

**BOUND BROOK SCHOOL DISTRICT
BOUND BROOK, NEW JERSEY**

LaMonte School
337 West Second St.
Bound Brook, NJ 08805
732-652-7932

LaMonte Annex
330 West Second St.
Bound Brook, NJ 08805
732-652-7934

Lafayette School
50 West High St.
Bound Brook, NJ 08805
732-652-7933

**Elementary School
Student Expectations
Manual**

Pre-Kindergarten – Grade Five

2010-2011



TABLE OF CONTENTS

Bound Brook Board of Education Members	3
Affirmative Action Policy	3
Message from Dr. Hoffman, Superintendent of Schools	4
Elementary School Hours	5-7
General Information	5-7
Student Rights	8
Communicating with the School	8
Student Responsibilities	9
Student Dress Code	9
Student Use of Communication Devices	10
Acceptable Use Policy	10
Student Attendance	10-12
Truancy	12
Tardiness	12
Administrative Procedures for Suspensions	13
Disciplinary Action Guidelines for Students with Educational Disabilities	13
Harassment, Intimidation and Bullying	13-16
Operation Child Find	17
Student Records Policy	17
Visitors / Volunteers	17
Nutrition Guidelines for Snacks, Celebrations	17
General Building Rules	18
Progressive Discipline Chart	19-20
Telephone Directory/Important Dates	21
Absent Note (to be used)	22
Signature Page	23
2010-2011 School Calendar	24

**BOUND BROOK SCHOOL DISTRICT
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Michele DeFazio
Peter Allen
Rae Siebel
Nicholas DeVecchio**

**Martin Gleason, Vice President
Stephen Clouser
Robert Murray
Joseph "Jay" Tomaselli
Shawn Hasting**

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Superintendent of Schools**

**Carole Deddy
Business Administrator/Board Secretary**

**Edward Gordon
Bound Brook Elementary School Principal**

**Kyle Franey
Smalley Middle School Assistant Principal**

**Dan Gallagher, Bound Brook High School Principal
Robert Nixon, Bound Brook High School, Assistant Principal**

**Dianne Ianniello
Director of Student Pupil Services**

**Jasmine Brandt
Director of Special Services**

BOUND BROOK SCHOOL DISTRICT AFFIRMATIVE ACTION POLICY

"It is the policy of the Bound Brook School District not to discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, atypical hereditary, cellular or blood trait of any individual, or disability, in its programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, N.J.A.C. 6A:7 et seq. of the New Jersey Administrative Code, PL. 101-336, ADA of 1990."

Inquiries regarding affirmative action, discrimination, sexual harassment, harassment, equity, desegregation, etc., are to be directed to:

**Mrs. Jasmine Brandt
Affirmative Action Officer
LaMonte/Lafayette School
Bound Brook, New Jersey 08805**

732-652-7980

Bound Brook School District
Superintendent's Message

Dear Parents, Students and Staff:

Welcome to the 2010-2011 school year. As another school year begins, our expectations for a high quality education must grow so that we can meet the expectation that we provide our student with an education that will enable them to participate in a world market. The goal of a quality education for all of our children can only succeed when, the school community and the greater community it serves, work together in a spirit of cooperation and collective effort.

The purpose of the Student Expectations Manual is to provide parents, students, and staff with a knowledge of the behaviors expected so that a proper learning environment for students can flourish.

The parents' role needs to ensure that their children are "ready for school" each morning. Students must come to school on time prepared to participate in the learning process. Students need to understand that acquiring an education is a goal of vital importance. Achieving a quality education is their task, and they need to come to understand the differences between work and play. If they are someday going to become employable in this competitive work society, they must learn that behavior at work is different from behavior at play. This applies to many areas including appearance and dress when at school. The Student Expectations Manual serves as a guide for appropriate behavior in school and also outlines penalties for student misbehavior. The Student Expectations Manual supports a respectful, positive learning climate for every student which also translates to life and the world of work.

The role of the staff is to come to work prepared to engage all students in an educational process that will enhance the educational and academic growth of every student they teach.

It is the responsibility of every parent and student to carefully read and understand this Student Expectations Manual. Please contact your building principal if you have any questions about how these policies and procedures apply to your children. Copies of these will be provided upon a request made to the building principal.

I wish each Bound Brook student a great year, and my hope is that all of us; students, teachers, support staff, administrators and parents will be able to look back on the 2009-2010 school year as one of success in meeting our challenges and fostering positive student growth.

Sincerely,

*Edward C. Hoffman, Ed.D.
Superintendent of Schools*

Bound Brook Elementary Schools Hours

LAMONTE SCHOOL (Pre-K & K)

Kindergarten: 8:20AM - 2:30PM

Pre-K: 8:20-10:50AM or 11:50-2:20PM

Full Day Pre-K – 9:00 – 2:20

Breakfast-Doors open at 8:00 AM for K students eating breakfast ONLY.

Doors open at 8:20 AM for all other students.

Students will be marked tardy after 8:38 AM

Early Dismissal: No Breakfast or Lunch

Pre-K AM: 8:20AM-10:00AM

Pre-K PM: 10:30AM-12:10PM

Full Day Pre-K: 9:00 AM – 12:10 PM

Kindergarten: 8:20AM-12:20PM

Delayed Opening: No Breakfast

Pre-K AM: 10:00AM-11:45AM

Pre-K PM: 12:35PM-2:20PM

Full Day Pre-K: 10:30 AM – 2:20 PM

Kindergarten: 9:50AM-2:30PM

LAMONTE ANNEX (Pre-K-Grades 1 & 2)

Grades: 1 & 2 8:20AM - 2:30PM

Pre-K: 8:20-10:50AM and 11:50-2:20PM

Breakfast-Doors open at 8:00 AM for Gr.1&2 students eating breakfast ONLY.

Doors open at 8:20AM for all other students.

Students will be marked tardy after 8:38 AM

Early Dismissal: No Breakfast or Lunch

Pre-K AM: 8:20AM-10:00AM

Pre-K PM: 10:30AM-12:10PM

Grades 1&2: 8:20AM-12:20PM

Delayed Opening: No Breakfast

Pre-K AM: 10:00AM-11:45AM

Pre-K PM: 12:35PM-2:20PM

Grades 1&2: 9:50AM-2:30PM

LAFAYETTE SCHOOL (Grades 3, 4, & 5)

8:30 AM – 2:40 PM

Breakfast- Doors open at 8:10AM for students eating breakfast ONLY.

Doors open at 8:30 for all other students.

Students will be marked tardy after 8:40 AM.

Early Dismissal: 8:30AM-12:30PM No Breakfast or Lunch

Delayed Opening: 10:00AM-2:40PM No Breakfast

Bound Brook Elementary Schools
GENERAL INFORMATION 2010-2011

Absences

A parent or guardian needs to call the school office (see phone #'s below) in the morning if their child is going to be absent. They may leave a message on the answering machine, stating the reason for the absence. **Board Policy states that, unless a written note (see page 23 for a note to be used) is sent by a parent, the absence is unexcused. Ten (10) unexcused absences will result in a court summons.** (See page 9 for details)

LaMonte:	732-652-7930	Press #3
LaMonte Annex:	732-652-7930	Press #2
Lafayette:	732-652-7930	Press #1

Bullying/Harassment/Intimidation

The Bound Brook Elementary Schools have a ZERO TOLERANCE policy on bullying/harassment/intimidation. (See page 13 for details)

Cell Phones

Cell phones (see page 9 for details) must be turned off and put away during the school day (see page 19 for discipline).

Dismissal

Early Dismissal: In the event a child must be picked up early from school, a note stating the date and reason should be given to the child's teacher ahead of time, if possible. Parents or guardians must come to the office to sign out the student.

Regular Dismissal: In the event the individual responsible for picking up the child at dismissal knows that they will be late, a call must be made informing the school. In the event that there is ANY CHANGE in the normal dismissal procedure, notification by note or phone call is required.

Emergency Closings

The following radio and television stations and website will announce school closings or early dismissals in case of inclement weather.

WCTC 1450 AM	WNBC—TELEVISION CHANNEL 4
MAGIC 98.3 FM	NEWS 12 ---TELEVISION CHANNEL 12
New Jersey 101.5 FM	WOR WEBSITE--- wor710.com

Emergency Information

Emergency cards must be filled out and returned during the first week of school. Notify the school immediately if there is any change in the information.

Please list several people who can be contacted in case your child becomes ill in school or needs to be picked up in case of early dismissals. Make sure they are **WORKING PHONE NUMBERS.**

Free and Reduced Lunch and Breakfast

Free and reduced price breakfasts and lunches are available. Application forms will be sent home at the beginning of the school year. **In order to be deemed eligible, the application must be submitted immediately.** You may also request a form at any time during the school year from the office.

Guardianship and Custody

Please report any change in custody or guardianship in writing to the building principal as soon as possible. All information is confidential. For your child's safety, we need a copy of any legal agreement which specifies the custody and visiting rights of parents.

Health Services

Absences of three or more days require a doctor's note to return to school. Contagious diseases such as chicken pox, strep throat, flu, pink eye are reportable and also require a doctor's note to return to school.

Homework

Homework is typically assigned on a daily basis at the teacher's discretion, grades Pre-K through 5th grade. Parents should make sure their child completes assignments and submit when due.

Intervention and Referral Service Team

The I&RS Team is composed of professional staff members such as classroom teachers, special subject teachers, counselors, nurses and Child Study Team members act as consultants on an as needed basis. The team becomes involved with any student who has an instructional, emotional, or social need that is not being met and who is not performing up to expected levels. Children with attendance issues will be referred to the I&RS Team. Meetings are scheduled with parents as needed.

Medications

The school nurse will administer only medication that is necessary during school hours. A doctor's written note stating the reason for medication, dosage, time to be given, and length of time the child will be on medication must be given to the nurse by the parent. The parent must give written permission for the nurse to administer any medication. All medication must be in the original labeled prescription container.

New Jersey's Youth Hotline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

Parent Teacher Conferences

Parent Teacher Conferences will be held November 16th, 17th, and 18th and again April 12th if required by the classroom teacher.

Parent Teacher Organization

The school has an active PTO which welcomes all parents and guardians. There are many ways you can become involved in their activities which help to support and enrich the school experience for all children. Meetings generally are held on the second Tuesday of the month at 6:30 PM in the Lafayette School library.

Permission Forms

Parents are asked to sign and return permission forms promptly, granting or withholding their approval for such activities as walking trips within Bound Brook, computer internet usage, and use of children's pictures or names in publications, such as newspapers.

Parents must list accurate phone numbers where they or their emergency contacts can be reached.

Physical Education

All students are required to participate in Physical Education classes, unless they have a doctor's note. Sneakers and appropriate clothing are required for safe participation in the classes.

Playground Supervision

There is no playground supervision before school or after dismissal. For the safety of the children, parents must assume this responsibility. No unsupervised students are permitted on the playground before or after school.

Report Cards

Report cards will be issued 4 times a year, in November, February, April, and June for grades 1-5. Report cards will be sent home 3 times a year, in February, April, and June for kindergarten. Parent conferences will be held in November and April, and as needed throughout the year.

Testing

The NJASK 3, NJASK 4, and NJASK 5, state tests will be given to 3rd, 4th, and 5th graders in May.

Textbooks and Library Books

Textbooks and library books are loaned to your child by the Bound Brook Board of Education. Students must pay for lost or damaged books. Report cards will be held for unpaid fines.

Toys

Children should only bring articles that are needed for academic work to school unless special permission is granted by the teacher. All Sony PSP, Nintendo DS, Game Boys, Game Boy Advance, **or any other electronic devices**, scooters, skateboards, wheelies, trading cards, etc. are prohibited. Board games for indoor play on rainy days are permitted.

Vacations

Missing school for reasons other than illness hurts a child's opportunity for success in school. Absences for vacations during scheduled school sessions are strongly discouraged and may result in a student's retention and/or court summons, as stated in Board of Education policy #5113. Teachers cannot give homework to students going on vacations.

Visitors/Volunteers

We are happy to have parents, guardians, or classroom volunteers visit our classes, schedules permitting. Please contact the administrative team if you would like to schedule a visit. No parent conferences are permitted during instructional time. All visitors must always use the main entrance and are required to sign in and get a visitor's pass in the office, and sign out before leaving.

STUDENT RIGHTS

The Bound Brook School District recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the district shall provide them with the counsel and care appropriate to their age and level of maturity. At the same time, the district will respect the rights of each student to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts as long as it is non-disruptive with the good order and educational process of the school.

Student rights also place certain responsibilities upon each student, including respect for the rights of others, obedience to school authority, and compliance with the policies and regulations of this district.

As students differ in age and maturity, they also differ in the ability to assume both the rights and the responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the student and the student's need for continued guidance.

COMMUNICATING WITH THE SCHOOL

Anytime a parent or guardian has a question or a concern he/she should feel free to contact the school. When contacting the school for general questions and information, please contact the secretary in the main office of your child's school. (Phone numbers for the respective buildings are listed in the back of the Manual.) You can access district personnel through the school website. <http://www.bbroad.org>

When contacting the school for issues related to your child and his or her educational program, please follow the protocol below:

- Call for an appointment with the person (teacher or administrator) in regard to the issue. If not resolved, please go to the next step.
- Call for an appointment with the assistant principal if the issue is at a teacher's level or with the principal if the issue is at the assistant principal level. If not resolved, please go to the next step.
- Call for an appointment with the Superintendent of Schools. At each stage, when calling for an appointment, please leave your name, phone number and a short description of the issue prompting your call.

STUDENT RESPONSIBILITIES

One of our school goals is to have students think through their decisions prior to taking action. The purpose of listing student responsibilities is to make each student and his/her family aware of the district's expectations for each student. We hope this will help our young people make educated decisions in regard to their behavior. Please review the entire manual with your child(ren).

Our students and their parents have the following responsibilities:

- To attend school and all classes
- To arrive on time
- To adhere to all school rules and directions from teachers and others in authority
- To respect the rights of others to reach their educational goals
- To demonstrate mutual respect and tolerance for personal differences
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms
- To respect and care for school property
- To adhere to all school safety and health regulations and procedures

STUDENT DRESS CODE

School is an institution of learning as well as a place to prepare young people to enter society as productive citizens. Students are expected to dress appropriately. It is the students' responsibility to dress properly and be well groomed.

Dress Guidelines

Students will wear clothing that is neat, clean, and suitable for classroom and campus. Attire should not be so extreme as to create a disturbance of that educational environment. Appropriate and safe footwear is required at all times. Head coverings for both males and females are not permitted unless for religious or medical purposes. Hats, gloves, jackets and accessories are not permitted to be worn or carried in the halls of the school. Clothing that is restrictive of a student's movement is also not permitted.

Clothing designed for outdoor use (e.g. jackets/coats) is not permitted to be worn in the classroom unless deemed necessary by the teacher or principal. Shirts must cover the shoulders, midsection, and must meet the waistband of pants, shorts, and skirts. Shorts, skirts, and pants should not be more than 1" below the navel of the student. Undershirts or plain white T-shirts are not permitted to be worn as the outer garment. Slogans, patches, and emblems that are not appropriate for an educational setting are not permitted.

Should students report to school in clothing which does not conform to the dress code, school staff will assess the circumstances, notify the parent/guardian, and determine the measures to be taken to properly address the violation.

STUDENT USE OF COMMUNICATION DEVICES

Students shall not use a cell phone, beeper, or other one way or two way remote communications device while in school. A “communications device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

During school hours students are required to keep portable cellular telephones turned off and the cell phone is not to be in the line of sight of any staff member. Cell phones are not to be used during the school day at any time. Violations will result in the cell phones being confiscated, parental/guardian notification, measures to be taken to properly address the violation and return of the cell phone to the parent/ guardian.

ACCEPTABLE USE POLICY

The Bound Brook School District recognizes that telecommunications and other new technologies impact the manner in which information is accessed and communicated. The district supports student access to computer networks and other information sources, but reserves the right to limit in school use to materials appropriate to educational purposes. The district maintains standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. The district retains the right to restrict or terminate student access to the computer network at any time, for any reason. The district retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and to ensure its proper use. (Policy #2361) Parent(s) /guardian(s) will be notified should their child misuse any telecommunications and/or technology resource.

Violation of the district’s Acceptable Use Policy or any other behavior violating district or New Jersey Law involving the use of a computer will result in the administration taking measures to properly address the violation.

STUDENT ATTENDANCE

The Bound Brook School District requires that its students attend school regularly in accordance with the laws of the state. A high value is placed on student attendance because regular school attendance is a primary factor in a student's academic and social development. Frequent absences of students from the regular classroom learning experiences disrupt the continuity of the instructional process. Absences for family vacations are not excused absences.

“Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level.” (Board of Education Policy # 5200)

N.J.S.A. 18A:38-25 requires children between the ages of six and sixteen to attend school regularly. Bound Brook School policy provides for the loss of academic credit for unexcused absences exceeding 10% of the days school is in session.

- A) Students shall attend school daily.
- B) Parents should ensure that their child attends school on time.
- C) Parents must notify the school the morning of an absence by telephone or written note.
- D) Call the main number of the elementary schools (732-652-7930). Once you have chosen the appropriate school building from the menu options, your message should include the following:

- 1. Date
- 2. Your name
- 3. Phone number where you can be reached during school hours
- 4. Child's name
- 5. Grade level and teacher's name
- 6. Reason for absence

If such notice is not received, the school should make every attempt to contact the parents on the day of the absence.

- E) When the student returns to school, he/she must bring a signed note from the parent explaining the reason for the absence. This note is to be presented to the classroom teacher immediately upon the student's return to school.
- F) A student must present a doctor's excuse upon return to school from an absence of three successive days or more.
- G) The principal/designee may also require additional verification from the parent/student, such as physician's notes or court subpoenas, to substantiate the reason for an absence.
- H) Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. The student will have two school days to make up assignments and/or tests for every day of absence otherwise resulting in "no credit" or "zero."
- I) Unexcused absences from school constitute trancies and shall be subject to disciplinary rules.
- J) Students who are absent from school may not attend after school activities or evening school sponsored activities.

In accordance with statute 18A 38-27-31, the Board will require from the parent or legal guardian of each student who has been absent from school a written statement giving the reason for such absence. This note must be submitted to the student's Attendance Office the day he/she returns from the absence. Such a note must contain a verification telephone number where a parent can be reached by the school between the hours of 8:00 AM and 5:00 PM. Notes received without such a telephone number will not be accepted.

Absences for a disabling illness, recovery from accident, court order, quarantine, death in the family and religious observances approved by the Commissioner of Education are exempt provided that appropriate documentation is received and approved. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

SCHOOL TRUANCY

School Truancy is defined as intentionally missing or “cutting” a school day. Students are required to report to school and parents are legally responsible to make sure that their child attends school. Every student who is absent from school without a parent/guardian phone call to the attendance office will be investigated by the district’s attendance officer. Violations may result in legal action taken, as per the New Jersey Statutes regarding truant behavior of a student, against the parent/guardian of the student.

TARDINESS

A student arriving late to school or any class is marked tardy. It is the responsibility of parents to get young children to school on time. Parent(s)/guardian(s) will be notified of the child's repeated tardiness. All portions of this attendance policy apply to special education students.

ADMINISTRATIVE PROCEDURES FOR SUSPENSIONS

In order to maintain a student’s due process rights, incidents of misconduct must first be handled at the school level. Efforts must be made by the principal/designee to use building and district resources to effectively handle disciplinary problems prior to a consideration of suspension. A principal/designee may suspend a student up to ten (10) consecutive days. Students who are suspended for nonviolent or noncriminal actions shall be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing. An informal hearing is a meeting with an administrator, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges.

A student’s discipline file shall be destroyed upon graduation from high school. If a student leaves school without graduating, the discipline records will be kept for one year and then destroyed.

DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES

Short Term Suspensions: Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students (unless stated otherwise in their Individual Education Plan-IEP) for short term suspension.

HARASSMENT, INTIMIDATION AND BULLYING **(Policy # 5512.01)**

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Definition:

“Harassment, intimidation or bullying” means any gesture, written or verbal or a physical act that takes place on school property, at any school-sponsored function or on a school vehicle that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property.
4. Has the effect of insulting or demeaning any pupil or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over: another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassment; intimidating behavior (e.g., bullying).

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see they constructively attempt to stop them, and report these acts to the principal or his/her designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior, such as respect for the property and rights of others; obey authority; and respond to school district teaching, support and administrative staff. Each school principal will develop and provide a school based program for appropriate recognition for positive reinforcement for good conduct, self discipline, good citizenship and academic success.

The Superintendent will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Concluding whether a particular action or incident is a violation of this Policy requires a determination based on all of the facts and surrounding circumstances.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with case law, Federal and State statutes, and district/school policies and regulations. When a harassment, intimidation or bullying incident occurs all parties involved will have their

parent(s)/guardian(s) notified and measures will be taken to properly address the violation.

Reporting Procedure. Complaints alleging violations of this Policy shall be reported to the principal or his/her designee. All school employees are required to report alleged violations of this Policy to the principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encourage to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation. The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bulling. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidence(s), past or continuing patterns of behavior, and the context in which the alleged incidence(s) occurred. The school districts responses can range from school and community surveys, to mailings, to focus groups, to adoption of research based bullying prevention program models, to training for certificated and non-certificated staff. The district's response may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large presentations for fully addressing the actions of the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Reprisal and Retaliation Prohibited. The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication. This Policy will be disseminated annually to all school staff, pupils, parents or legal guardians, along with a statement explaining that the Policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school vehicle.

Harassment, Intimidation, and Bullying Prevention Programs.

Pursuant to N.J.S.A. 18A:37-17.c., information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A. 18A:37-17.a., the district will establish bullying prevention programs and other initiatives involving school staff, pupils, administrators, volunteers, parent(s) or legal guardian(s), law enforcement and community members.

Pursuant to N.J.S.A. 18A:37-17.b., the district is encouraged to, and to the extent funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

OPERATION CHILD FIND

Is your child, between the ages of 3 through 21, having difficulty at school and/or home? Does your child have a disability or do you suspect he/she may have one that might interfere with learning? Assistance is available! Reach out to your child's school and request assistance from the **Intervention and Referral Service (I&RS)**. Please speak with your child's teacher or contact a Child Study Team (CST) member in your child's school building. For preschool aged children (3 and 4 years old) who do not attend school, parents can contact Mrs. Jasmine Brandt, the Supervisor of Special Services, at **732-652-7980**

STUDENT RECORDS POLICY #8330

The Board of Education believes that information about individual pupils must be compiled and maintained in the interest of the pupil's educational welfare and advancement. The Board will strive to balance the pupil's right to privacy against the district's need to collect, retain, and use information about individual pupils and groups

of pupils. The Board authorizes the establishment and maintenance of pupil files that include only those records mandated by law.

Access to Records

Access to pupil records will be available only to the pupil's parents or legal guardian, the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education.

A complete copy of Board Policy and Regulations is available in the school office.

VISITORS/VOLUNTEERS

All parents, guardians, or classroom volunteers must have pre-arranged any visits with a teacher and must sign in at the office prior to going to the classroom. No parent conferences are permitted during instructional time.

NUTRITION GUIDELINES FOR CELEBRATIONS,

PARTIES, AND SNACKS

A new nutrition law went into effect in September 2007 as outlined below. Because of this, **parents must adhere to these guidelines (except for medical reasons) when they send daily snacks for their children or refreshments for celebrations.**

N.J.A.C. 18A:33-16 "Regulation of items sold, served, given away on school property"

As of September 2007, the following items shall not be served, sold, or given away as a free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value, as defined by the US Dept. of Agriculture (soda, water ices unless contain fruit juices), gum, certain candy, candy-coated popcorn, etc.--- any food where sugar is the main ingredient
2. Foods with more than 8 oz. fat per serving

See the school nurse for a complete list. Cupcakes, etc. for birthday parties are permitted if primary ingredient is not sugar.

Bound Brook Elementary School Rules

HALLWAYS

- Keep to the right
- Face forward
- Walk don't run
- Keep hands, feet and belongings to yourself
- Be respectful of classes at work and hallway displays
- Silence

CAFETERIA

- Use a quiet voice
- Clean your area
- Keep your hands, feet and objects to yourself
- Listen and follow directions
- Walk and line up safely

BATHROOMS

- Sign out and in
- Flush
- Wash your hands with soap – dry
- Keep the bathroom clean
- Do not write on walls

OFFICE AREAS

- Be patient and wait your turn
- Show your pass
- Use a quiet voice
- Show respect

ARRIVAL

- Be on time
- Stay in your area and on walkways
- Keep h hands, feet and objects to yourself
- Walk don't run
- Pay attention to your surroundings
- Be respectful of our neighbors

FIRE DRILLS

- Line up silently
- Follow exit plan
- Walk don't run
- Don't go with strangers
- Ask for help if needed

Offense	Description	Progression/consequence
<p>1. Disobedient Conduct</p>	<p>Acts of disobedience that also disrupts the classroom or other school functions for a brief time.</p> <p>Simple acts of misbehavior that violate written school rules or accepted age related norms of behavior.</p> <p>Acts of disobedient conducts that also disrupt the classroom or other school functions for a brief time</p>	<p>1st offense: Detention, parent conference and behavior plan.</p> <p>2nd offense: Suspension, parent conference, behavior plan .</p> <p>3rd offense: Suspension, alternate placement, and/or expulsion, parent conference (behavior plan revision if applicable).</p>
<p>2. Dress Code</p>	<p>Violation of district dress code Expectations</p>	<p>1st offense: Parent bring change of clothes to school</p> <p>2nd offense: Parent/guardian conference-bring change of clothes</p> <p>3rd offense: Detention - Bring change of clothes</p>
<p>3. False Alarms</p>	<p>Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.</p>	<p>1st offense: Suspension and parent conference. NOTIFICATION TO POLICE</p>
<p>4. Force-Fighting</p>	<p>An act of physical aggression against a person, intending to or causing physical injury regardless of the person’s aggression or resistance. Claims of self-defense will not be recognized unless it is clearly shown that it was impossible to escape or seek adult assistance.</p>	<p>1st offense: Suspension and parent conference.</p> <p>2nd offense: Suspension, parent conference, and behavior plan.</p> <p>3rd offense: Suspension, parent conference, alternate placement, and/or expulsion (behavior plan revision if applicable).</p>
<p>5. Harassment-Simple Verbal/Written</p>	<p>An act of verbal harassment, not aggressive, that discomforts the victim or a reasonable observer, or includes use of profanity or obscenity in words or gestures, or is based upon a protected status such as race, gender or creed.</p>	<p>1st offense: parent conference and behavior plan.</p> <p>2nd offense: Suspension (2) or more days, parent conference, behavior plan revision.</p> <p>3rd offense: Suspension, parent conference behavior plan revision, alternate placement, and/or expulsion (behavior plan revision if applicable).</p>

<p>6. Harassment- Verbal/Written Threatening/ Harassment-Bullying/On-line bullying</p>	<p>An act of verbal harassment, aggressive in character that discomforts the victim or a reasonable observer, or threatens harm, or is based upon a protected status such as race, gender or creed.</p> <p>Any gesture, words or act motivated by an actual or perceived characteristic or handicap that will have the effect of harming or causing fear of harm to the student or student's property, or that insults or demeans a student in such a way as to cause substantial disruption to or interference with the orderly operation of the school.</p>	<p>1st offense: Suspension, behavior plan and parent conference. 2nd offense: Suspension (2) or more days, parent conference and behavior plan revision. 3rd offense: Suspension, parent conference, behavior plan revision, alternate placement, and/or expulsion (behavior plan revision if applicable).</p>
<p>7. Vandalism</p>	<p>Damaging, breaking, destroying or marking up school property or property belonging to another person.</p>	<p>1st offense: Detention, parent conference, behavior plan.</p>

BOUND BROOK PUBLIC SCHOOLS TELEPHONE DIRECTORY

DISTRICT MAIN TELEPHONE NUMBER	732-356-2500
BUSINESS OFFICE	732-652-7960
LAFAYETTE/LA MONTE SCHOOLS	
MAIN NUMBER	732-652-7930
ANNEX- Office	732-652-7934
LAFAYETTE- Office	732-652-7933
LAMONTE- Office	732-652-7932
LAFAYETTE- Nurse	732-652-7931
ANNEX/LAMONTE- Nurse	732-652-7991
SMALLEY SCHOOL	
MAIN NUMBER	732-652-7940
BOUND BROOK HIGH SCHOOL	
MAIN NUMBER	732-652-7950
SPECIAL SERVICES	732-652-7980
SUPERINTENDENT'S OFFICE	732-652-7920
SUPERVISOR OF TECHNOLOGY	732-652-7924
BOUND BROOK POLICE DEPARTMENT	732-356-0800
DIVISION OF FAMILY AND YOUTH SERVICES	877-652-2873

IMPORTANT DATES

Back-to-School Night:	September 21, 2010
Parent Conferences:	November 16, 2010 Afternoon November 17, 2010 Afternoon November 18, 2010 Evening April 12, 2011 Evening
First Marking Period	September 7, 2010-November 11, 2010
Second Marking Period	November 12, 2010-January 24, 2011
Third Marking Period	January 31, 2011-April 5, 2011
Fourth Marking Period	April 6, 2011-June 20, 2011

***Please make copies as needed**

Date _____

Bound Brook Elementary Schools,

(Name of Student) _____ was

absent on [Date(s)] _____ because of (reason)

_____. If you need any other information pertaining to the
absence(s), please contact me at (phone number)

Thank you,

_____. (Parent Signature)

***Please make copies as needed**

Date _____

Bound Brook Elementary Schools,

(Name of Student) _____ was

absent on [Date(s)] _____ because of (reason)

_____. If you need any other information pertaining to the
absence(s), please contact me at (phone number)

Thanks you,

_____. (Parent Signature)

BOUND BROOK SCHOOL DISTRICT
BOUND BROOK, NEW JERSEY

Student Expectations Manual

2010 - 2011

Pre-Kindergarten – Grade Five

Please read the attached Elementary Student and Parent Manual and complete and return the bottom half of this form by Friday, October 15, 2010.



BOUND BROOK SCHOOL DISTRICT

I have read and understand the expectations listed in the 2010 – 2011 Student Expectations Manual and agree to abide by all regulations and policies stated therein. I understand that violation of the disciplinary policy and/or failure to maintain academic standards may result in the loss of privileges to participate in school activities, and disciplinary detentions or suspensions. I agree to assist my child in following the rules and regulations set forth in these policies.

Parent's Signature: _____

Student's Name: _____

Teacher: _____ Grade: _____