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 (ie, 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
Books will be provided. A list of the textbooks that will be used in each class is available on the web site (www.bergen.edu/summerschool) under the heading “Book List” for Remedial, New Work for Credit, and Enrichment courses.
**CAMPUS MAP**
Please see the last page of this handbook for a map of the Paramus campus.

**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 Paramus Campus will be held Monday through Friday in Ender Hall.

**Classes begin: July 9, 2012.**  
**Classes end: August 9, 2012.**

<table>
<thead>
<tr>
<th>Remedial Class Schedule</th>
<th>New Work for Credit Schedule</th>
<th>Enrichment Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1: 9:00 am–11:30 am</td>
<td>9:00 am–3:00 pm</td>
<td>9:00 am–11:30 am</td>
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<tr>
<td>Period 2: 12:00 pm–2:30 pm</td>
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<td>9:00 am-12:00pm</td>
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<td>1:00 pm–4:00 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 on Monday, July 2 and Tuesday, July 3.** 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 Paramus. A sign will be posted in Ender Hall 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
All high school students and parents must use Parking Lot G for drop-off and pick-up. The circular driveway in front of Ender Hall is reserved for use by the parents of students in the children’s program (ages 7-12).

Bergen Community College Public Safety officers will be on site to control the flow of traffic.

Drop off begins at 8:45 am for classes that begin at 9:00 am. For classes that begin at 12:00 pm, drop off begins at 11:45 am.

- Enter the campus via the main entrance on Paramus Road; stay on the main drive, proceeding to the end; turn left into Parking Lot G (see Campus Map).
- Have your student exit the car and proceed to the sidewalk.
- A public safety officer will cross students at the crosswalk. Students should enter Ender Hall and immediately proceed to their classroom.

After finishing class at 11:30 am or 3:00 pm or 4:00pm, students should proceed back to Parking Lot G via the crosswalk. The public safety officer will cross students. They may wait on the sidewalk in Lot G for parents to pick them up.

Please know your pick-up time. Do not wait for your student in the driveway in front of Ender Hall. This space is reserved for parents of the young children (ages 7-12) in our summer children’s program.

ENRICHMENT COURSES
The Enrichment courses are designed for students entering 9th grade to help them refine their skills in reading, writing or algebra and prepare them for coursework in high school.
No grades are issued for these courses. No credit is conferred for completing an enrichment course.

**Enrichment classes begin on July 9, 2012 and end on August 9, 2012.** They are only 1 to 2 weeks in length. Classes meet from 9:00 a.m. to 11:30 a.m; 9:00 am to 12 pm; or 1:00 pm to 4:00 pm.

Students may register for *either* Algebra Readiness *or* Strategic Reading and Writing.

**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 the week following the end of classes (August 13-16).

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 or rsinger@bergen.edu beginning August 16, 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.

LIBRARY
Students in the High School Summer Program are able to access materials at the Sidney Silverman Library on the Paramus Campus of Bergen Community College using the student identification card issued to them on the first day of classes. This access will expire on the last day of classes.

Students will be responsible for any materials borrowed and for payment of any fines incurred due to late return or damage. Students with outstanding fines or unreturned materials on the last day of class will not receive their final grades nor will their transcripts be mailed to their high school until the fines are paid or the materials returned.

LUNCH
For students attending classes all day, please pack a bagged lunch including a beverage and a snack. Students will have access to vending machines. However, students do not have access to the cafeteria or to a refrigerator.

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.

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, which will enable the student to access resources at the Bergen Community College Library. These cards will not grant any other privileges to students in the High School Summer Program.

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 drive may park in Lot G in any space not reserved for faculty. 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.