

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

“Enter To Learn, Go Forth To Serve”

**STUDENT
EXPECTATIONS
MANUAL**

2010-2011



BOUND BROOK SCHOOL DISTRICT

BOUND BROOK SCHOOL DISTRICT

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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. 6:4-1 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
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 Code of Conduct 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 Code of Conduct serves as a guide for appropriate behavior in school and also outlines penalties for student misbehavior. The Code 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 Code of Conduct. 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 2010-2011 school year as one of success in meeting our challenges and fostering positive student growth.

Sincerely,

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

Student Expectations Manual

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INTRODUCTION TO STUDENT EXPECTATIONS MANUAL

This Expectations Manual applies to any student who is on school property, who is in attendance at school or any school sponsored activity, and whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools, or in maintaining the safety and welfare of the students and staff.

The goal of the Student Expectations Manual is to provide clear and concise parameters for student behavior expectations. Its intent is to establish an atmosphere that creates and supports positive personal growth and achievement. The district is firmly committed to a student's social growth and responsibilities; the Student Expectations Manual will be implemented in a fair, unbiased manner.

The Student Expectations Manual will be reviewed by each classroom/homeroom. Expectations for student behavior will be clearly posted in each classroom.

The Student Expectations Manual lists the expectations for student behavior and should be reviewed by the parents as well as the student. Parents are encouraged to reinforce the information in this manual with their child (ren).

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.

A student who has reached the age of eighteen possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s), as long as the parent has emancipated the child. The adult student is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult student will be informed of the rights of the student and will continue to be informed of the student's progress in school.

COMMUNICATING WITH THE SCHOOL

Anytime a parent or guardian has a question or a concern they 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.

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

- Parents Must Call for an appointment with the person (teacher or administrator) in regards to the issue. If not resolved, please go to the next step.
- Parents Must Call for an appointment with the Assistant Principal, if the issue is at a teachers' level, or Principal, if the issue is at the Assistant Principal level. If not resolved, please go to the next step.
- Parents Must 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.

The school nurse can be contacted at **(732) 652-7961** during school hours and during limited summer hours. The health office **fax number is (732) 356-6445**.

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 their families aware of the district's expectations for each student. Administrative discretion will be used when assigning consequences for violations of the district's expectations, policies, and state laws. We hope that this manual will help our young people make educated decisions in regards to their behavior. Please review the entire manual with your child(ren).

Our students have the following responsibilities regarding their education and behavior:

- To attend school and all classes
- 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 participate to the fullest in the educational process
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms
- To pursue the prescribed course of study
- To respect and care for school property

- To adhere to all school safety and health regulations and procedures

STUDENT IDENTIFICATION CARDS

School building security measures are important for the safety and welfare of all students, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all middle school and high school students to display school district issued identification cards at all times while in school.

Should students report to school without their ID card, the school administration will assess the circumstance, notify the parent/guardian, and determine the measures to be taken to properly address the violation. Lost ID cards can be purchased from an administrator for \$7.00; temporary ID card will cost \$1.00.

In September, arrangements are made to have student pictures taken. Announcements pertaining to the dates, costs, etc. are sent home via each student. Students are given the opportunity to purchase pictures. However, each student is required to have his picture taken at this time for school records. ID cards will be issued to all students and it is required that students wear these cards at all times for proper identification and surrender them upon the request of staff members.

ID's will be used for:

- Entrance into school activities
- Vote in Student Government elections
- For identification

According to Board of Education Policy, students are required to wear an ID at all times. Students must show their IDs when requested by faculty and staff. Failure to display a proper ID will result in disciplinary action. The ID must be on a lanyard or clip and must be visible. IDs in wallets, purses or pockets, or tucked under clothing are not acceptable. IDs may not be defaced by stickers, scratching, markers, drawing, etc.

Students are issued one ID and lanyard for the year. Lost IDs must be reported immediately. Students who must replace the original ID and/ or lanyard must do so immediately to avoid disciplinary action.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey Law requires that students show respect for the flag of the United States of America. If the student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies, **however, all students must stand**. Failure to do so will result in disciplinary action!

DRESS CODE

In light of changing clothing styles, it becomes necessary to remind students that attire worn outside of school is not necessarily appropriate for school. Specifically, the following are considered **inappropriate**:

- **Footwear must be worn at all times. (No Bare Feet or Slippers)**
 - **Clothing such as shorts, pants, or skirts are not permitted to be worn lower than the hip-line.**
 - **Excessively tight shorts and skirts are unacceptable.**
 - **Skirts and skorts that are shorter than mid-thigh.**
 - **Shorts that don't reach mid-thigh**
 - **See-through clothing that exposes undergarments or anatomy**
 - **Low-riding pants, shorts, or skirts that expose undergarments**
 - **Pajamas**
 - **Tops that:**
 - Expose undergarments**
 - Expose the midriff**
 - Have plunging necklines**
 - Have back lines lower than mid shoulder blades**
 - Are marked as undergarments**
1. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, tobacco or gang affiliation, slogans which contain offensive or obscene symbols or signs, slogans depicting violence or degrading any race, color, creed, religion, sex, ancestry, national origin, social or economic status, or sexual orientation or drug related messages are not permitted.
 2. Trousers/slacks with studs or gaudy accessories cannot be worn in school. Other items prohibited are wrist/ankle/neck bands with spikes, chains, cleats, or other articles which could cause damage to other students or property.
 3. Items violating the school dress code will be confiscated.
 4. Outdoor jacket or coats must be placed in student lockers except when entering or leaving the building or when there is a defect in the heating system.
 5. Sunglasses-non-prescription sunglasses, glazed and tinted glasses are not to be worn in school except as prescribed by the pupil's doctor.
 6. Students violating the dress code may need parents to bring a change of clothes to school.

This list is not intended to be all-inclusive. Rather it is intended to provide a sense of appropriateness for school. The school administration reserves the right to make the final decision regarding appropriate dress in school and at school-sponsored events. Any clothing that is considered by the administration to be distracting or disruptive to the educational process will not be permitted. Should a student's attire be considered inappropriate, his or her parents will be asked to bring a change of clothing to school. Students who persist in violating the dress code will be subject to disciplinary action.

We certainly request your assistance and support in this area. If you, as a parent, are not sure if an article of clothing is inappropriate, please call the Assistant Principal for clarification.

STUDENT USE OF COMMUNICATION / ELECTRONIC DEVICES

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, the administration will take measures to properly address the violation.

Beepers/pagers, one or two way remote communication devices, or any electronic devices such as iPods, walkmans, MP3 players, CD players, etc. are **not** permitted in the building. A "communications device" is a telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. If a student is seen with any such device it will be confiscated and returned **only** to the parent / guardian. The school is **not** responsible for these banned items if they are stolen or lost.

During school hours students are required to keep portable cellular telephones turned off and should not be visible to any staff member. **These items should be kept in the students' locker at all times. Any necessary communication between a parent and a child should be done through the attendance office.** Therefore, cell phones are not to be used during the school day at any time. Violations will result in the cell phones being confiscated and measures to be taken to properly address the violation.

On the first offense, items will be returned at the end of the school day with a one hour detention. **Any items taken away a second time must be picked up by parents. Third time the item will not be returned until the end of the school year.**

STUDENT LOCKERS

Every student will be assigned a locker with a combination lock and both the lock and locker are the property of the Bound Brook High School. Locks that are replaced without permission of the school will be cut and the cost to replace the lock will be the responsibility of the student assigned to that locker. **Lockers will also be subject to random searches at any time.** All combination locks must be returned to the school at the end of the year or a fee will be charged to the student.

During the 2010-2011 school year, trained canine police dogs and personnel from local, county, and state law enforcement authorities will be used throughout the building at times without any further notification.

BOOK BAGS

Book bags have become a safety hazard in the halls and classroom, they cause crowding in the halls and classroom, and can be used to conceal weapons, drugs, alcohol, etc. They can be used to disguise thievery of personal and school property. Because of the aforementioned reasons **Book bags will not be permitted to be used during the school day.**

Note: excuses will be given for medical reasons only.

Students may use a book bag to bring school supplies to and from school. Upon arrival at school they should be placed and left in their lockers for the entirety of the school day. It will be the sole responsibility of the student to bring the necessary books and supplies to each class. This will be accomplished by thoroughly utilizing the passing time. Students will not be permitted to access their lockers during any class period, only during the passing time

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.

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 course credit following three class cuts and/or eighteen absences for a year long course (two class cuts and/or nine absences are the limits for semester courses).

- 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) Parents of High School students should call **732-652-7950**, and then **Select Option 1** to leave a message, which includes the following:
 - 1. Their child's name
 - 2. Grade level
 - 3. Reason for absence
 - 4. Phone number to reach the parent during the school day

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 be accompanied by the parent or should bring a signed note from the parent explaining the reason for the absence. This note is to be presented to the elementary classroom teacher or high school attendance office 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 the assignment and/or test for every one day of absence otherwise resulting in “no credit” or “zero.”

Unexcused absences from school or from classes within the school day (class cuts) constitute trancies and shall be subject to the disciplinary rules. Each absence for a class period counts as a class absence, a double period will count as two class absences.

- I) Students who are absent from school may not attend after school activities or evening school sponsored activities. Students who are absent from school may not compete in any interscholastic sporting event, practice or extracurricular activity that day. A student must be present at least four hours on the day of a school activity in order to return for a school-sponsored activity or game unless they receive prior approval from the administration excusing the absence.

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 7:00 AM and 3:00 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.

A warning notice shall be given to any student, and to the parents(s) or legal guardians(s) of any minor student, who has been absent more than five days in any one marking period, excluding any absence attributable to disciplinary suspension.

CLASS / SCHOOL TRUANCY

Truancy is defined as intentionally missing or “cutting” school or a scheduled class. Students are required to attend school everyday during the academic school year. Leaving school grounds without permission is unacceptable and violators will be addressed accordingly. Students are also required to report to their scheduled classes on time and are not permitted to leave that class unless given written permission from the teacher in the scheduled class.

TARDINESS

A student arriving late to school or any class is marked tardy, and detention will be assigned. Parent(s)/guardian(s) will be notified of the child's repeated tardiness. All portions of this attendance policy apply to special education students. **Three tardies to any one class will be equated to one class truancy. Any combinations of class trancies and or class tardies that equal three class trancies will result in a loss of credit. Parents will be notified by mail as to the loss of credit and the procedure for filing an appeal.** When a class tardy occurs a parent/guardian will be notified of the measures taken to

properly address the violation

EARLY DISMISSAL OR LATE ARRIVAL

Students in grade(s) 11 and 12 who are assigned to a first or last period study hall may be excused for that period provided the student's parent(s) or legal guardian(s) has given prior written notice to the Principal. Upon written approval from the principal a student will then be granted permission for late arrival or early dismissal. Students approved for this privilege must sign in or out at the attendance office. Failure to do so, excessive tardiness, or violations of the Student Expectations Manual will result in a loss of this privilege.

PUBLIC DISPLAYS OF AFFECTION

It should be understood that the primary purpose students have in coming to school is to learn. With that in mind, hugging, kissing, and intimate touching and other public displays of affection are considered to be inappropriate displays of affection during the school day. Students who are asked by staff members to refrain from public displays of affection should regard such redirection as constructive and an effort to maintain the educational and respectful atmosphere of the school.

LEAVING THE SCHOOL BUILDING

It is unacceptable for a student to leave the school building without permission. Violations will result in an administrative action that will result in assignment to the PACE Program or out of school suspension.

Grading Policy

POLICY STATEMENT

"The Board recognizes that a system of grading student achievement can help the student, the teacher and the parent to assess his/her progress toward his/her educational goals and to assist in the implementation of that progress. Grading shall be that system of measuring and recording student progress and achievement which enables the student, his/her parents and teachers to learn his/her strengths and weaknesses, plan an educational future in the areas of the greatest potential for success, and know where remedial work is required. The Board directs that the instruction program of this district include a system of grading which is consistent with the educational goals of the district."

Procedures at Bound Brook High School

Grading System

1. The grading system is numerical.
2. Semester and final exams will be administered.

3. The final grade in a full year course is a combination of four marking periods, semester exam and final exam. The final grade in a semester course is a combination of two marking periods and the semester exam.
4. Any grade below 61 is failing.
5. Please note that an NW (No Work), WA (Withdrawn due to Attendance) or WF (Withdrawn Failing) are entered into a student's cumulative average as a zero ("0").
6. If a student drops a course, then a grade of "WF," will be given for the remaining marking period(s), and as a final grade (if the drop occurs after ten weeks in a full year course, or after five weeks in a semester course).

Exam Policies and Procedures

A. Mid-term Exams

1. All students in every class, to include semester courses, will be given a two hour mid-term examination. It is mandatory that every student take the exam in order to obtain credit for the class.
2. There are no exemptions for mid-term exams.
3. The mid-term exam grade will account for one tenth (1/10) of a student's final average. In a semester class the mid-term (which would be the final exam) will account for one fifth (1/5) of the final average.
4. Students missing a scheduled mid-term examination will be given the opportunity to take a make-up exam provided they can demonstrate sufficient evidence that there was just cause for not attending. An example would be a doctor's note stating the student was too ill to attend school on that day.
5. Teachers are not permitted to randomly keep students from taking the exam for any other reason unless they receive permission from the administration to do so.
6. During an examination students are not permitted to leave the room for any reason unless it is an emergency. If a student is released, at that point his exam should be returned to the teacher as complete. Teachers should hold students in the classroom so as not to have them disturbing other classes or students still taking tests.
7. During an exam period, students should not be allowed to talk to anyone unless all tests are turned in as complete. Every student has a right to a quiet room for the entire exam period.

B. Final Exams

1. All students in every class, to include semester courses, will be given a two hour mid-term examination. It is mandatory that every student take the exam in order to obtain credit for the class.
2. Only seniors with a 91 or better grade point average will be permitted to be exempt from the final examination. Exemption from the exam is not automatic but up to the discretion of the teacher.

3. The final examination grade will account for one tenth (1/10) of a student's final average. In a semester class the final exam will account for one fifth (1/5) of the final average.
4. Students missing a scheduled final examination will be given the opportunity to take a make-up exam provided they can demonstrate sufficient evidence that there was just cause for not attending. An example would be a doctor's note stating the student was too ill to attend school on that day.
5. Teachers are not permitted to randomly keep students from taking the exam for any other reason unless they receive permission from the administration to do so.
6. During an examination students are not permitted to leave the room for any reason unless it is an emergency. If a student is released, at that point his exam should be returned to the teacher as complete. Teachers should hold students in the classroom so as not to have them disturbing other classes or students still taking tests.
7. During an exam period, students should not be allowed to talk to anyone unless all tests are turned in as complete. Every student has a right to a quiet room for the entire exam period.

ACADEMIC DISHONESTY

Plagiarism

Plagiarism is the taking of someone else's product, words, ideas, or data and representing them as if they are your own work. When you submit work for credit that includes the words or ideas of others, the source must be acknowledged by the use of complete citations. By placing your name on work submitted for credit, you certify the originality of all of the work not identified by appropriate citations. A student will avoid being charged with plagiarism if there is an acknowledgement of sources of information whenever one:

- Quotes another person's actual words, or replicates all or part of another's product without proper citations.
- Cutting and pasting another person's actual words.
- Uses another person's ideas, opinions, work, data, or theories without credit to the source, even if they are completely paraphrased in one's own words.
- Borrows facts, statistics, or other illustrative materials - unless the information is common knowledge.

Cheating

Cheating is an act of deception by which a student misrepresents or misleadingly demonstrates that he/she has mastered information on an academic exercise that he/she has not mastered, including the giving or receiving of unauthorized help in an academic exercise. Examples include, but aren't limited to:

- Copying from another student's test paper, computer program, project, product, or performance or providing any information.
- Collaborating without authority or allowing another student to copy one's work.
- Using the course textbook or other material not authorized for use during a test.
- Using unauthorized materials during a test; for example, notes, formula lists, cues on a computer, photographs, symbolic representations, and notes written on clothing.

- Resubmitting substantially the same work that was produced for another assignment or course without the knowledge and permission of the instructor.
- Taking a test for someone else or permitting someone else to take a test for you.
- Use of electronic devices to give or receive information.

Students who engage in plagiarism or cheating will receive no credit for the work and the administration and parents/guardians will be notified of the infraction via a discipline form. A more serious infraction, such as research paper plagiarism may result in a failure for the marking period.

HEALTH SERVICES

The Role of the School Nurse

“School nursing is a specialized practice of professional nursing that advances the well being, academic success, and lifelong achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaption, self management, self advocacy and learning.” National Association of School Nurses

The Health office provides:

- Assessment and treatment of illness and injury
- Sports Physical Examinations for qualified students
- Medication Administration (see policy)
- Limited Counseling
- Health promotion and education
- Referrals
- Health Screenings including:
 - Vision Screening
 - Auditory Screening
 - Blood Pressure Screening
 - Height and Weight
 - Scoliosis Screening

School Health Screening Programs are designed to identify students who may need further evaluation. Parents are notified when further evaluation is indicated.

Exclusion from school due to illness or injury

Students who become ill or injured while at school may see the school nurse at any time. If the student becomes too ill to stay at school, the parent, guardian or adult listed on the emergency card will be contacted and asked to pick the student up at school and sign them out. Students using cell phones to contact parents when they are ill are in violation of the use of communications policy and will be disciplined.

911 will be called if an emergency occurs. Parents will be contacted by the school and advised where the child will be transported.

Communicable Diseases

Strept Throat, Scarlet Fever, and Scarlatina: The incubation period is 2-7 days. The student will be excluded from school for 24 hours after treatment/medication has been started

Conjunctivitis (pink eye) Excluded from school for 24 hours after treatment/medication has been started.

Pediculosis (Head Lice) Excluded until the hair is free of nits and lice

Impetigo Excluded until cleared by a physician to return

Please inform the Health Office of any of the above occurrences so that we may take proper precautions.

Medication Policy

The school nurse is permitted to administer medication, in school, only when authorization is given in writing from the parent and student's physician. The medication must be labeled with the student's name and be in the original container. This includes prescriptions as well as any over the counter medications i.e. cough drops or Tylenol. No student is allowed to carry medication in school unless it is for a life-threatening condition and authorization has been given. Emergency Medications includes Asthma inhalers and Epi Pens. Medication Administration and Self Medication forms are available in the health office. If you have any questions concerning this policy, please do not hesitate to call the health office at 732-652-7961.

Gym Excuses

Students excluded from gym by a physician must have a doctor's note detailing how many days the student may be excused. If in the opinion of the nurse a student needs to be excluded from gym, a one day gym excuse may be given. Further days out of gym will need a doctor's note. Gym excuses will not be granted after the conclusion of 1st period without a doctor's note.

DRUG FREE SCHOOL ZONES

The Board of Education of Bound Brook recognizes its responsibility to ensure continuous cooperation between school, staff, and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall establish a formal memorandum of agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools. The memorandum of agreement should include code, the statewide action plan for narcotics enforcement and the Attorney General's Executive Directive of 1988.

The Board of Education believes that students and staff are responsible for the integrity of their own social environment and consequently must pro-actively avoid situations and

circumstances where improper behavior is, or may be occurring. Students and/or staff who willfully associate with others violating disciplinary or acceptable behavior policies or regulations, may be subject to the same disciplinary consequences described in those policies or regulations.

SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes the student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of the substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

A student who uses, possesses and/or distributes alcohol, tobacco or other dangerous substances, on or off school premises, will be subject to discipline. The parent/guardian and the local law enforcement agency will be notified immediately. Discipline will be graded as to the severity of the offense, the nature of the problem and the student's needs. Discipline may include suspension or expulsion. Students not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors will be subject to discipline.

SUSPECTED STUDENTS OF INVOLVEMENT WITH SUBSTANCES

Any educational staff that suspects a student of being involved with substances and appeared to be under the influence **MUST** report the child to the school nurse for a determination. Should the school nurse suspect the student of being under the influence of a controlled dangerous substance, **BY NEW JERSEY STATE LAW**, the student **MUST** be tested and the results of this test are to be received (within 24 hours) and reviewed by the appropriate school official.

Any educational staff that suspects a student of being involved with substances outside of school and appeared to be having school related problems to this involvement shall refer the student to the substance awareness program.

1. The staff membership shall complete a referral form and forward it to the substance awareness program
2. The Student Assistance Counselor (SAC) will monitor student's attendance, grades, and behavior in school.
3. The SAC may choose to interview the student and/or the parent and request permission to complete a random urine analysis on the student.
That SAC will present the findings to the Administration team for further analysis and recommendations.

In medical and non-medical emergencies the following steps will be taken once the student returns to school after being suspended for a positive substance abuse test result:

1. The student is to be interviewed by a member of the substance awareness program. Parent or Guardian is requested to sign a random urine test. The student may sign for himself if over eighteen years of age.

2. A member of the substance awareness program will inform the IR&S team of the student's position and the Administration team will evaluate the situation and evaluation may include monitoring of students attendance, behavior, school performance, disciplinary record, and personality changes.
3. Based on the outcome of the evaluation and the results of numerous (one or more random urine analysis, the core team will determine if further action is required.

If the Administration recommendation is an intervention then the parents/guardians of the student will be requested to attend a core team meeting to review the recommendations of the team. The student may be required to be further assessed by the Somerset Medical Center addiction treatment services or by other approved agencies of the legal guardians' choice.

4. When an assessment from an approved program is secured, the appropriate releases allowing the school to be informed of the findings and recommendations shall be provided to the SAC.
5. If the parents are unwilling to accept an appointment and/or refuses permission for an assessment for the student, or if the student refuses to help, the principal based on the facts, and the advice of the administrative team shall take appropriate action as outlined by the existing discipline policy, which may include suspension or expulsion. In addition the Division of Youth and Family Services (DYFS) will be notified.

STUDENTS RETURNING FROM TREATMENT

1. Any student returning from treatment must be registered as active and attending an approved aftercare program.
2. A copy of the students' after care plan and discharge summary must be provided to the SAC with the appropriate release authorization.
3. The student is required to provide random urine tests upon request.
4. The student may be required to participate in support groups or individual counseling by the Substance Awareness Program.
5. Failure of the student to adhere to his or her aftercare program because of his or her actions or inactions shall be subject to disciplinary action, which may include suspension or expulsion.
6. Refusal or failure by a parent to comply with this policy shall be deemed a violation of the compulsory education and/or child neglect laws and the Division of Youth and Family Services (DYFS) shall be notified.

POSSESSION OF A SUBSTANCE

The following steps will be taken if a student is suspected of being in possession of a substance and/or drug paraphernalia or selling and/or distribution of a substance:

- a. Staff member shall report that suspected incident to the principal or his designee
- b. The principal or his designee will remove the student from other students and detain him/her in his office or other appropriate place
- c. The principal or designee shall request a student to empty pockets, bags, garments, and lockers
- d. If the student is found to be in possession: The parent/guardian shall be notified
- e. Only the principal or designated assistant principal shall have the authority to suspend students. The parents of a suspended student must be notified by the school of the suspension. Every attempt will be made to contact the parent by phone at the time of the suspension. Written notification will be sent on the day of suspension and a copy of this notification will be maintained by the school while the student is enrolled.
- f. Before any suspension is lifted, a parent/guardian and student conference must be held with the Superintendent. A suspended student may be readmitted only after a satisfactory conference has been held or placed in an alternative educational setting. The suspended student must be afforded every opportunity to make up missed schoolwork.
- g. Chronic violators of any rules (and their parent(s)/guardian(s)) may be referred to outside supportive agencies, an interim alternative education setting, or to the Intervention and Referral Service (I&RS)
- h. Students on out-of-school suspension are prohibited from entering any district property while on suspension. Students who violate this regulation will be charged with trespassing
- i. Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, etc.

**KNOWLEDGIBLE ASSOCIATION WITH VIOLATORS OF
SUBSTANCE ABUSE AND/OR OTHER BEHAVIORAL
REQUIREMENTS**

The Board of Education believes that students and staff are responsible for the integrity of their own social environment and consequently must pro-actively avoid situations and circumstances where improper behavior is, or may be occurring.

Students and/or staff who willfully associate with others while the others are violating disciplinary or acceptable behavior policies or regulations, may be subject to the same disciplinary consequences described in those policies or regulations.

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.

Students who demonstrate conduct grossly inappropriate to the educational setting, and have a history of consistently breaking the rules in the Student Expectations Manual, may be removed from the school setting and placed on a Superintendent's Suspension for no more than 30 days or until an expulsion hearing with the Board of Education is completed.

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.

GENERAL REGULATIONS

- A) Violations referred to the administrator for disciplinary action must be accompanied by a written statement from the teacher or the staff member. All prior actions taken by the teacher must be indicated and documented.
- B) Students will be assigned before or after school supervised detention for infractions of the school rules. Silent constructive school work is a necessity for this period of time. Parents/guardians will be notified of assigned detention.
- C) Violators of any rules that accumulate 20 offenses (and their parents/guardians) may be referred to outside supportive agencies, an interim alternative educational setting, the Intervention and Referral Services Team, and must have a parent hearing with the superintendent and Board of Education to explain their child's actions.
- D) Students on out-of-school suspension are prohibited from entering any district property while on suspension. Students who violate this regulation will be charged with trespassing.
- E) Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, etc.
- F) Students assigned to the PACE (Positive Alternative Classroom Experience) Program, as an alternative to an out of school suspension, must complete all assignments and work as required to be released back to the regular educational program.

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.

Short term suspensions mean a period of 10 consecutive or cumulative school days in a given school year. The disabled students can also be placed in an **Interim Alternative Educational Setting (IAES)** following the same procedures used for non-disabled students for a period of no more than 10 consecutive or cumulative school days in a given school year. At the time of removal the principal or his/her designee must forward written notification and the reasons for the action taken to the disabled child's case manager. The disabled student is afforded the same due process procedures as the non-disabled student. These due process procedures consist of the following:

The student must receive:

- oral or written notice of charges
- an explanation of the charges and the evidence that supports them
- an opportunity to present his/her side of story

Generally the notice and hearing requirements should precede removal from school, however in emergency situations; the student may be removed from school immediately. The notice and hearing requirements should follow as soon as possible.

Long Term Suspensions - Removal To An Interim Alternative Educational Setting For Weapons, Drug Offenses or Expulsion. Long term suspension can constitute a change in placement without benefit of the IEP process. A long term suspension may be suspension from the student's educational program for a period of 10 or more consecutive school days in a given school year, a series of lesser suspensions that result in 10 or more cumulative school days during a given school year, or placing a student in an IAES for a weapons or drug offense. Disabled students can be removed to an IAES for a period of not greater than 45 school days when:

- The child carries a weapon to school or to a school function
- The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function (IDEA, 1997)

Any disciplinary action that removes the student from his/her educational program for more than 10 days is considered to be a change in placement and cannot proceed until the following three events are conducted:

- A Manifestation Determination hearing is convened by the IEP team
- A Functional Behavioral *Assessment* (FBA) is conducted
- A Behavioral Intervention Plan (BIP) is developed

Therefore, whenever any such action that constitutes a long term suspension (and possible change in placement) is being considered, the case manager of the disabled student must be provided with written notification immediately so that the parents can receive the mandated written notification to convene a Manifestation Determination hearing as required under N.J.A.C. 6A:14.

ADMINISTRATIVE PROCEDURES FOR EXPULSIONS

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student. No student will be expelled from this district before other reasonable and appropriate means of discipline have been exhausted. No student below the age of sixteen years will be expelled from school without provision for an alternate educational program.

For the purposes of this policy, "expulsion" means the permanent exclusion of a student from the schools of this district. A student may be expelled from this district only on formal action of the Board of Education.

The Board of Education shall not act to expel any student, previously determined to be disabled or who has exhibited behavior that may be considered to be classifiable, before the report of the Child Study Team has been issued to the Board of Education.

The parent/guardian will be notified in writing and in conference of the recommendation for expulsion. A student and parent/guardian for whom expulsion is recommended shall be offered the opportunity for a formal hearing before the Board of Education, which shall include written notice of the date, place, and time of the hearing and of the specific charges against the student; an opportunity for the student to be heard in his/her own behalf and to cross-examine adverse witnesses; representation by the student's counsel; a written record of the hearing; and, a copy of the transcript of the proceedings. Hearings will be held in private, except that a student and parent/guardian may request and the Board may, in its discretion, grant a public hearing. The student and parent/guardian shall be informed of the right to appeal the decision of the Board of Education to the Commissioner of Education.

WEAPONS OFFENSES

Any student convicted of possession of a weapon or committing a crime while in possession of a weapon or found knowingly in possession of a weapon on any school property, on a school vehicle, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year, pending a hearing before the Board of Education. The parent/guardian and the local law enforcement agency will be notified immediately.

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:

INTERNET OR CYBERBULLYING

Definition

According to the advocacy website Stopcyberbullying.org²⁵, cyberbullying is defined as any act or gesture where "a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones." Due to the ever-broadening range of technologies readily available to today's youth, cyberbullying can be difficult to track and contain, giving today's bullies more of an opportunity and ability to cause harm to another than before. Cyberbullies also do not necessarily fit the profile of more traditional schoolyard bullies; they can also one switch roles from moment to moment, being the bully at first and then the victim in the next.

Acts of cyberbullying can include but are not limited to the following:

(Direct Attacks)

- Any sort of hate message, anonymous or signed.
- Sending of tormenting text messages via mobile phones or interactive gaming.
- Bashing of students on websites.
- Internet polling with the intention of demeaning another student.
- Sending death threats, whether anonymously to a child or posted online about a child.
- Stealing of a child's password or sharing it with others.
- Hacking into another person's computer and wiping out the hard drive.
- Pretending to be someone the child knows and tricking them to give private information.
- Posting provocative things or pictures on websites.
- Impersonation of another student.
- Sending pornography or other junk email and IM's.
- Posting another student's picture on a pornographic or sexual deviant's website.
- Sending malicious code.

(Cyberbullying by Proxy)

Cyberbullying by proxy is when a cyberbully uses someone else, usually unwitting accomplices who are not aware that they are being used, to harass another. The website www.stopcyberbullying.org gives the following situation as a common example of cyberbullying by proxy:

"Warning' or 'Notify Wars' are an example of cyberbullying by proxy. Kids click on the warning or notify buttons on their IM screen or e-mail/chat screens, and alert the ISP or service provider that the victim has done something that violates their rules. If the victim receives enough warnings or notifications, they can lose their account."

Disciplinary Action Guidelines for Cyberbullying

²⁵ <http://www.stopcyberbullying.org/>

The negative impact of cyberbullying cannot be underemphasized. In all cases, the bullying results in emotional pain which can be long-lasting. In some cases, children have killed each other and committed suicide after having been involved in a cyberbullying incident. Cyberbullying may also result in law enforcement charges of cyber harassment and juvenile detention. Therefore Bound Brook Public Schools takes the following stance regarding internet bullying:

As with harassment, intimidation and bullying in general, the Board of Education prohibits acts of bullying of *any* kind via the Internet or other interactive technologies, whether in an isolated or repeated occurrence.

As with harassment, intimidation and bullying in general, the district also prohibits active and passive support for acts of harassment, intimidation and bullying of *any* kind via the Internet or other interactive technologies, whether in an isolated or repeated occurrence.

Schools have limited authority over disciplining cyberbullies within school since many cases of cyber harassment take place off school grounds. However, Bound Brook Public Schools reserves the right to call the parents in to try to mediate the situation. The district may also institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents about the problem. The district also reserves the right to discipline students who participate in such bullying off-campus if it is having a negative and disruptive effect on the well-being and safety of a student(s) while in school.

Procedures for Incidents Which Occur On School Grounds:

For Students: If the cyberbullying is taking place within the home and you are aware of it, notify a parent immediately. Students should not give in to the temptation to retaliate against internet bullying by perpetuating further acts of bullying but rather seek guidance and support from a school resource officer, teacher or administrator.

For Parents: Parents should be a trusted place where children can go to in dealing with the pain which results in cyberbullying and should therefore take any knowledge of such activity seriously. For more information on how to put a stop to cyberbullying towards and from your child, please go to <http://www.stopcyberbullying.org/parents/guide.html> for a list of steps in how to handle incidents of cyberbullying.

For Teachers and Other School Staff: If the incident(s) is taking place on school grounds and during school hours, you are responsible for reporting it immediately to administration using the ODR (Office Discipline Referral) form. Administration then will take action pursuant to the Expectations Violation Chart in this Expectations Manual.

Because cyberbullying incidents can vary greatly from each other, acts of such bullying will be dealt with on a case-by-case basis under the guidance of the principal, in accordance to the Expectations and Violations chart included in this handbook and, if necessary, in cooperation with the parents/guardians of the individuals involved. The school principal will be responsible for determining the course of action needed to resolve the matter(s) at hand.

Consequences for cyberbullying within school can include but are not limited to the following:

- Loss of computer or internet privileges in school
- Confiscation of mobile or portable electronic devices
- Prohibition of student bringing any portable or electronic device to school for a set period of time
- AM/PM detentions
- Conferences with the parents/guardians
- PACE
- Out-of-School Suspension
- Behavior contracts/plans

As in other cases of rule violations, expulsion will be considered only if other means of discipline have been exhausted.

The most effective way to prevent further occurrences of cyberbullying is for administration to couple negative punishment with mediation between the students involved with parents where the underlying problems and conflicts can be discussed and agreements can be made.

Prevention and Education

Due to there being an ever-widening range of acts done via electronic and interactive devices which fit the definition of internet or cyberbullying, schools and students are advised to study this issue further by learning more about this problem at anti-bullying and internet safety websites like the following:

<http://www.wiredsafety.org/>

<http://www.stopcyberbullying.org/>

As with other more traditional forms of harassment, intimidation and bullying which take place in school and pursuant to N.J.S.A. 18A.37-17a., the district is encouraged to establish internet bullying prevention programs and other initiatives involving school staff, pupils, administrators, volunteers, and parent(s) or legal guardian(s), law enforcement and community members.

Pursuant to N.J.S.A. 18A.37-17b., the district is also encouraged to, and to the extent that 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.

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).

HAZING (Policy # 5512)

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board of Education prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school vehicle.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates substantial risk of causing mental or physical harm.

All staff members, students and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. All such incidents must be reported to the building principal.

Expected Behavior. The Board of Education expects pupils to conduct themselves in a manner that keeps with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, school district and community property on the part of pupils, family, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their actions. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s), any other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and the facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infractions of these rules and

guidelines.

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 or 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 school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be disciplined in accordance with district policies and procedures.

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.

The Superintendent shall develop a process for the principal(s) to discuss the school district's policy on harassment, intimidation and bullying with pupils on an annual basis.

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.

Pursuant to N.J.S.A. 18A.37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N J.S.A. 18A.37-13 through N J.S.A. 18A:37-18.

The Superintendent will forward a copy of this Policy to the Executive County Superintendent of Schools by September 1, 2004.

GRADUATING STUDENTS

As a member of the 12th grade/senior year in a high school, students are expected to serve as role models for the student body. All Expectations as noted in this Student Expectations Manual, i.e., appropriate behavior, demeanor, and attendance are to be modeled by all graduating students. Repeated violations of the Student Expectations Manual or a suspension/removal from school due to a weapons, firearms or substance abuse incident may result in the graduating student not being allowed to participate in graduation ceremonies and/or any other 12th grade activity.

Any exclusion of a student from the graduation ceremony and/or other 12th grade activity the parent/guardian will be notified formally in writing and attend a formal conference by the building administrator. All exclusions of a student from the graduation ceremony and/or any other 12th grade activity will be approved by the Superintendent.

GRADUATING STUDENTS

THE NEW GRADUATION REQUIREMENTS FOR ALL STUDENTS INCLUDE:

- **Language Arts Literacy** – 20 credits aligned to grade 9 to 12 standards;
- **Math** – 15 credits including Algebra I or the content equivalent (effective with the 2008-2009 9th grade class), geometry or the content equivalent (effective 2010-2011 9th grade class), and a third year of math that builds upon Algebra I and geometry and prepares students for college and 21st century careers (effective with the 2012-2013 9th grade class);
- **Science** – 15 credits including laboratory biology or the content equivalent (effective with the 2008-2009 9th grade class); chemistry, environmental science or physics (effective with the 2010-2011 9th grade class); and an additional lab/inquiry-based science (effective with the 2012-2013 9th grade class);
- **Social Studies** – 15 credits including U.S. and world histories, integrated civics, economics, geography and global content;

- **Economics** – 2.5 credits in financial, economic, business and entrepreneurial literacy (effective with the 2010-2011 9th grade class); and
- **Health and Physical Education, Visual and Performing Arts, World Languages, Technological Literacy and Career Education and Consumer, Family and Life Skills** – requirements remain the same.

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**.

BOUND BROOK
HIGH SCHOOL

GENERAL BUILDING
EXPECTATIONS
GUIDELINES

FOR ALL STUDENTS

FOR ALL CLASSES

BATHROOM RULES

- Please wash your hands
- Graffiti free
- Please use the facilities properly
- Linger no longer.....when finished, return immediately to class
- It's our bathroom....keep it clean!!!

GYMNASIUM RULES

- Be on time
- Be safe and aware...HAVE FUN
- Be respectful of classmates
- Use the proper doors to enter and exit the gym
- It's our gym....keep it clean!!!

LOCKER ROOM RULES

- Respect the locker room and the property within
- Watch the clock and lock the lock
- Value your valuables and leave them at home
- Keep your hands and feet to yourself
- It's our locker room ...keep it clean!!!

CAFETERIA RULES

- Stay in your seat
- Use your manners
- Use a quiet voice
- Keep your hands and feet to yourself
- Be on time
- Courteous is contagious
- Place trash in proper receptacles
- It's our cafeteria...keep it clean!!!

THEATRE RULES

- Sit properly
- Bring your applause only (no backpacks, no food, drinks, etc.)
- Sound from the stage not from the seats
- It's our theatre...let's respect it!!!

HALL AND STAIRWELL RULES

- Keep to the right
- Speak softly and carry your books
- Respect others' belongings
- Clean language, clean hallways

SCHOOL GROUND RULES

- The trash you throw will make it hard to mow
- Walk on sidewalks
- Be on time, leave on time
- You are what you see
- When our day is done...GO HOME and HAVE FUN!!!

MEDIA CENTER RULES

- Use the library/media center for projects, work
- Respect the tech!!!
- Stay on task
- Bring a pass from class
- Respect others-work quietly
- Help everyone-make prompt returns
- Protect yourself – LOG OFF!!!

PEP RALLY RULES

- Sit in your proper section
- Bring your applause and cheers only
- Show your school spirit

CLASSROOM RULES

- Respect gets respect
- Raise your hand to be recognized
- Dare to be wrong
- Be seated from bell to bell
- Be prepared
- Think from the classroom to lifetime

HOMEROOM RULES

- Respect the flag, stand for the pledge
- Be on time
- Listen to announcements

BUS RULES

- Stay in your same seat coming and going
- Be respectful to bus driver/adult in charge
- Use quiet voices
- Keep hands and feet to yourselves
- CD/MP3 Players only

FIRE DRILL RULES

- WALK QUICKLY, QUIETLY AND ORDERLY TO YOUR DESIGNATED AREA
- BE ALERT FOR ANNOUNCEMENTS / INSTRUCTIONS
- REMAIN WITH YOUR CLASS SO THAT YOUR TEACHER MAY TAKE ATTENDANCE

The following rooms are to exit the front door and continue on West Union Avenue:

112 113 114 116 118 120

122

Administrator in charge: Mr. Gallagher

The following rooms are to exit the side doors and continue toward Winsor Street:

212 213 214 216 218 310A & B

312 313 Theatre

Administrator in charge: Mr. Nixon

The following rooms are to exit the side doors and proceed west on West Union Avenue and go all the way to Livingston Street:

101 102 104 106 107 201
202 204 205 206 207 208
210 212 307 308 309 Guidance

Administrator in charge: Mr. Nixon

The following rooms are to exit the back door by the Foods room and proceed to the corner of Maple Avenue and Winsor Street all the way to the fire hydrant:

Chorus/Vocal Classes

Foods Class/Phys Ed./Health Classes

Music Classes

Room 20

Administrator in charge: Mrs. Firetto

The following rooms are to proceed up the west stairwell and exit the side door proceed to the corner of Maple Avenue and Livingston Street:

All Basement Classes

Room 1

Room 2

Room 3

Room 5

Administrator in charge: Mrs. Firetto

BOUND BROOK PUBLIC SCHOOL
EXPECTATIONS VIOLATION CHART
GRADES 9-12

In the Bound Brook Public Schools, we believe that effective learning begins with classroom management. Effective teaching with proper procedures and routines will ensure a high quality education for all students. Classroom expectations will be written and permanently posted in the classroom, each student will be given a copy of these rules. It is the teacher's responsibility to set up an effective plan that allows for rewards and consequences for appropriate or inappropriate behaviors. The following Expectations Violation Chart is a tool for students, parents, teachers, and administrators.

A parent/guardian will be contacted anytime their child has violated an expectation. They will be contacted in one of the following ways: a phone call, written note, or some other means of communication i.e. email etc. Please make sure that the school district has an updated personal contact sheet from you, the district can not be responsible for being unable to contact a parent or guardian because of outdated personal information in our system.

The Following violations chart provides examples of most discipline offenses that could occur in the school. Upon violation of an offense, the student will be referred to an administrator for disciplinary action. You will find that the first offense will be listed for each violation. Progression of consequences for varying offenses will be determined by the administrator on a case by case basis. Refer to the disciplinary progression chart for a complete listing of consequences.

Level 1	Warning/Conference
Level 2	AM Detention 7am to 7:30am M-F
Level 3	PM Detention 2:40pm to 3:40pm M-R
Level 4	Multiple PM Detentions M-R
Level 5	3 Hour Detention 2:40pm to 5:40pm R Only
Level 6	Referral to PACE Program 7:30am to 2:32pm M-F
Level 7	Out of School Suspension
Level 8	Superintendent Hearing or Expulsion Hearing

<u>OFFENSE</u>	<u>DESCRIPTION</u>	<u>PROGRESSION & CONSEQUENCES</u>
1. Cell Phone or Remote Communications Device	Use of a cell phone, beeper, or other one-way or two-way remote communication device without advance written permission.	1st offense: Confiscation of device, return to parent, PM detention.
2. Computer Related Misconduct	Violation of District Acceptable Use Policy or any other behavior violating district or building code involving the use of a district computer.	1st offense: PACE and possible loss of some or all computer privileges, parent conference and behavior plan. Consider change in coursework where computer is utilized.
3. Dishonesty- Cheating and Plagiarism	Any act of dishonesty that gives the student an undue academic advantage.	1st offense: Parent conference, (1) 3 hour detention and grade loss for that assignment.
4. - Dishonesty	Acts of lying, giving false identification, or using trickery to obtain an undue advantage, other than cheating and forgery.	1st offense: PM detention.

<u>OFFENSE</u>	<u>DESCRIPTION</u>	<u>PROGRESSION & CONSEQUENCES</u>
5. Disobedient- Conduct- Defiance - Disorderly Conduct – Disruptive Conduct- Simple	Acts of disobedience that also disrupts the classroom or other school functions for a brief time. Simple acts of misbehavior that violate written school rules or accepted age related norms of behavior.	1st offense: PM detention, parent conference and behavior plan.
6. Insubordination	Acts of disobedient behavior in which a student shows disrespect and blatant disregard for a directive from a teacher or staff member.	1st offense: 3 hour detention, parent conference and behavior plan.
7. Dress Code	Violation of district dress code Expectations	1st offense: Parent/guardian bringing change of clothes to school and warning.
8. Student ID	Students must display their ID card at all times.	1st offense: PM Detention

9. Class Truancy	Students who are not in class without prior permission of that teacher.	1st offense: 3 hour detention, parent conference.
10. School Truancy	Students who are not in school without parental permission and/or legitimately ill on a school day.	1st offense: Attendance officer action and PACE
11. Tardiness	Students who are not in class at the prescribed time.	1st offense: AM Detention
12. Disruptive Conduct – Severe	Acts of disobedient and disorderly conducts that substantially disrupt the classroom or other school functions, except false alarms.	1st offense: PACE
13. False Alarms	Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.	1st offense: Suspension and parent conference.
14. Force-Fighting	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.	1st offense: Suspension and parent conference.
15. Force-Improper Physical	An act of physical aggression, not against a person, causing physical damage to property.	1st offense: Suspension, parent conference and behavior plan.

Please Note: Depending upon the severity and nature of the offenses, school official may have to report the offenses to the appropriate civil authorities such as local or state law enforcement agencies or the New Jersey State Division of Youth and Family Services. Conduct that appears to violate principles of equal educational opportunity or implicate status-based discrimination, including bullying and harassment, will be referred to an AA/EEO officer for investigation and possible intervention.

16. Force-Improper Assault	An act of physical aggression, not against a person, who is not expecting or resisting.	1st offense: Suspension, parent conference and behavior plan.
17. Forgery and False Identity	Signing the name of or impersonating another person, including a parent, in connection with any school related document or activity.	1st offense: Pace and parent conference.
18. Gambling	Betting money or possessions in violation of the laws of New Jersey	1st offense: Suspension (1) day minimum and parent conference.

<p>19. 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: 3 hour detention, parent conference and behavior plan.</p>
<p>20. Harassment-Verbal/Written Threatening</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>1st offense: Suspension, behavior plan and parent conference.</p>
<p>21. Harassment-Bullying</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: PACE and parent conference.</p>

22. Pornographic/Obscene Material	Possession or display of pornographic or obscene materials while on school premises.	1st offense: PACE and parent conference.
23. Prohibited Substances-Tobacco	Possession or use of any alcohol or tobacco or product containing same while on school premises.	1st offense: PACE and parent conference.
24. Prohibited Substances-Drugs and Alcohol	Possession or use of any non-prescribed drug while on school premises.	1st offense: Suspension, parent conference and behavior plan.
26. Property-Trespass	Entering any area of school property prohibited to students.	1st offense: Suspension, parent conference.
27. Property – Robbery	Using verbal intimidation or physical force to take something belonging to another.	1st offense: Suspension, parent conference and behavior plan.
28. Property - Theft	Taking something that belongs to another without the owner’s consent.	1st offense: Suspension, parent conference, behavior plan.
29. Property – Vandalism	Damaging, breaking, destroying or marking up school property or property belonging to another person.	1st offense: Suspension, parent conference and behavior plan.

Please Note: Depending upon the severity and nature of the offenses, school official may have to report the offenses to the appropriate civil authorities such as local or state law enforcement agencies or the New Jersey State Division of Youth and Family Services. Conduct that appears to violate principles of equal educational opportunity or implicate status-based discrimination, including bullying and harassment, will be referred to an AA/EEO officer for investigation and possible intervention.

30. Weapons - Firearms, Destructive Devices & Knives	Possession or use of any firearm including starter pistols, any explosive or other destructive device as defined by law, and any knife	1st offense: Suspension (Expulsion for one year)
31. Criminal Gang – Related Activity	Commission of any offense on this chart while the student was involved in criminal gang related activity as defined by law.	1st offense: Suspension and possible superintendents hearing.
32. Conspiracy to commit criminal gang related activity	Making an agreement or plan with another person that one or more of them will commit an act of criminal gang related activity.	1st offense: Suspension, parent conference and behavior plan.
33. Building Specific Offenses	Any substantive violation of a building code not otherwise covered above.	As Indicated by Building Code
34. Missed/Cut Detentions	Not reporting to an assigned detention at the assigned time.	1st offense: Movement to the next level on the violations consequence chart.
35. Leaving the Building Without Permission	Walking out of any school door to the outside during the school day without permission.	1st offense: PACE and parent conference.

STATEWIDE ASSESSMENT INFORMATION

HSPA 2010: Oct. 5, 6, 7 Regular
Oct. 12, 13, 14 Make-up

HSPA 2011: March 1, 2, and 3 Regular
March 8, 9, 10 Make-up

End of Course Biology: May 18, 2011 Regular
May 19, 2011 Make-up

End of Course Algebra I: May 23, 2011

End of Course Algebra II: May 23, 2011

SCHOOL INFORMATION

Bound Brook High School

West Union Avenue
Bound Brook, NJ. 08805
732-652-7950
Mr. Dan Gallagher, Principal
School Day: 7:30 a.m. - 2:32 p.m.
Early Dismissal: 12:05 p.m.
Delayed Opening: 9:30 a.m.

GRADING CALENDAR 2010-2011

MARKING PERIOD

1 st Marking Period	September 7-November 11
2 nd Marking Period	November 12-January 24
**Mid-Term Exams	January 25-January 28
3 rd Marking Period	January 31-April 5
4 th Marking Period	April 6-June 14
**Final Exams	June 15-June 20

REPORT CARDS ISSUED

November 22-24, 2010

February 4, 2011

April 14, 2011

July 1, 2011

PROGRESS REPORT PERIOD

1st Progress Period

September 7-October 7

2nd Progress Period

November 12-December 16

3rd Progress Period

January 31-March 4

4th Progress Period

April 19-May 13

PROGRESS REPORTS ISSUED

October 15, 2010

December 23, 2010

March 11, 2011

May 20, 2011

PARENT / TEACHER CONFERENCES

November 22, 2010

November 23, 2010

BOUND BROOK PUBLIC SCHOOLS TELEPHONE DIRECTORY

DISTRICT MAIN TELEPHONE NUMBER	732-356-2500
BUSINESS OFFICE	732-652-7960
PAYROLL/BENEFITS	732-652-7926
BOUND BROOK HIGH SCHOOL	
MAIN NUMBER	732-652-7950
PRINCIPAL	732-652-7959
ASSISTANT PRINCIPAL	732-652-7964
ATHLETIC DIRECTOR	732-652-7962
GUIDANCE OFFICE	732-652-7956
NURSE'S OFFICE	732-652-7961
LAFAYETTE/LA MONTE SCHOOLS	
MAIN NUMBER	732-652-7930
NURSE'S OFFICE, LAFAYETTE	732-652-7931
NURSE'S OFFICE, LA MONTE	732-652-7932
SMALLEY SCHOOL	
MAIN NUMBER	732-652-7940
NURSE'S OFFICE	732-652-7941
SPECIAL SERVICES	732-652-7980
SUPERINTENDENT'S OFFICE	732-652-7920
SUPERVISOR OF TECHNOLOGY	732-652-7924