. Fines must be cleared before report cards will be issued.
- **Students are only allowed in TLC during enrichment/study periods, lunch and after school. Unless scheduled for a study period by the Dean of Studies or with written permission from a teacher, high school students (9th-10th grade) are not permitted in the Learning Center during 1st-3rd and 5th-7th periods. They are only allowed in the Learning Center before 1st period, during lunch, and after school. Any students found in the learning center during an unauthorized time will be subject to the temporary to semester removal of the privilege of using the learning center. “Cutting” class is defined as a student not present in class during the scheduled time as stated on the student schedule.**
 - The first occurrence of “cutting” in the learning center will be the immediate removal of the student for the day.
 - The second occurrence of “cutting” in the learning center will be the removal of privileges for the week.
 - The third and final occurrence of “cutting” will result in suspension of said privileges for the remainder of the semester and will be reinstated once a parent conference is conducted.

BHSEC COMPUTER USE POLICY

Because BHSEC has a limited number of computers available to students, students are to use the computers in the learning center for schoolwork only. Checking email is permitted; however, please be advised that if another student needs to use a computer to complete a school assignment, a student may be asked to offer their place to another student.

GUIDELINES FOR COMMUNITY CONDUCT

In order to insure the integrity of our community, students must follow a few basic rules of academic and community conduct. For a full list of NPS rules, please refer to the NPS's "District Policies and Handbook," available on the NPS website www.nps.k12.nj.us.

Listed below are a few examples of conduct that is subject to disciplinary action:

1. Behavior that impedes learning. This includes cutting class, patterns of tardiness, disrespectful language, disruption or prevention of school activities and the educational environment.
2. Plagiarism and cheating.
3. Violation of State, Federal, and Newark Public Schools laws pertaining to the wearing of hats inside the building, smoking, drugs, gambling, weapons, vandalism, computer vandalism, and other illegal activities in the school building as well as in the vicinity of the school.
4. Possession of cell phones and other electronic devices in the school building. **Unless possession is permitted by an instructor, cell phones will be collected at the beginning of each class period in order to alleviate distraction and promote student focus on classwork and discussion. Students may choose to leave phones in their lockers at the beginning of the school day. Cell phone use is only authorized during the lunch period.**
5. Intimidation, threats, and acts of violence towards any person.
6. Destruction, defacement, or theft of school property, including BHSEC learning center books and textbooks, computer hardware and software, or laboratory equipment.
7. Littering.
8. Writing on bathroom, classroom, or hallway walls.
9. Triggering false fire alarms.

CONSEQUENCES FOR STUDENT MISCONDUCT

Conduct which is not in keeping with the principles of the school shall be met with the following consequences:

- Parental notification.
- Confiscation of non-sanctioned or improperly used items (e.g. cell phones, iPods, and hats). Confiscated items may be picked up from the Dean of Students at the end of the day on a first offense. On the second offense parents will be required to pick up their son or daughter's electronic devices from the Dean of Students.

Additional offenses will result in the confiscated items being held for longer periods (for example, until the end of semester).

- **Detention**
- Fines for destroyed or damaged school property, including lost textbooks or defaced furniture. Unpaid fines for textbooks can result in students not receiving report cards or transcripts, as well as not being issued textbooks for the next semester until fines are paid or payment arrangements made with the school operations manager.
- **In School Suspension**
- Suspension according to the regulations of the Newark Public Schools.
- Exclusion from graduation/commencement activities.
- Withholding of the A.A. degree.
- *Note that the needs of the specific situation will dictate the degree of the consequence.*

SECURITY

Please keep in mind some general safety precautions as you travel to and from the school building:

1. Students must not leave school before dismissal.
2. Maintain a level of vigilance when going to or from school and report any disturbances/incidents to your parents and/or school personnel. Avoid public display of valuable items such as jewelry, iPods, or money.
3. Bring only plastic beverage bottles to school. NO GLASS IS PERMITTED.

The school security guards are on campus to protect our school community. Please comply with their requests and interact with them respectfully.

CONSEQUENCES FOR FIGHTING AND OTHER DANGEROUS ACTS

For serious offenses, including fighting and other actions jeopardizing the individual and collective safety of the school, consequences can include one, two, or all three of the following:

- 1) Suspension and/or other consequences, according to the regulations of the Newark Public Schools
- 2) Exclusion from special events including, but not limited to, field trips, prom, and graduation/commencement activities
- 3) Removal from eligibility for college credits or the A.A. degree

Consequences in categories 1 and 2 will be determined by the Dean of Students within 24 hours of the incident. Consequences in category 3 will be determined by the Principal and Dean of

Students within 48 hours of the incident. The period of consequences will start from the date of the incident.

Students not directly involved in the physical component of the fight, but who are involved in harassing behavior leading up to a fight, and/or otherwise promoting or encouraging a fight, including moving toward a fight as a spectator/bystander, and/or obstructing an investigation of a fight, are also subject to consequences that can include all three of the above. This includes failing to follow the community procedures for fight response detailed below.

Appeals Process:

If the Principal and Dean of Students give a category 3 consequence (removal of college credit/A.A. eligibility), they will also designate a probationary period of **no less than 6 months and no more than 2 years**. The student's actions inside and outside of the classroom will be carefully monitored during this period. A student who believes he or she has demonstrated exemplary behavior during the probationary period can submit an appeal to the Review Board. The appeal must be submitted to the Review Board after the probationary period, and the three step appeal process must be completed before the A.A. Commencement date for the student's cohort.

The Review Board will consist of the following: Principal, Dean of Students, Dean of Studies, Member of the Administrative Support Team, Teacher Parent Leadership Organization Representative, and Student Alumnus.

Students undergoing this appeal process must make three appearances before the Review Board, and successfully complete three steps.

Step #1: The student must appeal to the review Board for eligibility to begin a restoration process. The student must write, and present orally, a formal appeal for restoration eligibility and explain how he or she has exhibited exemplary behavior to re-earn the community's trust. Prior to this meeting, members of the school community may submit letters to the Review Board either in support of or against the student's appeal.

If the Review Board determines that the student is NOT eligible, the student is permanently ineligible for Bard college credits; if the Review Board decides he or she IS eligible to participate in the restoration process, the student must move on to Step #2.

Step #2: A student determined to be eligible for the restoration process will, at the next monthly Review Board meeting, be given a restoration project to complete. Exemplary actions inside and outside the classroom are required throughout the period of the restorative project, generally multiple months in length.

Step #3: Upon completion of the restorative project, the student will present the results of that project to the Review Board which will make a final determination if college credits and, if earned, a complete A.A. degree, will be awarded at the A.A. Commencement. If the Review Board determines that the student is NOT eligible, the student is permanently ineligible for Bard college credits. At this meeting, members of the school community may once again submit letters to the Review Board either for or against the student's restoration of college credit eligibility.

Students must understand that going through Steps #1-3 does not mean they will automatically receive the right to earn college credits or an A.A. degree. That decision rests with the Review Board at the meeting in Step #3, and the Review Board will maintain a high standard for the restoration of credits.

The Review Board is highly unlikely to grant the same student a second chance to recover lost college credits. Moreover, given the length of time needed for the initial probationary period and the three step appeal process, a student is unlikely to have time to complete the process more than once. Year 1 and Year 2 students are unlikely to have time to complete even one full appeal process before the date of Commencement for their cohort. The Review Board will not award credits retroactively after that Commencement date. **Bard College reserves the right to all decisions regarding the awarding of college credits and the A.A. degree. Any appeals regarding the restoration of credits must be made to the Dean of the Early Colleges.**

By signing below, I, _____, acknowledge that I have read
PRINT LAST NAME, FIRST NAME
and understand the fighting policy and I am aware of the associated
consequences of violating this policy.

Signature: _____
STUDENT SIGNATURE

Signature: _____
PARENT SIGNATURE

PROCEDURES FOR FIGHTS IN THE BUILDING

Below are the procedures the community will use if there is a fight:

If a fight breaks out in the hallway during a passing period --

- Students in the hallway should go quietly into the nearest classroom.
- Students who are already in classrooms should remain there and not go into the hallway.

If there is a fight in their classroom --

- Students should move to one side of the room, just like in a lockdown drill, away from the students who are fighting.

Please remember that the consequences for fighting can be severe. Students who are not involved in the fight should not encourage other community members to risk losing the opportunity to earn an A.A. degree or worse.

BHSEC STUDENT CONTRACT

GOOD ACADEMIC STANDING, ACADEMIC PROBATION, AND TRANSFERS

Bard High School Early College offers students a rigorous academic program. Meeting the academic needs of students eager for intellectual challenge, it moves students from the 9th grade of high school through the first two years of college in four years. Bard High School Early College seeks students ready to rise to this challenge and offers various forms of support to any who have difficulty once at the school. In order to enter the early college program, students must have achieved a minimum of a 2.0 average in 9th and 10th grade. Students who have not achieved a 2.0 GPA at the end of their 10th grade year will enroll in modified high school courses for 11th and 12th grade and graduate with only the high school diploma.

ACADEMIC PROBATION

HIGH SCHOOL 9TH AND 10TH GRADERS

To be in good academic standing at the end of a semester, students in the 9th and 10th grades of the high school program must complete the required program of classes with an average of at least 2.0 for the semester. A student who is not in good standing at the end of the semester will be placed on academic probation for the following semester. A student who achieves an average of at least 2.0 for the probation semester will automatically be removed from academic probation at the end of the semester.

At the end of the fall mid-term period and spring mid-term period each year, any student whose average is below 2.0 will be required, with his or her parents, to attend a meeting with representatives of Bard High School Early College to discuss the student's difficulties and to determine what support is necessary. A similar meeting will be required at the end of the fall semester and spring semester, respectively, if the student's semester average is still below 2.0.

Furthermore, all students on academic probation are required to meet weekly with a BHSEC counselor/advisor and they must meet with members of the BHSEC faculty for tutoring.

EARLY COLLEGE YEAR I AND YEAR II STUDENTS

A cumulative GPA of at least 2.0 for Year I and Year II of the early college is required for graduation with the A.A. degree. To be in good academic standing at the end of Year I, a student must complete the required program of classes with a cumulative GPA of at least 2.0. At the end of the fall mid-term period of Year I, any early college student whose average is below 2.0 will be required, with his or her parents, to attend a meeting with a representative of Bard High School Early College to discuss the student's difficulties and to determine what support is necessary. A similar meeting will be required at the end of the fall if the Year I student's fall semester average is below a 2.0, and the Year I student will be placed on academic probation for the following semester. If the Year I student's average is still below 2.0 at the end of the spring mid-term period, the student will again be required, with his or her parents, to attend a meeting with representatives of Bard High School Early College to discuss the student's difficulties and to determine what further support is necessary. The practice of this procedure applies to the Year II academic year as well.

If the Year II student's cumulative average is below a 2.0 at the end of the spring mid-term period, the student will again be required, with his or her parents, to attend a meeting with a representative of Bard High School Early College to discuss the student's difficulties and the type of degree which the student can realistically expect to receive at the end of the spring semester. Students are expected to graduate from the early college program in four semesters.

ACADEMIC INTEGRITY: PLAGIARISM AND CHEATING

BHSEC has three basic guidelines for academic conduct:

- Work done at BHSEC or for BHSEC classes will represent the original ideas of individuals who have submitted the work.
- Students will never try to pass off another person's idea as their own.

- Students will neither give nor receive aid on exams.

Exams and other assessments conducted in or out of class must reflect a student's individual work unless the assignment specifies collaboration. Giving as well as receiving unauthorized assistance is unacceptable. Both students involved in such an activity will be held accountable. Assignments that are plagiarized (paraphrasing or quoting directly from another writer's work without acknowledging the source) are recorded as zero and a first letter documenting the plagiarism is placed in the student's file. **A conference will be held with the student's guardian about the incident and its consequences.** If no further instances occur, the letter is removed upon the graduation of the student. Any second instance of plagiarism, either in the class where the first instance took place or in any other class, **automatically results in a loss of college credits for the course if it occurs at the college level. The assignment receives an automatic 0, without the possibility of redoing the assignment. A permanent letter documenting the plagiarism goes into the student's file. Additionally, the administrative team will put together a mandatory intervention plan, tailored to the needs of the student, to support further academic and social growth within our program. Interventions may include but are not limited to mandatory office hours, meetings with Bard Fellows, counseling sessions with social workers or Deans, or peer support groups.**

The same policy applies to cheating on an exam. The first instance results in a zero on the exam and a letter documenting the cheating in the student's file. **A conference will be held with the student's guardian about the incident and its consequences.** If no further instance occurs, the letter is removed upon the graduation of the student. Any second instance of cheating, either in the class where the first instance took place or in any other class, **automatically results in a loss of college credits for the course if it occurs at the college level. The assignment receives an automatic 0, without the possibility of redoing the assignment. A permanent letter documenting the cheating goes into the student's file. Additionally, the administrative team will put together a mandatory intervention plan, tailored to the needs of the student, to support further academic and social growth within our program. Interventions may include but are not limited to mandatory office hours, meetings with Bard Fellows, counseling sessions with social workers or Deans, or peer support groups.** Students cannot give or receive unauthorized assistance with examinations, including take-home examinations.

Students cannot represent work completed for one course or teacher as original work for another course or teacher.

In addition, students must sufficiently document when they have utilized the ideas, data, or research of another source. This includes the correct citation of direct quotes, paraphrasing, Internet information, interviews, lectures, video and audio, tape, and film.

Disregard for the BHSEC academic integrity policy may result in the withholding of the A.A. degree.

WRITING & THINKING WORKSHOPS

What is a foundation, and how is it built? The word foundation derives from Latin *fundus*, meaning ‘the bottom’—this is the first part laid down when building a house; in broader terms, it is the groundwork of anything. This question of foundations—intellectual, technical, social, philosophical—is part of the thinking behind the Writing & Thinking Workshop at BHSEC. The Workshop—a five-day intensive held every year prior to the start of fall semester classes—provides students in every grade level with foundational skills in critical reading and writing, upon which they can build future scholarly work. Conceived by President Botstein and based on the principal that strong writing and close reading enrich and enliven the classroom experience, the workshop sets the stage for the kind of interdisciplinary, intensive work students will tackle during their time at BSHEC.

Faculty members from nearly all disciplines lead section workshops of students in short writing activities, critical reading exercises, and group discussions about the texts at hand—a shared selection of traditional and contemporary poetry, plays, essays, and fiction—developing a common vocabulary that will serve students well as they continue to grow as readers, writers, and thinkers.

Whether engaged in a ten-minute “focused free-write,” or debating the meaning of a line of poetry, students not only work with faculty and with each other to build their critical language skills, they also experience what it means to participate in an intimate intellectual community. They are learning to take initiative, speak up, and think differently while listening to alternative ideas, presenting personal work for feedback, and providing thoughtful criticism on others’ work. By the end of the workshop, students produce a piece of polished prose that can become a tool for reflection, skill assessment, and continued development.

HIGH SCHOOL PROGRAM REQUIREMENTS

English	Grade 9	Literatures of the Americas 1&2
English	Grade 10	World Literatures 1 & 2
Social Studies	Grade 9	The Americas 1 & 2
Social Studies	Grade 10	Global Studies1 & 2

Math	Grade 9	Algebra 1
Math	Grade 10	Geometry
Science	Grade 9	Physics
Science	Grade 10	Chemistry
Language	Grade 9	Intro to Language, Spanish 1, or Chinese I
Language	Grade 10	Chinese 2 & 3, Spanish 2 & 3
Arts	Grade 9	Introduction to Arts
	Grade 10	Arts Electives
Physical Education	Grade 9	Full year of Physical Education and Health
	Grade 10	Full year of Physical Education and Health
Financial Literacy		One semester of Financial Literacy course

DISTRIBUTION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

Students must maintain a 2.0 GPA, earn no less than 60 college credits during the two years in the college program, fulfill the following distribution requirements and complete all State of New Jersey high school diploma requirements in order to receive the Bard Associate of Arts Degree:

- All four semesters of the Seminar sequence
- Two semesters of laboratory college science (*Note: not every science course fulfills the laboratory requirement*)
- Two semesters of college mathematics
- Two semesters of college foreign language, including one at the intermediate level
- Four semesters of social science and/or literature, including at least one semester in history and at least one semester in literature (*Note: Please consult the Social Science Department for a list of courses that fulfill the history requirement.*)
- Three credits of music, theater, dance, and/or visual art while enrolled in the college program
- Four semesters of Physical Education and/or Health

ACADEMIC OVERVIEW

EVALUATION

As an indication of academic performance, students receive written narratives and letter grades for each course taken. At midterm, these narratives and grades are distributed to students and their families in order to praise scholarly work as well as address particular difficulties. The grades at the end of each semester are recorded in the student's official academic transcript.

For certain purposes, it is useful to calculate a grade point average (GPA), which is done in the following manner: First, letter grades are translated into grade point equivalents according to the table below. (Note that some courses are graded on a Pass/No Credit basis and do not factor into the GPA. Also note that college courses transferred from another institution do not factor into this GPA.) These grade point equivalents are then averaged; in the case of Year I and Year II students, this average is weighted by the number of credit hours assigned to each course.

The table below shows the correspondence between letter grade, grade point equivalence, and standard of work. It also indicates a translation between grade and percentage score that may be used in some classes at BHSEC.

TRANSCRIPTS

TWO (2) transcripts are maintained for BHSEC students:

1. The Newark Public Schools Transcript records all courses taken to satisfy the State of New Jersey high school diploma. This record includes courses taken while at BHSEC as well as courses taken at other New Jersey High Schools.
2. The Bard College Transcript lists only courses taken during the college program that are being applied toward the Associate in Arts Degree and may also include up to six (6) transfer credits if approved by the Dean of Studies.

DROP, ADD, AND WITHDRAWAL (FOR YEAR I AND YEAR II STUDENTS)

Year I and Year II students are required to take between 14 credits and 18 credits each semester, unless they receive approval of an exception from an academic dean. A student may change programs during the beginning of the semester as long as the resulting schedule meets the course load requirements and will enable the completion of A.A requirements on schedule. The final dates for making such changes are determined by the Dean of Studies.

After the drop deadline, a student in the college program may petition to withdraw from one regular class in each academic year. The course instructor, student's advisor, and an academic dean must approve the withdrawal. Upon withdrawal, a W grade is listed on the student's academic transcript.

Letter Grade	GPA	100 point scale	Explanation
A, A-	4.0, 3.7	100-93, 92-90	Excellent Work
B+, B, B-	3.3, 3.0, 2.7	89-87, 86-83, 82-80	Work is more than satisfactory
C+, C, C-	2.3, 2.0, 1.7	79-77, 76-73, 72-70	Competent work
D	1.0	69-65	Work is poor but deserving of credit
F	0.0	64 and below	Failure to reach the standard required for credit

PASS/FAIL (FOR YEAR I AND YEAR II STUDENTS)

At one time during the last two years at BHSEC, a student may request to take a single course, excluding Seminar, on a Pass/Fail basis. This grading option must be exercised at the beginning of the term during the Add / Drop period, and is subject to approval by the instructor and an academic dean.

REQUIREMENTS FOR ENTERING EARLY COLLEGE

Students will only be considered for the Early College program if they have maintained a 2.0 or better GPA in the 9th and 10th grades. All high school requirements must have been satisfied.

INDEPENDENT STUDY

Students may earn academic credit by successfully completing independent study projects that are not available through the regular course offerings. Before such a course of study can begin, a formal written course description as well as a contract of student and faculty responsibilities (including credits, readings, number of meetings, and number and types of assessment) must be submitted and approved by the Dean of Studies no later than the end of the Add/Drop period. It should be noted that because independent studies require additional work and responsibility on the part of the instructor and the students involved, these projects are only considered when they are not available in the regular course description catalogue for a given semester.

SERVICE CREDIT

BHSEC students may receive community service credit for performing school service. Examples of school service include tutoring, learning center service, lab technician, work in the college transfer office and assisting in other administrative offices.

RETAKING A COURSE

High school students who fail a class (receive a grade of 64 or below) during the school year must retake that class. In such a case, both the failing grade and the new grade will be recorded on the student's high school transcript.

Pending approval from an academic dean, Year I and Year II students may retake any college course in which they received a grade of a C- or below. Students may have the opportunity to re-take a course during the X-term. After the student has completed the class for a second time, the second grade will be recorded on the student's transcript.

TRANSFERRING IN COLLEGE CREDITS

Year I and Year II students may transfer in up to six college credits to be applied towards the 60 credits necessary to graduate with the Associate in Arts Degree. Students should speak with one of the academic deans before taking college courses at another institution, and are responsible for providing documentation (transcript and syllabus) after satisfactory completion of the course.

EXTRACURRICULAR ACTIVITIES AND CLUBS

Students at BHSEC can choose from a variety of exciting student leadership, volunteer, internship, and after school activities. BHSEC students are encouraged to be active participants in the ongoing cultural and social development of our school. BHSEC students in good social and academic standing (minimum GPA 2.0) are encouraged to participate in extracurricular activities.

To start a club, students must complete a club proposal form which can be obtained from the Dean of Students (Room 120). Additionally, each student club must be sponsored and supervised by a member of the faculty. Finally, the Dean of Students will schedule a school-

wide club fair during the first quarter of the year to provide clubs with an opportunity to generate interest and begin to build their club membership.

BHSEC ATHLETICS

Bard encourages broad participation and sportsmanship in their athletic program. Our physical education program stresses lifelong fitness participation and nutrition awareness. Students participate in Yoga and Weight Training regularly.

If BHSEC students wish to join an athletic team and are eligible (see below), they are expected to participate on BHSEC teams. If a sport is not offered at BHSEC, students may notify the BHSEC Athletic Department that they wish to participate in programs offered at other district schools.

ELIGIBILITY FOR PARTICIPATION ON ATHLETIC TEAMS

1. Participation on athletic teams requires that students be in good academic standing. Student athletes on academic probation are ineligible to play or attend practice for BHSEC athletic teams.
2. Once the academic probation list is released each marking period, student athletes will have a two-week window to address academic concerns. The Dean of Students will contact all involved members of the faculty at the end of the two-week window, and on a regular basis thereafter, to assess if academic deficiencies have been addressed.
3. At this time, if a student athlete has demonstrated that she or he should no longer be considered on academic probation, the Dean of Students may give written clearance to allow the student to resume participation in athletics.
4. The Dean of Students and the principal will have final authority on any student's eligibility to participate in the athletic program, and may use their discretion to determine a student's eligibility to participate in the athletic program in individual cases.

HEALTH PROCEDURES

If a student is sick, she or he should go to the medical office located in Room 102. Students are required to get a Nurse Pass from their teachers. The school nurse will determine how to treat the illness. She will inform the student's parents and, if possible, the student's teachers about the illness. Students will receive a pass from the nurse in order to return to class.

If a student is too ill to stay in school, a parent, legal guardian or parent's designee must pick the child up from school. In the event that the student is taken to the hospital, a school representative will accompany the student to the hospital and remain with the student until the parent or guardian arrives.

STUDENT IDS

All students at BHSEC are issued photo identification cards early in the school year and are required to have their ID cards with them whenever they are in school. Students are required to carry a copy of their class schedule with them at all times. Any student who loses an ID should report to the Dean of Students. Replacement IDs cost \$5.00. Please note that Student ID cards are often the primary form of verification and entry to SAT Suite of Assessment testing appointments. As an added perk, ID cards often entitle students to discounts or free admission to museums.

BUS TICKETS

Students may receive bus tickets if they live beyond 2.5 miles for the school building. All bus tickets are to be distributed at the school from the Dean of Student/main office. **One's receipt of monthly bus tickets is determined by the Newark Public School District. Any questions or concerns regarding status should be made to the Newark Public School's Office of Pupil Transportation (973) 733-7290**

PARENT INVOLVEMENT

BARD PARENT ASSOCIATION

All BHSEC parents and guardians are strongly encouraged to become members of the Bard Parent Association. Meetings are held on a monthly basis during the school year and provide opportunities for parents to volunteer in maintaining active roles in the academic and social lives of their students through a collective parent leadership group.

BPA funds are used to support student activities and student clubs at BHSEC, scholarships for student trips, learning center and text books, computer software, and other specific school needs. The BPA Budget is voted on by the General BPA body with support through Title 1 Funding.

The cost for Bard Parent Association Membership is only \$10 annually.

POWERSCHOOL PARENT PORTAL

Research shows that when parents are engaged, students become more active participants in the educational process, which helps mitigate problems, instills better study habits, and addresses issues as they arise – all of which are key factors in academic success. More than ever, parent/guardian involvement is critical to the academic success of their children.

BHSEC parents can access their children's PowerSchool information over a secure internet connection, commonly referred to as the PowerSchool Parent Portal. By providing our parents/legal guardians a way to view student grades and attendance – and more – we are taking yet another step to promote student success.

PowerSchool's Parent Portal provides parents/guardians real time access to information tied to your child(ren), such as attendance, grades, and future assignment descriptions. Parents/guardians will only be able to see information for their own child(ren) through the use of their own PowerSchool Parent Portal account. In addition, PowerSchool's Parent Portal allows teachers and parents/guardians to communicate electronically so that information is shared on a regular, timely basis.

You may gain access to the PowerSchool Parent Portal by contacting our school and by completing the PowerSchool Parent Portal Authorization Agreement that can be found on the school's NPS website. Hard copies of the PowerSchool Parent Portal Authorization Agreement are available at the school.

Tutorials for PowerSchool Parent Portal are offered during Parent Teacher Conferences and select school activities. One on One tutorials are available at the school by request.

SCHOOL LEADERSHIP COUNCIL

The School Leadership Council (SLC) of The Newark Public Schools is a microcosm of the school community and provides a common ground where ideas and programs can be developed and strengthened for the good of the students.

In keeping with the guidelines and by-laws for The Newark Public Schools, each SLC represents a group of individuals who form a school-based body. This group is responsible for advising the school administration on essential instructional, budgeting and personnel issues. Membership includes the school principal, four instructional staff members (one of which must be certificated), three non-instructional support staff members, four parent representatives (one of which must be a member of the home/school organization), three community members and at the high school level, one student representative who is a school government president.

FRIENDS OF BHSEC

The early college program at BHSEC is supported and administered by Bard College, which operates BHSEC in partnership with the Newark Public Schools. The Friends of BHSEC was established at Bard College to begin developing an endowment fund for BHSEC that will eventually support BHSEC college faculty and adjunct teachers. Half of all funds raised by the Friends of BHSEC will go to this endowment fund, and the remaining half will be used for BHSEC's early college program, including the college transfer office, admissions office, Learning Center, student activities coordinator, college deans, and several faculty members and adjuncts.

VERIFICATION OF UNDERSTANDING

In order to verify that you have read and understand the information contained in this student handbook, please write 3-4 sentences in response to the prompts below (attach additional page if necessary):

Select two (2) policies that you think reflect BHSEC culture best and why.

My understanding of the BHSEC program requirements is ...

By signing below, I, _____, acknowledge that I have read
PRINT LAST NAME, FIRST NAME
and understand the BHSEC-Newark Student Handbook.

Signature: _____
SIGN TO INDICATE YOUR SUPPORT

Date: _____

Parent/Guardian/Caretaker Verification

By signing below, I, _____, acknowledge that I have read
PRINT LAST NAME, FIRST NAME
and understand the BHSEC-Newark Student Handbook and will support my child's success in this program.

Signature: _____
SIGN TO INDICATE YOUR SUPPORT

Date: _____

UNDERSTANDING ACADEMIC HONESTY

ACADEMIC HONESTY POLICY VERIFICATION OF UNDERSTANDING

BHSEC is a school designed for students who are eager to learn and willing to apply themselves wholeheartedly to the learning process, working hard to rise to the challenges presented in all of their courses. Our students understand that true learning requires diligence and a thoughtful, patient application of effort over time. BHSEC appeals to students who like to think for themselves, because independence of thought, originality, and intellectual adventurousness are valued in our courses and assignments.

BHSEC also fosters the sharing of ideas and collaborative learning. Our school endeavors to help students develop processes for effective seminar discussion, small group critique, and laboratory partnerships.

Academic honesty is expected of all students at BHSEC. Students must complete all assignments responsibly and honorably, and the work they submit must represent their own efforts. In situations where group work, collaboration, or sharing of ideas are encouraged, it is important that students understand exactly how the teacher expects each student's contributions to be credited.

Plagiarism is a particular form of academic dishonesty that students need to understand. According to the Bard College Catalogue:

To plagiarize is to 'steal and pass off as one's own the ideas, words, or writings of another.' This dictionary definition is quite straightforward, but it is possible for students to plagiarize inadvertently if they do not carefully distinguish between their own ideas or paper topics and those of others.

Often before coming to high school, students have been allowed to use encyclopedias, websites, and other sources without correct attribution; indeed they may have been commended for doing such research without attribution. At BHSEC students learn that all research requires documentation. They must develop new habits of writing, where they can draw on the thinking and writing of others to make their own case responsibly, giving credit for the sources of their ideas and inspiration.

Violations of academic honesty at BHSEC result in an automatic F for the assignment, require teachers to report the offense to the school administration, and are followed by a parent meeting. Second offenses may result in an F for the semester and documentation in your permanent record. Selective colleges frequently ask recommenders whether they have any reason to doubt a student's honesty, so such an annotation in your record can negatively affect your transfer application. (see Academic Integrity section for full description of responsibilities and consequences.)

You must not ever act as if someone else's words or ideas are your own. Under no circumstances should you turn in any assignment that does not genuinely reflect your own work and thinking. Obviously, this doesn't mean that you can't use other people's words or ideas, but you must always tell your reader that you are doing so. Documenting and understanding where your ideas originate is one of the most necessary

and sophisticated habits of the scholar. You cannot use ignorance as an excuse; *it is your responsibility to ensure that you have provided adequate citation, and any failure to do so, intentional or otherwise, is academic dishonesty.*

Guidelines for avoiding academic dishonesty:

- Enclose other people's words in quotation marks or set them off in a block-quote and provide all the bibliographical information your reader might need to find the source.
- Give specific, bibliographical citation each time you use an idea or a concept that you got from someone else. If you consult books or other sources in preparing a paper, include a bibliographic list of everything you used.
- Do not turn in other student's work as your own or use other students' homework, or papers in preparing your own, except where the teacher has explicitly required or approved such sharing, and do not permit others to use your work. In such cases, both students involved are guilty of academic dishonesty.
- Turn in new work for each new assignment. Assignments that seem to overlap for different courses do not mean that you can hand in the same work. You grow more intellectually with each new assignment, and you should approach each assignment as a new challenge that builds on previous knowledge.
- Do not use unapproved aids for exams.

Student Verification:

By signing below, I, _____, acknowledge that I have read

PRINT LAST NAME, FIRST NAME

and understand the academic honesty policy and I am aware of the associated consequences of violating this policy.

Signature: _____
SIGN TO INDICATE YOUR SUPPORT

Date: _____

Parents/Guardians/Caretaker Verification:

By signing below, I, _____, affirm that I agree with

PRINT LAST NAME, FIRST NAME

BHSEC's policies on academic honesty and want to foster the learning environment described above.

Signature: _____
SIGN TO INDICATE YOUR SUPPORT

Date: _____