



**Student Handbook  
2020 - 2021 Academic Year  
217 Walnut Lane Princeton, NJ 08540  
SCHOOL HOURS 8:25 am – 2:55 pm  
MAIN OFFICE 609-806-4270  
FAX MACHINE 609-806-4271**

**Principal – Mr. Jason Burr  
Assistant Principal – Mr. Timothy Charleston  
Assistant Principal – Mrs. Stephanie DiCarlo  
Adam Rothschild – Grade 6  
Vanessa Bernal– Grade 7  
Thomas Foley – Grade 8**

**Registrar – 609-806-4220 - Please call for Registration Appointments  
NURSE– Kathleen Bihuniak 609-806-4273  
To send email to any member of PU MS, or anyone at PPS:  
STAFF EMAIL ADDRESS  
first name last name@princetonk12.org**

## ***A letter To the Students of PUMS***

Dear PU Student,

We are pleased to welcome you as a member of the PUMS community. This student handbook contains information that will help make your middle school experience both positive and rewarding. ***Every student and his/her parents should read and review this book carefully during the first week of school in September (as well as at different intervals during the school year) so that all opportunities and expectations are made clear to everyone for the remainder of the school year.*** Many of our returning students and families know that we are very proud to call PUMS our home. We are most excited when we see students working together, whether it is during the PU Regatta, the school musical, or in the middle of Readers Writers Workshop. When we take pride in our school work, activities, and our friendships, we begin to feel a sense of belonging.

**During the 2020-21 school year, we are going to continue to be focused on belonging and connection. We will continue to do this by elevating our school spirit and showing off our “PU PRIDE.”**

It brings us joy to see everyone proudly wearing the “PU Blue and Gold” and greeting one another kindly in the hallways. It is gratifying to see students learning new languages, attending sporting events, and preparing for concerts. Last year, we saw an unprecedented level of student participation in school clubs and activities. It has long been our philosophy that students who feel a sense of belonging perform better in school. We will continue to make daily announcements, and we will continue to send communication home twice daily, so that students and families are both aware of the myriad of opportunities offered at PU. The connection between students, our families, and the school community promotes academic and personal success. That sense of connection is also due in part to the success of our Community Period. Placing an emphasis on activities that build relationships and focus on teamwork is a cornerstone middle school strategy.

**Please remember:**

- **Respect yourself, other students, teachers, administrators and all staff.**
- **Take pride in your school. This is everyone’s home.**
- **It is everyone’s responsibility and obligation to make sure this school is kept clean and neat – Students may not leave trash on tables or on the floor, and they are expected to help clean up the cafeteria before leaving the area. This includes engaging in the proper recycling practices.**
- **Students are expected to be in their classrooms and prepared to learn at the proper times.**
- **We are concerned about the health, safety, and well-being of all students, and we must work together to continue to make PU a place where the focus is not only on teaching and learning, but also a place of friendship and caring. This includes adopting self-regulating practices while using technology, cell phones, and the way that you may choose to engage in social media.**

Finally, please know that **we are here to help**. My challenge to each of you this year is to work a little harder, care a little more about others, and do whatever you can to help make PU the best place in the world to attend school. We are #PrincetonUnifed.

Best Wishes,

Mr. Burr, Mr. Charleston, and Mrs. DiCarlo





### Student Handbook Table of Contents

<b>Topic</b>	<b>Page</b>
<b>Mission Statement</b>	<b>4</b>
<b>Schedules</b>	<b>5</b>
<b>Daily Procedures and Protocols</b>	<b>6 and 7</b>
<b>Getting to School</b>	<b>7</b>
<b>Academics and Extracurriculars</b>	<b>7 - 11</b>
<b>Code of Conduct</b>	<b>11 - 14</b>
<b>Harassment, Intimidation and Bullying</b>	<b>15 and 16</b>
<b>Technology</b>	<b>17 and 18</b>

## **PUMS Mission Statement**

PUMS serves the intellectual, social, and developmental needs of sixth, seventh, and eighth graders in the diverse Princeton Public School District. The curriculum challenges all levels of ability and responds to a variety of learning styles. PU is the middle school segment of a district-wide K-12 coordinated curriculum that extends learning beyond the acquisition of skills and subject matter. Daily activities and lessons will provide students with means for accessing and analyzing information, incorporating critical thinking and problem-solving skills, invoking student curiosity and imagination, and providing opportunities to effectively communicate their ideas through oral and written communication. Ultimately, the goal is to develop students who are prepared to be 21<sup>st</sup> century global learners. Additionally, the school will sponsor a broad spectrum of co-curricular activities which enhance school life. By focusing our efforts on the “whole child,” we are committed to ensuring that each child feels connected, known, and valued. We take pride in celebrating our diverse community and strive to promote sensitivity and empathy toward all students while maintaining high academic standards.

## 2020 - 2021 All Students Remote Schedule

### Mon - Thurs

	Schedule
Block 0	7:40 am to 8:25 am
Homeroom	8:25 am to 8:30 am
Block 1	8:35 am to 9:35 am
Block 2	9:40 am to 10:40 am
LUNCH/WIN	10:45 am to 11:45 am
Block 3	11:55 am to 12:55 pm
Block 4	1:00 pm to 2:00 pm

### Friday

	Schedule
Block 0	7:40 am to 8:25 am
Homeroom	8:25 am to 8:30 am
Block 1	8:35 am to 9:15 am
Block 2	9:20 am to 10:00 am
Community	10:05 am to 10:30 am
Block 3	10:35 am to 11:15 am
Block 4	11:20 am to 12:00 pm

# DAILY PROCEDURE AND PROTOCOLS

**HOMEROOM PERIOD** Students must be seated in their Homeroom by 8:25 a.m. All students must observe the *Pledge of Allegiance*, which will be followed by important daily announcements on the public address system.

**ABSENCES ATTENDANCE:** Regular school attendance is mandatory and essential to school success. All students must be in the building by 8:25 a.m. A note from a parent/guardian explaining the student's absence **must be brought to the Homeroom teacher the day following any absence**. Legal reasons for absences are certain religious holidays. Parents/guardians are to call the school attendance line at **609-806- 4266** before 9:00 a.m. in the morning the student will be absent or late to school.

**LOCKERS** Each student will be assigned a hall locker with a combination lock. Homeroom teachers will inspect the lockers periodically. Physical Education teachers will assign a gym locker. For security, **never** share combinations with other students. Students may only use their lockers during the following times: before and after school, before and after Physical Education, before and after lunch. Locker doors are to be closed and locked at all times when not in use. The school district is not responsible for the contents of any locker and advises all students not to leave valuables in the lockers. The law protects all students from unreasonable search and seizure. **However, school lockers remain the property of the District even when used by students**. Lockers are subject to administrative search when “reasonable suspicion” exists in the interest of school safety, sanitation, or the enforcement of discipline and other school regulations and to search by law enforcement officials on presentation of a proper warrant. Expect lockers to be searched by the administration periodically during the year. The Principal and Assistant Principals may inspect student lockers at any time. At the end of each school year, students must empty lockers of all contents. All clothing, and/or personal belongings left in the lockers at the end of the school year will be donated to a charitable organization.

**LOST AND FOUND** The clothing Lost and Found is located in the D-wing area. Other articles of value, such as glasses, wallets, watches, jewelry, etc., should be turned into the Main Office where students may claim them upon identification. If something is lost, the student is to report this immediately to his/her teacher or to the Main Office. It is recommended that students place his/her name in items for easy identification and return. Unclaimed articles will be donated to charity.

**LUNCH** Lunch is available for students to purchase in our cafeteria. Many students choose to bring lunch from home. All meals are nutritionally balanced and the cost of lunch is **\$4.00** (subject to change.) The school does not lend lunch money. Money can be deposited in the student's lunch account. Parents are responsible to keep their child's lunch account funded. Students may not charge against their lunch account. All food and beverages must be consumed inside the cafeteria. After students have finished eating, he/she must place all refuse in the receptacles. Students may then go outside to the playground, **to the Learning Commons**

or remain in the cafeteria. On inclement days, the gymnasium is open. Students may not loiter in the corridors or commons. Students are not permitted to go to their lockers during lunch.

## GETTING TO SCHOOL

**BICYCLING** When bicycling, observe the safety regulations set by the Princeton Police Department. All bicycles must be kept in the bicycle racks and **locked** for security. Do not lock bicycles to trees, handrails or fences. New Jersey State Law mandates that all students, **14 and under**, must wear approved safety helmets when operating a bicycle. There are special “ride to school” days planned to encourage riding.

**SKATEBOARDS, ROLLER BLADES AND SCOOTERS** Skateboards, roller blades, scooters and Heelys may not be used in PUMS halls or on sidewalks, the playground or driveways.

**BUS BEHAVIOR** All PU rules are in effect on all bus routes. The bus driver is in full charge of the bus and pupils. All students must remain in their seats and wear a seatbelt. Students must never throw any object from the bus. No profanity or physical contact is permitted. The driver is instructed to report any misbehavior to the PU Administration for appropriate action. Busses will load and unload on Walnut Lane. Busses leave between 3:00 - 3:30 p.m. Students are to exit the building promptly and board his/her assigned bus. Bus drills are conducted twice a year.

Transportation Office – 609-806-4209/Loop Bus – **609-689-1300**

**WALKING TO SCHOOL** When walking to school, students must always use the sidewalk and cross only where the crossing guards are located. Students may not leave PU School once they have arrived even if school has not officially begun. **Students are not permitted to visit the Princeton Shopping Center, Princeton High School or Westminster Choir College.**

## ACADEMICS and EXTRACURRICULARS

**STUDENT/TEACHER LEARNING AGREEMENT** Students who receive a grade below “C” will develop a cooperative student/teacher Learning Improvement Agreement that must be signed by a parent/guardian. The agreement will outline specific learning strategies for the student to improve his/her schoolwork and obtain a grade of “C” or better.

**STUDENT SERVICES** Student Services comprises **School Counselors, Psychologist, Social Worker, Nurse, and a Learning Consultant**. These staff members are available to assist with problems or concerns. Appointments to meet with these staff members should be made by contacting them at **609-806-4272**.

**GUIDANCE**

Students wishing to meet with a school counselor or other student service personnel are to do so before homeroom, during lunch or by appointment.

**RESOURCES FOR HELP - 2<sup>ND</sup> FLOOR NEW JERSEY'S YOUTH HELPLINE** The New Jersey Youth Helpline, 2<sup>nd</sup> FLOOR, a toll-free, anonymous and confidential helpline available 24 hours a day, all year to all New Jersey youth, ages 10 to 24. Youth can call 2<sup>nd</sup> FLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information.

**DANCES** Dances begin at 7:00 p. m. and end at 9:00 p.m. Students may not leave dances early unless they are picked-up by a parent/guardian. Parents/guardians are requested to promptly pick-up students after the dance. Visitors from other schools must have prior administrative approval.

**ACTIVITIES AND SUPPORTS FOR STUDENTS** PUMS offers many programs, clubs, sports, and learning experiences to help students get the most out of their middle school experience, and to help avoid committing any infractions which detract from the middle school experience.

- The PU PTO sponsors many assemblies and programs in conjunction with school administrators and teachers. These programs enhance curriculum but are also helpful in building Social and Emotional Intelligence (SEL). PU pushes announcements about school events twice each day. Additionally, by joining Konstella, you can receive weekly updates from the PUPTO.
- PUMS has committed to service learning and building relationships and developing new programs designed not only to learn but to build citizenship...this is evidenced in part by the work of our Do Something Club (see description below).
- Beginning of the year orientation assemblies, field trips such as the 6<sup>th</sup> grade trip to the Watershed, 8<sup>th</sup> grade trip to Washington DC, SUPER SATURDAY, author visits, school dances, Unity Day, Battle of the Blue and Gold, picnics, park days, and Promotion are ways we celebrate our achievements and accomplishments in middle school.

**List of Clubs & Activities:** Yearbook Club Art Club Science Olympiad Mathletes Stage & Lighting Crew Drama Club Do Something Club Board Game Club Scribbles Magazine PPS Girls' Club (Powerful, Positive, Strong) Engineering Club Robotics Club PU Cooks and Garden Club Chess Club Geography Bee Book Club SAGA

**PUMS IDEAS Center** The IDEAS Center is an after-school homework program held in the PU Learning Commons. It is open to all students in the Middle School who want a quiet place to do homework and receive academic assistance. Students have use of computers for research and word processing, as well as most of the school's textbooks. The Center is open from 3:00 – 4:00 pm Monday through Thursday. The IDEAS Center does not meet on 1:00 Closing days. To attend, students are required to fill out a registration form that can be downloaded from this site, or found in the PUMS main office, school counselors office, with homeroom teachers, or in the

Learning Commons. Parents must sign the registration for the IDEAS Center. Daily attendance is taken by staff. Students may select the days they attend the Center.

**Building Bridges** The Building Bridges program is a Princeton High School student tutoring program. High school students wishing to fulfill their community service requirement by helping their middle school peers can sign up at PHS. They are paired with a PU student requesting an individual tutor. Building Bridges leaders manage and coordinate the tutor-tutee relationship. They meet during the IDEAS Center in the same location. Most days there are “floating” tutors who are available to help any student attending the IDEAS Center. Anyone interested in setting up an individual tutoring session should fill out a Building Bridges form and hand it in to the main office at PUMS. The Building Bridges form can be downloaded from this site or found in the PUMS main office, with school counselors, homeroom teachers, and in the IDEAS Center in the Learning Commons.

**SPORTS ATHLETICS:** All students are encouraged to participate in our sports program; Please refer to our athletics website for additional information about required **Fall: Co-ed Tennis, Field Hockey, Soccer, Cross-Country Winter: Basketball, Wrestling, Swimming Spring: Baseball, Co-ed Track, Lacrosse, Softball** Physical examinations are required prior to participation in any sports program. The School Nurse provides medical forms.

\*Note, due to COVID-19, sports are postponed.

**HOMEWORK** Homework is an integral part of the school curriculum and will be assigned by teachers regularly. If a student misses class due to illness or other reasons, it is the student's responsibility to see his/her teacher to make up assigned work promptly. If students are **out ill for three days or more** and would like to receive assignments, parents are to contact the School Counselor at 806-4272 to place their request. If students are out ill one or two days, they may obtain assignments from his/her classmates or from the teacher's webpage.

**LEARNING COMMONS** The Learning Commons is open to all students from 8:00 a.m. to 3:15 p.m. every school day. Students may borrow library books for two weeks with renewal privileges unless the book the student needs is on the reserve list. Library books must be signed out through the Media Specialist. Reserve books may be borrowed overnight. They may be obtained only after school and must be returned before 9:00 a.m. the next morning. Use of the Learning Commons is a primary part of education. Students are encouraged to use this resource as a regular practice.

#### **GRADING PROCEDURES:**

Each teacher will give a grade (A, B, C, D, F, Inc.) as well as a social conduct mark (C-commendable, S-satisfactory, N-needs improvement, U-unsatisfactory.) Grade values are as follows:

A —90-100

B —80-89

D —60-69

F —59 or below

C —70-79

Inc—Incomplete

1. Each student's academic and behavioral performance should be measured in accordance with established House and District norms.
2. Each House's academic and behavioral expectations should be discipline and grade level appropriate. Each study unit must intersect District curriculum guides and Common Core Standards.
3. Grades should be based on pre-announced and explained criteria. Multiple assessment measures must be used. Examples may be:
  - daily class participation and group work in accordance with prescribed curriculum
  - portfolios
  - oral reports, written reports
  - projects
  - long-term research
  - homework
  - unit tests, quizzes and final exam
  - extra work (optional)
4. Final grades are averaged by facilitating numerical equivalents from all four marking periods and should reflect positive growth throughout the academic year. If in conflict, gravitate toward the higher grade.
5. Interim Reports: Students will receive four mid-marking period interim reports. Teachers should indicate both strengths and weaknesses for each student. Any student who drops one grade in a marking period must receive an interim report. Any student with a "D" or lower average must receive an interim report and a Learning Improvement Agreement.

### **LEARNING IMPROVEMENT AGREEMENT**

Students who receive a grade below "C" will develop a cooperative student/teacher Learning Improvement Agreement that must be signed by a parent/guardian. The agreement will outline specific learning strategies for the student to improve his/her schoolwork and obtain a grade of "C" or better.

**PHYSICAL EDUCATION** All students are required by State Law to participate in Physical Education. Each student will be issued a locker. Students must change out of the clothes they have worn to school and into a tee shirt or sweatshirt, shorts or sweatpants for class. All students must wear sneakers in class. Students will participate in a swimming unit. They are required to adhere to the following guidelines with regard to attire and necessary items: All students are required to wear swim bottoms, a swim shirt, and should bring a towel, and flip flops. Students may also elect to bring a swim cap, goggles, water shoes, and any hygiene or shower supplies (deodorant, hair ties etc.) Students may be excused for an extended period of time from Physical Education if they have presented an order from a doctor.

\*Note, due to Covid-19, we will not be changing for Physical Education classes when in person.

**SCHOOL SAFETY DRILLS** Scheduled fire and school safety drills occur twice monthly. Students must follow their teacher's instructions and walk quietly and in an orderly fashion to the assigned exit. **Silence is mandatory.** The Principal and Assistant Principals will supervise the drills. Evacuation maps are posted in each classroom.

**SUPERVISION AFTER SCHOOL HOURS** All students should leave the building at the close of the school day. Exceptions will be made for those students who are involved in extracurricular activities, attending the IDEAS Center, or receiving assistance from the teaching staff. It shall be understood that students must be under the direct supervision of a staff member at all times.

## CODE OF CONDUCT

### Guidelines for Success

1. Attend school and all classes regularly and on time.
2. Respect the rights of all individuals to be different. "He who gives respect, gets respect."
3. All physical contact is inappropriate.
4. Use, possession or sale of a controlled dangerous substance, tobacco product, or alcohol is prohibited. A copy of the Board Policy will be distributed to students.
5. Selling or buying anything is prohibited on school property.
6. Gambling is prohibited on school property.
7. Vandalism, defacing school property, writing on lockers, desks, or walls is prohibited. Students will be charged for any damages.
8. Compliance with all classroom, lunchroom, and corridors rules and regulations must be followed without exception.
9. No gum chewing.
10. Obtain authorization from administration prior to leaving school for any reason.
11. Cursing or other profanity is prohibited.
12. Possession and or use of weapons or toys, which resemble weapons, is prohibited.
13. Threats, written or verbal, toward school personnel or students is prohibited.
14. Harassment, sexual harassment, intimidation or cyber bullying is prohibited. A copy of the Board Policy related to HIB will be distributed to students.
15. Asking for or receiving money or personal property from other students is prohibited.
16. Public display of affection between students is prohibited.

**Note:** Any conduct or speech which threatens the safety of staff or students, disrupts the operation of the school or is considered offensive, lewd, vulgar, or profane will result in appropriate disciplinary consequences. Moreover, hurtful comments and behaviors restrict our ability to live up to the goals of our mission. Please help us be the best we can be at PUMS.

### PUMS RULES AND EXPECTATIONS

**APPEARANCE OF THE SCHOOL BUILDING** We are proud of our fine building and its appearance. Please set an example by picking up papers from the corridor floors and classroom floors and place trash in receptacles. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages. Be a Leader.

**CARE OF BOOKS** All school textbooks must be cared for properly. Students will be charged for

textbooks that are lost, defaced or damaged. Students are to write their names inside the front cover, in the proper place, so that it can be returned if misplaced.

**CARE OF PRIVATE PROPERTY** PUMS is an integral part of the community of Princeton and all students are expected to project a positive image of our school to the surrounding area. This commitment is crucial in showing respect at all times to the private property of our neighbors. Littering, loitering, and/or causing damage to the private property of any member of the community is unacceptable, and may be subject to disciplinary action, which could include restitution for any monetary loss.

**CORRIDOR BEHAVIOR** Students are reminded that classes are in session and that excessive noise, running or loitering in the corridors is prohibited. Students are not permitted in the corridors during classes, except with the written permission of school personnel.

**DRESS CODE** The Board of Education recognizes that student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement should not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. The board believes that:

- A. All students should be able to dress comfortably for school without fear of discipline or body shaming;
- B. All students and staff should respect that personal appearance is an individual expression and not a topic for comment and/or criticism;
- C. Teaching staff members are responsible for teaching and should not be burdened with dress code enforcement;
- D. Student attire should not create unnecessary barriers to school attendance; and
- E. Students shall be allowed to wear attire consistent with their religious beliefs.

**Minimum Requirements** The building principal or their designee shall enforce student dress practices included in individual school dress codes. Students are prohibited from wearing clothing, footwear, or accessories which:

- A. Present a hazard to the health or safety to the student or to others in the school;
- B. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
- C. Cause excessive wear or damage to school property;
- D. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement;
- E. Contain language or symbols depictive of drugs, alcohol, tobacco, of a sexual nature, or any other language or images that would be considered to be offensive by a reasonable person.

The intent of this policy is to keep our students safe and focused on learning. In general, students shall not be removed from a classroom or lose class time as a result of a school's dress code violation. Only when a student's dress is a hazard to the health or safety of the

student or to others, causes damage to school property or depicts or promotes violent, illegal or discriminatory messages, shall a student be removed from class and/or required to change or cover their clothing. When enforcing the school dress code, staff members and administrators shall take reasonable measures to address the student in private in order to prevent embarrassment and/or shaming the student. The administrative staff may modify the dress code for specific school sponsored activities or school sponsored events.

**TELEPHONES** Two free telephones are located in the corridor across from the Main Office. Each classroom is equipped with a telephone. **Emergency calls** are to be made through the School Counselor's office or House telephone. **Cell phone use in the building is prohibited.**

**VAPING** Smoking, Vaping and the use of e-cigarettes is prohibited on school grounds at all times. At the time of the creation of this handbook, the Board of Education for PPS is in the process of reviewing its policy on "Smoking and Vaping Prohibition – Policy 3515," the Board is tentatively planning to recognize that e-cigarettes are the most commonly used tobacco product among youth, surpassing conventional cigarettes. Please be attuned to the evolving policies being developed around the use of e-cigarettes, the supports that are being put in place for students, and any potential consequences for the use of e-cigarettes.

**DISCIPLINE** To ensure that our goal of "Excellence in Learning and Teaching" may continue to be a reality, PU students are expected to adhere to school rules and regulations. Students must exhibit appropriate behavior. Pupils must submit to the authority of all school personnel; they must pursue their prescribed course of study and they must obey the rules of the school they attend (NJSA18A: 37- 1.) Not obeying the rules or engaging in conduct which creates or causes disruptive behavior will subject the student to disciplinary action which, depending upon the severity of the infraction, may include suspension or expulsion.

#### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

**VALUABLES/PLAYGROUND EQUIPMENT** Valuables are not to be brought to school unless the items have been approved by an Administrator as part of a class assignment. Students may not carry large amounts of money to school. Digital Cameras, Cell Phones, CD's, DVD's, iPod's, MP3 players, radios, recording devices, portable computer games/devices, video games, laser pointers, playing cards, valuable trading cards, dice, and software are not permitted in school. The school supplies recess equipment for students. Students are not permitted to bring personal recreational equipment to school. Please enjoy the use of our "GAGA PIT" as well. In addition, we will continue to make improvements to what we offer at recess to our students...more changes to come.

**VANDALISM** Any student involved in any act of vandalism resulting in damage to property

owned by the school district will be subject to disciplinary consequences and possible referral to the police. The Princeton Public School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District. N.J.S.A.18A:37-3 – Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

**VISITORS** All visitors must report to the main office upon arrival at school. Students who want to bring a visitor to school for **one day** must adhere to the following procedure:

- The visitor must be from out-of-state.
- The request must be made one week prior to the date of the visit.
- The request must include the visitor's name and the place he/she lives.
- The request must be approved and signed by each teacher the student will have on the date of the visit.
- After teachers have granted approval, the request must be given to the Principal or Assistant Principal for final approval.
- On the day of the visit, the student is to bring the approved request to all his/her classes.

Special situations not falling within these guidelines must be discussed with the Principal or Assistant Principal.

# HIB

## **Princeton Public Schools Board of Education Policy 5512 Abridged version for Middle School only Harassment, Intimidation or Bullying N.J.S.A. 18A: 37 -14**

“Harassment, intimidation or bullying,” N.J.S.A. 18A: 37 -14 means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in this statute, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that

- takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students; or
- creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measure for each act of harassment, intimidation or bullying by pupils.

The consequences may include, but are not limited to, the following examples: admonishment, temporary removal from the classroom, deprivation of privileges, classroom or administrative detention, referral to disciplinarian, in- school suspension during the school week or the weekend, after-school programs, out-of-school suspension (short or long-term), reports to law enforcement or other legal action, expulsion, bans from providing services, participating in school district sponsored programs or being in school building or on school grounds.

The remedial measures may include, but are not limited to, the following examples: restitution and restoration, peer support group, recommendation of pupil behavior or ethics council, correction instruction or other relevant learning or service experience, supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C 6A:16-8, behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team as appropriate, behavioral management plan with benchmarks that are closely monitored, assignment of leadership responsibilities, involvement of school disciplinarian, pupil counseling, parent conferences, modification of schedules, alternative

education programs, pupil and/or treatment or therapy and involvement of law enforcement.

**(SIGNATURE REQUIRED ON BACK OF FORM)**

**Timeline for Investigation of Reports of Harassment, Intimidation or Bullying**

Based on the 2011 Anti-Bullying Bill of Rights Act The Board Requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying.

**School day 1** HIB occurs and/or employee learns of HIB. A verbal report must to be made to Principal, who must inform parents/guardians “of all students involved.”

**By school day 2** Principal must initiate investigation by Anti-Bullying Specialist within one school day of report; may appoint other to assist.

**By school day 3** Written report to Principal to be made within 2 days of when employee witnessed or received information that a student experienced HIB.

**By school day 11** Investigation complete (by 10 school days from written report).

**By school day 13** Results of investigation must be given to the Superintendent within 2 school days of completing the investigation. Superintendent may decide to take action (e.g., intervention services, training, discipline, counseling, etc.)

**Report to Board** Superintendent must report to the Board of Education at the next Board meeting following the completion of the investigation.

**Report to parent/guardian** District must provide “information about the investigation to parents/guardians of students who are parties to the investigation” and findings within 5 school days after the investigation results are given to the Board. Information included is: nature of the investigation, whether evidence of HIB was found, whether discipline was imposed or services provided to address the HIB.

**Board Hearing** Parent may request confidential hearing before the Board of Education, which must occur within 10 calendar days of the request.

**Board Decision** Board must issue a decision, in writing, to affirm, reject or modify the Superintendent’s decision, at the next Board meeting following receipt of report. Board’s decision may be appealed to the Commissioner of Education within 90 calendar days.

**Civil Rights Complaint**

Parents may file a complaint with the NJ Division on Civil Rights within 180 calendar days of incident, or in State or Federal courts.

**ECS Investigation** Executive County Superintendent shall investigate a complaint of a violation by a school District when the complaint is not adequately addressed on the local level. I/We have read the abridged version of the Princeton Regional Schools Harassment, Intimidation, and Bullying policy.

\_\_\_\_\_  
Name (Print) Homeroom Parent/Guardian Name (Print) Student’s

\_\_\_\_\_  
Student’s Signature Date Parent/Guardian Signature Date

July, 2011

# TECHNOLOGY

Please see Princeton Board of Education Policy/Regulation

3514.1 Distribution and Use Electronics

[https://drive.google.com/file/d/1mYiTZKrQZ\\_-6hfuPbDKEKqZwMm\\_AgF9/view](https://drive.google.com/file/d/1mYiTZKrQZ_-6hfuPbDKEKqZwMm_AgF9/view)

**Activity:** Thank you for taking the time to review the contents of this handbook. It is up to every member of the school community to uphold the principles of the school's mission statement. Please write down some ideas about how you plan to become an active and respected member of the school community this year. How will you demonstrate your PU Pride this school year? Do you have any specific plans to get involved in activities, clubs, or sports?

**List three goals for yourself this school year and remember to refer to this plan to ensure that you are meeting your goals. Good Luck. Sign your name at the bottom.**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**I have read this handbook and agree to its conditions. I pledge to help create a positive middle school community for myself and others.**

\_\_\_\_\_  
**STUDENT SIGNATURE**

**I have read and reviewed this handbook and reviewed its conditions with my child. I agree to help and monitor my child so they can create a positive middle school community for themselves and others.**

\_\_\_\_\_  
**PARENT SIGNATURE**