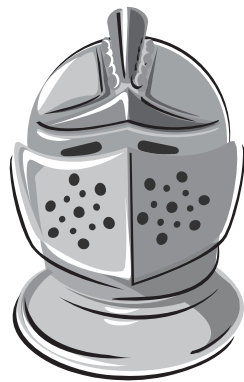


**Smalley Middle School
“The Home of the Knights”**

Be Safe, Respectful, Responsible

**STUDENT
EXPECTATIONS
MANUAL**



2010-2011

**Smalley Middle School
161 Cherry Avenue
Bound Brook, NJ 08805
732-652-7942**

BOUND BROOK SCHOOL DISTRICT

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Damaris Colon, Secretary

Kyle Franey, Assistant Principal
Donna Bennett, Nurse

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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. 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:

Ms. Jasmine Brandt
Affirmative Action Officer
130 West Maple Avenue
Bound Brook, New Jersey 08805
732-652-7980

*Manual developed by the PBSIS committee, Local Advisory Panel

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 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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SCHOOL HOURS

8:10-2:50

Breakfast Doors will open at 7:45 AM ONLY for students eating breakfast.

Doors will open at 8:00 AM for all other students.

Students entering CLASS will be marked tardy after 8:10 AM.

Early dismissal at 12:10 PM (No Breakfast or Lunch)

Delayed opening: 9:40 AM (No Breakfast)

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.

Smalley Middle School

GENERAL BUILDING EXPECTATIONS GUIDELINES

FOR ALL STUDENTS - FOR ALL GRADES

School Expectations:

1. One person speaks at a time
2. Be on time
3. Come prepared
4. Follow classroom rules
5. Must have agenda at all times
6. Must have **your own ID** on at all times.

Hallways:

1. Keep to the right
2. Face forward
3. Walk
4. Keep hands and feet to yourself
5. Be respectful of classes at work and hallway displays

Cafeteria:

1. Use a quiet voice
2. Clean your area
3. Keep your hands and feet to yourself
4. Listen for directions
5. Walk and line up safely

Bathrooms:

1. Leave writing utensils in your classroom
2. Flush!
3. Wash your hands
4. Dispose of trash properly
5. Must have agenda at all times.
6. Use hand sanitizer when re-entering class room

Office Areas:

1. Show your pass
2. Be patient, wait your turn
3. Use a quiet voice
4. Respect earns respect

Arrival and Dismissal:

1. Stay in designated areas and on walkways
2. Walk
3. Keep hands and feet to yourselves
4. Pay attention to your surroundings
5. Be respectful of community members

Fire Drills:

1. Line up silently
2. Follow the exit plan
3. Walk to designated area
4. Wait silently in designated area. If you are not with your class, ask an adult for help
5. Return quickly and silently to your classroom when told

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 at (732) 652-7942.

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

1. Call for an appointment with the person (teacher or administrator) in regards to the issue. If not resolved, please go to the next step.
2. Call for an appointment with the Assistant Principal, if the issue is at a teacher's level. If not resolved, please go to the next step.
3. Call for an appointment with the Principal if the issue is not resolved with the Assistant Principal. If not resolved, please go to the next step.
4. 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 students and their

families aware of the district's expectations for each student. Included in the rear section of this manual is the Expectations Violation Chart. This chart will be used by the staff to assign consequences for violations of the district's expectations, policies, and state laws. We hope this section will help our young people make educated decisions about 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 and be ON TIME.
- To adhere to all school rules including wearing student ID and dressing appropriately.
- Listen to 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
- To be responsible for the integrity of their own social environment.
- To proactively avoid situations and circumstances where improper behavior is occurring, or may occur

STUDENT DRESS CODE

School is an institution of learning where young people are prepared to enter society as productive citizens. Students are expected to dress appropriately. All students are expected to dress properly and be well groomed. If a student is deemed to be dressed inappropriately a parent will be contacted to bring in proper clothing. If a parent is unable to do so, clothing may be provided.

Dress Guidelines

Students will wear clothing that is neat, clean, and suitable for classroom and campus. 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 administration. Attire should not be so extreme as to create a disturbance of the educational environment. Appropriate and safe footwear is required at all times. Sandals containing a back strap are permitted. **Head coverings for both males and females are not permitted unless for religious or medical purposes.** Clothing that is restrictive of a student's movement is also not permitted.

Shirts must cover the shoulders, midsection, and must meet the waistband of pants, shorts, and skirts. Shorts and skirts can be no shorter than 1" above the knee cap and

may not have rips/holes in the area between the waistband and 1” above the knee cap. Shorts, skirts, and pants should not be more than 1” below the navel of the student. The visualization of undergarments is prohibited (sagging of pants so underwear can be seen) and will not be tolerated. Undershirts 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. Sneakers must be worn during all physical education classes. Facial piercings will need to be covered or removed during physical education classes.

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.

The following items are not permitted in the school:

- Bandanas
- Hats
- Gloves
- Athletic Jerseys that are not -related to Smalley Middle School or Bound Brook Athletics
- Hair Rags
- Strapless Shirts, Blouses or Dresses
- Heelies
- Tight Leggings
- Anything perceived to be gang-related

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 students to wear school district issued identification cards at all times while in school. Students are asked to leave their ID cards in their lockers at the end of each day. Each morning when students go to their lockers they should retrieve their ID cards and place the ID card around their necks with the use of the lanyard.

ID cards will be required to purchase lunch. If an ID card is lost, chewed or written on, a new ID will need to be purchased. ID cards can be purchased from the office for \$7.00.

BOOK BAG POLICY

Students will not be allowed to carry book bags from class to class. Grade level teachers will create a schedule that will allow students to retrieve the appropriate classroom materials when needed from their lockers.

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 out 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.

The administration will properly address the violations of the district’s Acceptable Use Policy or any other behavior violating district or New Jersey Law involving the use of computers.

SCHOOL POLICY ON GUM CHEWING

Gum chewing is not permitted in Smalley Middle School and students will be issued an hour detention if caught chewing gum.

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.

Students shall attend school daily **AND ON TIME**.

- A) **Parents must notify the school the morning of an absence by telephone by 9:00 am. In addition students must return to school with a written note verifying absence.**
- B) Parents of Smalley Middle School students should call **732-652-7940**, 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
- C) 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 homeroom teacher the day he/she returns from the absence. The note must contain a verification telephone number where a parent can be reached between the hours of 8:00 AM and 4:00 PM. Notes received without such a telephone number will not be accepted.
- D) 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.
- E) A student must present a doctor's note upon return to school after an absence of three or more successive days.
- F) The principal/designee may also require additional verification from the parent/student, such as a doctor's note or a court subpoena, to substantiate the reason for an absence.
- G) Students absent from school for any reason are responsible for the completion of missed assignments. Students will have one school day to make up assignments and/or tests for every one day of absence. Failure to make up assignments and/or tests will result in "no credit."
- H) Unverified absences from school or from classes during the school day (class cuts) constitute trancies and shall be subject to disciplinary actions.

- 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.

ATTENDANCE PROCEDURE

At four cumulative unverified absences, each parent and student will have:

1. Letter sent
2. Parent phone call
3. Student meeting
4. Action plan (Attendance contract)

Between five and nine cumulative unverified absences, each parent and student will have:

1. Parent phone call
2. Letter sent
3. Parent/student meeting
4. Revised action plan
5. IR&S referral
 - A. Conduct testing, assessment or evaluations of students academic behavioral and health needs
 - B. Consideration of an alternative educational placement
6. Referral to family crisis intervention unit
7. Court referral

Between 10 and 16 cumulative unverified absences each parent and student will have:

1. Mandatory referral to court
2. Parent phone call
3. Letter sent
4. Mandatory referral to DYFS
5. Revised action plan
6. IR&S review meeting

At 19 cumulative unverified absences a student will have all credit withdrawn and each parent and student will have:

1. Mandatory referral to court
2. Parent phone call
3. Letter sent
4. Mandatory referral to DYFS
5. Revised action plan
6. IR&S review meeting
7. Referral to Child Study Team

TARDINESS/TRUANCY PROCEDURE

Any lateness to class is defined as 0 minutes up to 9 minutes late from the late bell. If a student is late more than 10 minutes, the student is truant from the class.

Every three lates to class equals one truancy.

A truancy is defined as any student that is not present for class. When a student reaches three truanies, the student will have credit withdrawn for that course.

Every student who reaches a loss of credit status (credit withdrawn), will have a mandatory appeals hearing with the school's appeals board, parent, and assistant principal.

The student/parent may appeal an adverse decision of the school's appeal board to the principal.

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 children attend school. Every student who is absent from school without a parent/guardian phone call to the office will be investigated by the district's attendance officer. Violations may result in legal action taken, against the parent/guardian of the student.

CLASS TRUANCY

Class Truancy is defined as intentionally missing or "cutting" a scheduled class. Students are 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. When a class truancy results a parent/guardian will be notified of the measures to be taken to properly address the violation. Students who are late to class more than 20 minutes will be considered absent from the class.

RETENTION POLICY

- Students who receive 59% or lower as a final grade in two core classes (Language Arts Literacy, Math, Social Studies, and Science) will be required to attend a district approved summer school course. The student must successfully complete the course in order to be promoted to the next grade level.
- Students who receive 59% or lower as a final grade in three or more core classes (Language Arts Literacy, Math, Social Studies, and Science) will be retained.
- **The summer school course required to complete will be decided by the building principal. The course decision will be based on the academic needs of the student.**
- A final grade of 59% or lower in two elective classes (Physical Education / Health, Music, Art, Technology, Library Skills, English As A Second Language) will be equivalent to failing one core class (Language Arts Literacy, Math, Science, Social Studies)
- Students who are absent more than nine (9) days from a semester course or eighteen (18) days from a year course will fail the course due to failure to meet state attendance requirements. Students who arrive late to school and have missed more than twenty (20) minutes of instructional time in a class will be marked absent from the class.
- **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 eighteen absences for a year long course or nine absences for a semester course. Parents will be notified by mail as to the loss of credit and the procedure for filing an appeal.
- Warning letters for absences will be sent home at four (4), ten (10) and sixteen (16) absences and a loss of credit letter at nineteen (19). Once a student is in loss of credit, the guidance counselor will set up an appeals hearing and contact the family. The appeals committee will consist of the Assistant Principal, grade level team members, and the guidance counselor.

STUDENT LOCKER POLICY

Every student will be assigned a locker with a combination lock and both the lock and locker are the property of Smalley Middle School. Students are not allowed to switch their assigned locks with other students. 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. The price of the lock is \$10.00. **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.

Students will be allowed to go to their lockers only at times that are set by the grade-level teachers. Depending on hall traffic, locker visit times may be adjusted.

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.

LEAVING THE SCHOOL BUILDING

Students may not leave the building without permission from the office. Violations will result in an administrative action that will lead to in school suspension.

DRUG FREE SCHOOL ZONES

The Bound Brook Board of Education of 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, including planning and conducting law enforcement activities and operations.

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 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. This includes over the counter medicines (cough syrup, Tylenol, etc.) 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 removed from the educational setting until the results of this tested are 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. Staff members shall complete a referral form and forward it to the substance awareness program
2. The student assistance counselor 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 core 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.
4. 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.

5. 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.
6. 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
- 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
- f. 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.
- g. Before any suspension is lifted, a parent/guardian and student conference must be held with the administrator. A suspended student will be readmitted only after a satisfactory conference has been held. The suspended student must be afforded every opportunity to make up missed schoolwork.
- h. 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)
- i. 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
- j. Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, etc.

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

The Board of Education believes that students 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 non-criminal 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) Only the principal or designee shall have the authority to suspend students.
- D) 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 the 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 administrator. The suspended student must be afforded every opportunity to make up the missed schoolwork.
- G) Chronic violators of any rules (and their parents/guardians) may be referred to outside supportive agencies, an interim alternative educational setting, or the Intervention and Referral Services Team (I&RS formally PAC.)
- 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.

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:

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).

Smalley Middle School is taking steps to prevent harassment, intimidation, and bullying in our school. Students are being trained in the “Steps to Respect” and “Second Step” programs. We are also adopting the Positive Behavior Support In Schools model to improve our school climate. In the event bullying or harassment does occur, the following steps will be taken:

1. Conference with the students involved.
2. Conference with students, parents and a police officer. Appropriate consequences will be given at the time of the conference.
3. Suspension of students
4. Refer to local authorities

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 school & students' families should help pupils learn to assume and accept responsibility for their behavior and the consequences of their actions. Staff

members shall apply the best practices designed to prevent problems and encourage pupils' abilities to grow in self responsibility.

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.

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 Bullying. 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 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.

INTERNET OR CYBERBULLYING

Definition

According to the advocacy website Stopcyberbullying.org¹, 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

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 cyberharassment 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 cyberharassment 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.

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 Scalatina: 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 732-752-7941.

Physical Education Excuses

Students excluded from physical education 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 physical education, a one day physical education excuse may be given. Further days out of physical education will need a doctor's note. Physical education excuses will not be granted after the conclusion of 1st period without a doctor's note.

Cheating/Academic Dishonesty/Plagiarism

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.
- Cutting and pasting from an internet source without proper citation.

Students who engage in cheating will receive no credit for the work and the administration and parents/guardians will be notified of the infraction via a discipline form.

Policy On Public Display 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.

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 Director of Special Services at **732-652-7980**.

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,** remain silent, and do not move in the hallways. Students are to continue to stand to recite the school pledge. Failure to do so will result in disciplinary action.

BOUND BROOK PUBLIC SCHOOL

EXPECTATIONS VIOLATION CHART GRADES 6-8

In the Bound Brook Public Schools, we believe that effective learning begins with classroom and team 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 expectations. It is the team’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.

Most expectation violations will result in a parent/guardian being contacted. 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.

OFFENSE	DESCRIPTION	PROGRESSION & CONSEQUENCES
1) Electronic Devices, Cell Phones, or Portable Game Systems	Use or display of a portable game system, 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, 1hr detention 2nd offense: Confiscation of device, return to a parent, PACE 3rd offense: Confiscation of device, return to a parent at the end of school year.
2) Computer Related Misconduct	Violation of District Acceptable Use Policy	1st offense: 1 hr Detention and parent conference. 2nd offense: Loss of some or all computer privileges, PACE, parent conference and behavior plan.

<p>3) Disobedient- Conduct- Defiance – Unruly Conduct</p>	<p>Acts of disobedience that also disrupts the classroom or other school functions for a brief time.</p>	<p>1st offense: 1 hour detention, parent - teacher conference and behavior plan. 2nd offense: PACE, parent conference, behavior plan revision. 3rd offense: OSS, alternate placement, and/or expulsion, parent conference (behavior plan revision if applicable).</p>
<p>4) Dress Code (including Hats)</p>	<p>Violation of district dress code Expectations</p>	<p>1st offense: Warning, parent must bring in appropriate clothing. 2nd offense: 1 hr detention, parent must bring in appropriate clothing 3rd offense: PACE, parent must bring in appropriate clothing</p>
<p>5) Student ID</p>	<p>Students must possess their ID card at all times.</p>	<p>ALL offenses: 20 minute detention</p>
<p>6) Class Truancy</p>	<p>Students who are not in class without prior permission of that teacher.</p>	<p>1st offense: PACE, mandatory guidance referral, parent/student conference</p>
<p>7) School Truancy</p>	<p>Students who are not in school without parental permission and/or legitimately ill on a school day.</p>	<p>1st offense: Attendance officer action, PACE, parent conference 2nd offense: Attendance officer action, PACE, parent conference, complaint filed with courts.</p>
<p>8) Tardiness To Class</p>	<p>Students who are not in class at the prescribed time.</p>	<p>ALL offenses: 20 minute detention</p>
<p>9) Tardiness to School</p>	<p>Students who are not in school at the prescribed time.</p>	<p>ALL offenses: 20 minute detention See Tardiness Procedure on page 14</p>

10) False Alarms	Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.	1st offense: OSS and parent conference. Local authorities notified. 2nd offense: Alternate placement and/or expulsion.
11) 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: OSS and parent conference. 2nd offense: OSS, parent conference, and behavior plan. 3rd offense: OSS, parent conference, alternate placement, and/or expulsion (behavior plan revision if applicable).
12) Force-Improper Physical	An act of physical aggression, not against a person, causing physical damage to property.	1st offense: PACE or OSS, parent conference and behavior plan. 2nd offense: PACE or OSS, parent conference, alternate placement, and/or expulsion (behavior plan revision if applicable).
13) Force-Improper Assault	An act of physical aggression, against a person, who is not expecting or resisting.	1st offense: OSS, parent conference and behavior plan. 2nd offense: OSS, parent conference, alternate placement, and/or expulsion (behavior plan revision if applicable).
14) Forgery, False Identity, plagiarism	Signing the name of or impersonating another person, including a parent, in connection with any school related document or activity.	1st offense: Detention, parent conference 2nd offense: PACE and parent conference. 3rd offense: OSS, parent conference and behavior plan.

15) Gambling	Betting money or possessions in violation of the laws of New Jersey.	1st offense: PACE and parent conference. 2nd offense: PACE, parent conference and behavior plan. 3rd offense: OSS, parent conference and behavior plan revision.
16) Harassment- Verbal/Written, Bullying	An act of verbal harassment, 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.	1st offense: 1 hour detention, parent conference and behavior plan. 2nd offense: PACE, or OSS, parent conference, behavior plan revision. 3rd offense: PACE or OSS, parent conference behavior plan revision, alternate placement, and/or expulsion (behavior plan revision if applicable). Reported to the proper authorities.
17) Pornographic/Obscene Material	Possession or display of pornographic or obscene materials while on school premises.	1st offense: PACE, parent conference. 2nd offense: PACE, parent conference, behavior plan 3rd offense: OSS, parent conference and behavior plan revision.
18) Prohibited Substances- Alcohol & Tobacco - Drugs	Possession or use of any alcohol or tobacco or product containing same while on school premises. Possession or use of any no-prescribed drug while on school premises.	1st offense: OSS and parent conference, behavior plan, report to authorities 2nd offense: OSS, parent conference and behavior plan revision, report to authorities
19) Property-Trespass	Entering any area of school property prohibited to students.	1st offense: PACE or OSS, parent conference. Contact authorities. 2nd offense: PACE or OSS, parent conference, behavior plan. Contact authorities. 3rd offense: OSS, parent conference and behavior plan revision. Contact authorities.

20) Property – Robbery	Using verbal intimidation or physical force to take something belonging to another.	1st offense: OSS, parent conference and behavior plan. Report to authorities. 2nd offense: OSS, parent conference, behavior plan revision, alternate placement. Reported to the authorities.
21) Property - Theft	Taking something that belongs to another without the owner’s consent.	1st offense: OSS, parent conference and behavior plan. Report to authorities. 2nd offense: OSS, parent conference, behavior plan revision, alternate placement. Reported to the authorities.
22) Property – Vandalism	Damaging, breaking, destroying or marking up school property or property belonging to another person.	1st offense: PACE, parent conference and behavior plan. Report to authorities. 2nd offense: OSS, parent conference, behavior plan revision. Report to authorities. 3rd offense: OSS, parent conference, behavior plan revision or alternate placement. Report to authorities.
23) Bomb Threats/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: OSS, Superintendent hearing, report to authorities 2nd offense: Permanent expulsion, report to authorities
24) 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: OSS, parent conference and behavior plan. Report to authorities. 2nd offense: OSS, parent conference, behavior plan revision. Report to authorities. 3rd offense: OSS, behavior plan revision and/or alternate placement. Report to authorities.

25) Public Displays of Affection		1st offense: 1 hr detention 2nd offense: PACE 3rd offense: OSS
26) Running in the Hall		1st offense: 1 hr detention 2nd offense: PACE 3rd offense: OSS

BOUND BROOK PUBLIC SCHOOLS TELEPHONE DIRECTORY

SMALLEY SCHOOL

MAIN NUMBER 732-652-7942
NURSE'S OFFICE 732-652-7941

DISTRICT MAIN TELEPHONE NUMBER

BUSINESS OFFICE 732-356-2500
PAYROLL/BENEFITS 732-652-7960
732-652-7926

BOUND BROOK MIDDLE/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
732-652-7957
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

SPECIAL SERVICES

732-652-7980

SUPERINTENDENT'S OFFICE

732-652-7920

SUPERVISOR OF TECHNOLOGY

732-652-7924

COMMUNITY & FAMILY RESOURCES

MIDDLE EARTH	(908) 725-7223
CATHOLIC CHARITIES- DIOCESE OF METUCHEN	(908) 722-1881
WOMEN'S HEALTH & COUNSELING CENTER	(908)526-2335
SOMERSET COUNTY FAMILY CRISIS INTERVENTION UNIT	(908)704-6330
FAMILY & COMMUNITY SERVICES OF SOMERSET COUNTY-Eric Harris	(732) 356-6327
DIVISION OF YOUTH & FAMILY SERVICES	(877) 652-2873
THE INSTITUTE FOR FAMILY & ADOLESCENT SERVICES	(908) 526-7809
SOMERSET COUNCIL ON ALCOHOL AND DRUG DEPENDENCY	(908) 722-4900
ALCOHOLICS ANONYMOUS	(973) 744-8686
SOMERSET COUNTY OFFICE OF VOLUNTEER SERVICES	(908)704-6358
SOMERSET COUNTY BOARD OF SOCIAL SERVICES	(908) 526-8800
CENTER FOR GREAT EXPECTATIONS	(908)218-0570
PLANNED PARENTHOOD	(908)231-9230 or (908)756-3736
CASA DE ESPERANZA	(732) 748-1111
WOMEN HELPING WOMEN	(732) 549-6000

BOUND BROOK PUBLIC SCHOOLS 2010-2011

July 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7/5 4TH of July (District Closed)

8/31-9/1 New Teacher Orientation

9/2 Teacher Prep Day

9/6 Labor Day (District Closed)

9/7 Students Return (1/2 day)

9/9 Staff Development Day*

10/11 Staff Development Day*

11/4&5 NJEA Convention

11/24 Early Dismissal

11/25&26 Thanksgiving (District Closed)

12/23 Early Dismissal

12/24-12/31 Winter Recess (District Closed)

1/3 School Reopens

1/17 Martin Luther King Day (District Closed)

2/17-18 Staff Development Day*

2/21 President's Day (District Closed)

4/18-22 Spring Recess (District Closed)

4/25 School Reopens

5/30 Memorial Day (District Closed)

6/17,20,21 Early Dismissal

6/21 Last Day for Students

6/21 High School Graduation

6/22 Last Day for Teachers

***Schools Closed**

184 Days for Students

190 Days for Teachers

If additional snow days are needed, they will be taken April 18, 19, 20, 21.

May 27 and May 31 possible days off if there are unused snow days

APPROVED BY THE BOARD OF EDUCATION AT THE MEETING ON MARCH 22, 2010

October 2010

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2010

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2010

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days: 17
Teacher Days: 19

Student Days: 17
Teacher Days: 17

January 2011

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2011

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Student Days: 18
Teacher Days: 18

Student Days: 17
Teacher Days: 19

April 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2011

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Student Days: 20
Teacher Days: 20

Student Days: 16
Teacher Days: 16

Student Days: 21
Teacher Days: 21

Student Days: 15
Teacher Days: 16