ACADEMIC RIGOR
The High School Summer Program offered by the School of Continuing Education at Bergen Community College is an academically rigorous program, maintaining high educational standards. Courses are taught by NJ-certified high school teachers using accredited high school curricula. In courses conferring credit (i.e., remedial and new work for credit courses), student performance will be measured by participation in class, completion of assignments, and achievement on tests/exams.

ATTENDANCE POLICY
Students are permitted to miss one day of class or accrue up to 2 hours of tardiness before credit is lost. Students who exceed these limitations will not receive credit for their course and will not receive a tuition refund.

Final exams are required for remedial and new work for credit classes. Students must be present to take the exam. There are no exceptions to this policy.

BOOKS
Students are responsible for purchasing their own textbooks for courses in the High School Summer Program. A list of the textbooks that will be used in each class is available on the website (www.bergen.edu/summerschool) under the heading “Book List” for Remedial, New Work for Credit, and Enrichment courses. Please pay attention to the title, edition number and ISBN number of the textbooks needed, as this information will ensure you purchase the correct book for use in class.

It is suggested that students and parents explore online book retailers such as Amazon.com and Barnesandnoble.com for used copies of these textbooks. Used copies are very affordable and are often in good condition.
CELL PHONES
Cell phones cannot be used in the classroom and must be turned off during class.

CLASS SCHEDULES
Courses in the High School Summer Program on the Lyndhurst Campus will be held Monday through Thursday at 1280 Wall Street West, Lyndhurst.

No classes on July 4, 2011
Note: Remedial Health will meet July 11-18 only.

<table>
<thead>
<tr>
<th>Remedial Class Schedule</th>
<th>New Work for Credit Schedule</th>
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</thead>
<tbody>
<tr>
<td>Period 1: 8:00 am–11:20 am</td>
<td>8:00 am–3:00 pm</td>
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<tr>
<td>Period 2: 11:40 am–3:00 pm</td>
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All classes are subject to adequate enrollment. In the event of insufficient enrollment, the class will be canceled and tuition fees will be refunded or credited.

Please be aware that classes or sections may be combined based on the number of students registered in order to allow as many students as possible access to courses. This may alter the scheduled meeting time (ie, period) of the class. Students will be given the option to attend the class at the revised time, or withdraw and receive a refund or credit of their tuition.

Final scheduling decisions will be made by Tuesday, June 21. Although registration will remain open until June 23, only those classes scheduled to run will accept enrollment after June 21.

If a class is cancelled due to inadequate enrollment or if classes must be combined, students and parents will be notified by phone at this time.

CLASSROOM ASSIGNMENTS
Classroom assignments will be posted online at www.bergen.edu/summerschool on the page for Lyndhurst. A sign will be posted in the lobby of the campus building as well. Students should check the list to see where their class(es) will meet.

CODE OF CONDUCT
Students in the High School Summer Program are expected to abide by all college rules and regulations, as well as by the guidelines outlined in this student handbook (available online at www.bergen.edu/summerschool), including the attendance, cell phone, and smoking policies.
Students are expected to demonstrate appropriate behavior at all times. Students will use respectful language when addressing teachers, staff, and other students. Appropriate dress is expected at all times.

Students who do not follow the direction of the instructors, staff and principal, who disrupt class activities, interfere with the learning of other students, or who are deemed in any way to create a dangerous situation for themselves or others will be subject to suspension or expulsion from the program.

Students expelled from the program, or whose suspension causes them to exceed the allotted number of absences/time tardy, will not receive a tuition refund.

The principal is the final arbiter of all disciplinary issues.

**DROP-OFF AND PICK-UP**

Drop off begins at 7:45 am for classes that begin at 8:00 am. For classes that begin at 11:40 am, drop off begins at 11:25 am.

- Once on Wall Street West, bear left at the fork in the road. Bergen Community College at the Meadowlands (1280 Wall Street West) will be on your right.
- Turn right into the parking lot and proceed to the corner of the building, where you will turn right again to pull in front of the building entrance. Students should exit the vehicle on the right side and enter the building immediately. Vehicles may not park or stand in front of the entrance as this will block a fire lane. If your student cannot exit immediately, please pull into any available parking space and discharge your student when he or she is ready.
- Students who are driving may park in any of the available, unmarked parking spaces in the lot. Do not park in spaces reserved for visitors, staff, or 15-minute parking.
- Please use caution when walking in the parking lot, and be aware of moving vehicles.

After finishing class at 11:20 am or 3:00 pm, students may await pick-up outside the main entrance of the building.

- If you are picking up a student, please park in an available, unmarked parking space to await dismissal. Vehicles may not stand in front of the entrance as this will block a fire lane. Do not park in spaces reserved for visitors, staff, or 15-minute parking.
- Please know your pick-up time.
- Please use caution when walking in the parking lot, and be aware of moving vehicles.
**FINAL EXAMS**
Final exams are required for remedial and new work for credit classes. Students must be present to take the exam. There are no exceptions to this policy.

**GRADES AND TRANSCRIPTS**
Student transcripts will be prepared during the two weeks following the end of classes (August 1-12).

Transcripts will be mailed to the Guidance Department of the student’s school. **Students are asked to identify their school on the registration form. Please do not assume that this information is known by BCC. Clearly identify which school the student attends, or a transcript may not be sent.**

Copies of individual student transcripts will not be mailed. Should a student require a printed copy of their individual transcript, they may contact the School of Continuing Education, at 201-447-7488 beginning August 15, 2011.

Grades will not be released nor will course credit be given for any course taken until all student financial obligations are satisfied.

**IEPs/ACCOMMODATION PLANS**
Students with IEPs must register and submit a copy of their IEP **at least 30 days prior to the start of class**. The registration form must be signed by their Child Study Team case manager as well as the school Principal.

Students requesting accommodations according to a 504 Accommodation Plan must register and submit both a copy of the 504 and a letter outlining the necessary accommodations **at least 30 days prior to the start of class**. The registration form must be signed by the school Principal and the 504 District Coordinator.

Bergen Community College’s School of Continuing Education is unable to provide accommodations for any student who does not provide the required documentation within the specified time frame.

**LUNCH**
The cafeteria on the Meadowlands campus is active during the summer session, and students are welcome to purchase food and beverages. Students will also have access to vending machines.

If students bring lunch from home, please be aware that students do not have access to a refrigerator.
Students are reminded that only 20 minutes are allotted for lunch between periods and they should be mindful of their time when taking their lunch break.

**NEW WORK FOR CREDIT COURSES**

New Work for Credit courses allow students to complete the curriculum for a class normally offered during the school year, receiving full credit for that class. Students who wish to get ahead or to complete a course that does not fit within their regular schedule during the year will benefit from taking a new work for credit course.

New Work for Credit courses offer 120 hours of instruction. These courses cover the same amount of content during the 5 weeks of the summer school program that is normally covered in an entire school year.

Students wishing to register for a New Work for Credit course must obtain the signature of the department head or classroom teacher of the subject for which they are seeking credit on their registration form in addition to the signature of the school principal.

**PERSONAL APPEARANCE**

Students have the right to determine individual patterns of dress and grooming as they deem proper, provided that such dress and grooming do not interfere with the health and safety of themselves or others, and do not interfere with the educational process of the school. The principal is authorized to establish reasonable rules concerning student dress and grooming. Such rules shall:

- encourage students to dress in good taste and present a general appearance which is appropriate
- prohibit clothing or adornment that disrupts the educational process
- prohibit dress which constitutes a potential safety or health hazard

Student attire determined to be obscene, indecent, offensive to any race, religion, ethnicity, gender, sexual orientation, depicting illegal items or activity; including guns, alcohol, drugs, drug paraphernalia, etc., shall not be permitted.

Good judgment when selecting clothing for summer school is expected. Remember that weekend attire might not be appropriate for classes. Clothing, hairstyles, or other adornment may not interfere with the health and safety of any student and may not disrupt the educational process of the school. At the request of a staff member, items of clothing which are found offensive or questionable, or which suggest a double meaning, will be removed or replaced by students. Students unwilling or unable to remove or replace such items of clothing will be sent home and will be marked absent for the day.

Fashion items that are not in good taste or dress that disrupts the educational process include, but are not limited to, the following:

- Necklines that are too low
- Bare midriffs
- Shorts, skirts, dresses, or shirts that are extremely tight, short, or transparent; Shorts and skirts must extend to the end of the fingertips
- Pants that permit the display of underwear, whether because they are worn low or have a low rise

Staff members may ask students to remove hats during class.

**REFUNDS (TUITION)**
There will be no refunds of tuition after the first day of class for any student withdrawing from the program. There are no exceptions to this policy.

If suspension causes a student to exceed the allotted number of absences or time tardy, that student will forfeit course credit and will not receive a tuition refund. Students expelled for any disciplinary reason will forfeit course credit and will not receive a tuition refund.

**REGISTRATION**

To register:
1. Print the registration form from the High School Summer Program web site (www.bergen.edu/summerschool)
2. Complete both pages of the form, providing all information requested in legible print. Incomplete forms will not be processed.
3. Obtain relevant signatures from school officials
   a. ALL registrations must be signed by the school principal
   b. New Work for Credit registrations must ALSO be signed by the department head or a classroom teacher for the course in which the student is seeking credit
   c. Students with IEPs must obtain the signature of their Child Study Team case manager, and must provide a copy of their IEP at least 30 days before the course begins
   d. Students requesting accommodations according to a 504 Accommodation Plan must obtain the signature of the 504 District Coordinator, and submit both a copy of the 504 and a letter outlining the necessary accommodations at least 30 days prior to the start of class
4. Fax, mail, or drop off COMPLETED registration forms and tuition payment to the School of Continuing Education at Bergen Community College. The address appears on the Registration Form.

Tuition payment in full is due at the time of registration.
Please be aware that classes or sections may be combined based on the number of students registered in order to allow as many students as possible access to courses. This may alter the scheduled meeting time (ie, period) of the class. Students will be given the option to attend the class at the revised time, or withdraw and receive a refund or credit of their tuition.

**Final scheduling decisions will be made by Tuesday, June 21** Although registration will remain open until June 23, only those classes scheduled to run will accept enrollment after June 21. All classes are subject to adequate enrollment. In the event of insufficient enrollment, the class will be canceled and tuition fees will be refunded or credited.

**REMEDIAL COURSES**
Remedial classes are open to any student who did not perform as well as anticipated during the school year, or would like to strengthen understanding of a particular subject. It is not necessary for a student to have failed a course during the regular school year in order to participate in the remedial program. Students and parents should check with their guidance counselor to determine how the grade achieved during the summer school program will be factored into the student’s official transcript.

**SMOKING**
Bergen Community College is a smoke-free campus. Smoking is prohibited on campus grounds and in campus buildings.

Students caught smoking will be issued a warning on their first offense. A second offense will result in a one-day suspension. A third offense will result in expulsion from the High School Summer Program.

**STUDENT ID CARDS**
Students in the High School Summer Program will be issued temporary student identification cards from the School of Continuing Education. These cards are solely for the purpose of identifying students participating in the High School Summer Program, and will not grant any privileges.

ID cards will be distributed by the teachers on the first day of class. Students will receive their cards in their first class of the day.

**STUDENT PARKING**
Students who are driving may park in any of the available, unmarked parking spaces in the lot. Do not park in spaces reserved for visitors, staff, or 15-minute parking. Parking permits are not required.

**SUSPENSION**
Students who do not follow the direction of the instructors, staff and principal, who disrupt class activities, interfere with the learning of other students, or who are deemed in any way to create a dangerous situation for themselves or others will be subject to suspension or expulsion from the program.

If suspension causes a student to exceed the allotted number of absences or time tardy, that student will forfeit course credit and will not receive a tuition refund. Students expelled for any disciplinary reason will forfeit course credit and will not receive a tuition refund.

The principal is the final arbiter of all disciplinary issues.