



# New Brunswick Middle School



1125 Livingston Avenue

New Brunswick NJ, 08901

**Main Office: 732-745-5300 Ext. 8400**

**Parent Liaison: 732-745-5300 Ext. 8412**

**Attendance Office : 732-745-5300 Ext. 8426**

**Website: [www.nbpschools.net/nbms](http://www.nbpschools.net/nbms)**

## STUDENT HANDBOOK 2023-2024

Georgette Gonzalez Lugo, Principal

Nicholas Bozza, 6<sup>th</sup> Grade Vice Principal

Norma Jackson, 7<sup>th</sup> Grade Vice Principal

Lisa Boutros, 8<sup>th</sup> Grade Vice Principal

### **New Brunswick Board of Education Members**

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Mr. Ivan Adorno, Vice President

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**Iris Forde, Assistant Superintendent for Pupil Personnel Services**

**Richard Jannarone, Business Administrator/Board Secretary**

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## PART I: School Information

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### UPDATES FOR 2023-2024 SCHOOL YEAR

#### STUDENT PHONE POLICY & GUIDELINES

**Phones are not to be used during school.** Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition. Please be advised if a student forgets to bring their Yondr Pouch, it will be collected at the door, placed in a zip lock bag with their ID # Name and grade. The phone will be returned at the end of the day.

If the student tries to sneak the phone into the school without disclosing he/she has one, the phone will be confiscated. It will be placed in a zip lock bag with their ID # Name, grade and noted that it was confiscated. A registered parent must come into the school to pick up the phone. The phone will not be returned to the student.

#### DAILY PROCESS

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack for the day.

At the end of the day, students will open their pouch, remove their phone, close their pouch and put it in their backpack. Students must bring their Pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unpouch their phones at the security desk.

#### VIOLATIONS

##### Using Phone During School

If a student is caught on their phone, Administration will collect the phone/pouch **and**:

- 1st Offense: Warning - Documentation in Student OnCourse
- 2nd Offense: Assigned after school detention
- 3rd Offense:: Required parent meeting

##### Pouch Damage / Lost Pouch

- If a student is caught damaging a pouch or has lost their assigned pouch they will be required to pay for a replacement pouch at a cost of \$20.00.

Examples of damage:



- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin
- Signs of force to black button on flap

#### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and Admin will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost.

**Refer to the Lost Pouch policy above.**

**New Brunswick Middle School  
2023-2024 Schedule**

**Regular Bell Schedule**

Period	Start	End
1	8:00	8:36
2	8:38	9:17
3	9:19	9:58
4	10:00	10:39
5	10:41	11:20
6	11:22	12:01
7	12:03	12:42
8	12:44	1:23
9	1:25	2:04
10	2:06	2:45

**Early Dismissal Schedule**

Period	Start	End
1	8:00	8:30
2	8:32	9:00
3	9:02	9:30
4	9:32	10:00
5	10:02	10:30
6	10:32	11:00
7	11:02	11:30
8	11:32	12:00
9	12:02	12:30
10	12:32	1:00

**Extended LCCA Schedule**

Period	Start	End
1	8:00	9:03
2	9:05	9:41
3	9:43	10:19
4	10:21	10:57
5	10:59	11:35
6	11:37	12:13
7	12:15	12:51
8	12:53	1:29
9	1:31	2:07
10	2:09	2:45

**Delayed Opening Schedule**



Period	Start	End
1	9:30	9:57
2	9:59	10:29
3	10:31	11:01
4	11:03	11:33
5	11:35	12:05
6	12:07	12:37
7	12:39	1:09
8	1:11	1:41
9	1:43	2:13
10	2:15	2:45



## PRINCIPAL'S WELCOME LETTER

August 21, 2023

Dear Parents / Guardians,

We hope everyone is enjoying their summer vacation. I would like to take this opportunity to welcome you and your child to New Brunswick Middle School for a great school year. For those who are new to our school community, I would like to extend a special welcome! New Brunswick Middle School has made great strides towards student growth. We continue working towards the district's goals which are engaging students in high-level tasks, rigorous instruction, and technology integration with our new partners-Verizon. We need you to continue being an integral part of your child's education even though they are growing up very quickly. Through this letter, I would like to extend invitations for virtual and in person events that will support your child during their learning. It is our belief that by working together, as partners in the education of your child, we can maximize his/her potential.

**Goal 1:** To engage in reflective practice about our own identities and lens through which we view the world, to better honor the identities of the students/community we serve and **reduce the predictability** of who succeeds and who fails.

**Goal 2:** To increase student achievement by developing, implementing and evaluating a common practice

- of designing cognitively engaging, high-level, student-centered tasks that is **equitable**, measurable and aligned to the standards
- of purposeful differentiated questioning to assess and advance all students **equitably** through the learning process
- that **equitably** advances each student's ability to construct logical arguments that require students to cite evidence.

**Goal 3:** To ensure equitable integration and utilization of transformative technology in the classroom.

**Students will be required to come to school every day beginning Thursday, September 7th at 7:55am.** Please refer below for the dates that will be half days.

**In addition, THE ATTENDANCE POLICY WILL BE STRICTLY ENFORCED.** Please note that attendance will be taken students must be in their classes by 8:00am. The 6th & 8th grade doors will be closed at 7:55am. If you arrive after this time, your child must go to the main door located on Joyce Kilmer Ave. **Period Attendance will also be taken daily** in every class. Please be advised that continued failure to attend classes will result in retention for the following school year.

**If you changed your address or your phone number, please call the main office to inform us of the change; 732-745-5300 ext. 8400.**

Please join us in the **6th Grade Orientation** on Friday, August 25, 2023 at 10:30am **Back-to-School Night** on Thursday, September 14, 2023 from 5-7pm to meet your child's teachers. I hope that together we can make this school year rewarding and fulfilling. As Helen Keller said, "Alone we can do so little; together we can do so much."

Enclosed you will find your child's schedule. It is imperative that your child is in school on the first day Thursday, September 7th, 2023 by 7:55am.

Thank you for your anticipated cooperation.

Sincerely,

*Georgette Gonzalez Lugo*

Georgette Gonzalez Lugo, Principal

### Important Dates:

Thursday, September 7th	Half day for students	Dismissal at 1:00 p.m.
Friday, September 8th	Half day for students	Dismissal at 1:00 p.m.
Monday, September 11th	First full day of school	Dismissal at 2:45 p.m
Thursday, September 14,	Back To School Night	5:00 pm.until 7:00 p.m.

## **ABOUT OUR SCHOOL**

### **New Brunswick Middle School**

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#### **Introduction**

New Brunswick Middle School prides itself in educating all students and supporting them throughout their educational careers. We are committed to developing skills that will enable them to be prepared, fully functional and diversely educated individuals who are equipped to meet the challenges of life in the twenty-first century. To achieve these goals, students receive an integrated education that provides them with academic knowledge and assists them in their own personal development. The Middle School is invested in the district's vision to prepare, empower, and inspire our students and staff.

New Brunswick Middle school services students in grades 6-8 with a current enrollment of **1058 students**. Our staff consists of 180 highly qualified professional educators and support personnel who strive to meet students' needs on a daily basis.

#### **Academic Programs**

New Brunswick Middle School has a rigorous academic program aligned to the New Jersey Student Learning Standards. We have a diverse group of students and it is the belief that it is most effective to teach using a constructivist model of gradual release of responsibility. Our educational philosophy is simple - Learning is a complex process that is heavily involved in reading, writing, listening, and speaking across all content areas. Through daily common planning time (CPT) teachers participate in job-embedded professional development, creating collaborative assessments, sharing best instructional practices, and examining data to drive instruction. This component has become an integral part of the process to provide students with a strong academic program.

The Middle School has expanded opportunities for students to participate in Honors classes across content areas. Students receive their classes from fully-certified dedicated and enthusiastic teachers in the areas of English Language Arts, Mathematics, Science, Social Studies, Technology, Fine Visual & Performing Arts, Health & Physical Education, and World Language. Encore classes include: Google Education, Robotics, Dance, Graphic Design, Animation, Instrumental Music, Chorus, and Drama. Additional academic support is provided through Basic Skills and Special Education programs. The school has a comprehensive bilingual program for all levels of English Language Learners.

#### **Arts and Athletics**

Performing Arts plays a crucial part in our school. We realize that the involvement in the arts is associated with gains in mathematics, reading, critical thinking, and socialization skills. Performing Arts can also improve motivation, concentration, confidence, and teamwork. We offer the following courses: Arts Academy, Dance Academy, Theater Academy, Intermediate Chorus, Concert Band and String Orchestra.

Participation in organized sports offers opportunities for our middle school students to be physically active and has been shown to improve students' self-esteem and psychological well-being. Students take pride in wearing their navy blue and white uniforms as they are celebrated for their hard work and dedication on School Spirit Days.

The Middle School offers a variety of sports throughout the school year. Students have the opportunity to take part in the following sports: Basketball, Track and Field, Football, Soccer, Volleyball, Softball, Wrestling, and Cheerleading. Go ZEBRAS!

#### **Culture and Climate**

Character Education is an integral part of New Brunswick Middle School. All students begin the day with a Life, College Career Advisory (LCCA) class which emphasizes student discussions for the purpose of teaching students how to be productive global citizens. Having been recognized as a School of Promising Practice for successfully implementing the LCCA program, classes were featured on the TV program "[Classroom Close-up](#)." Educational

dignitaries from the Singapore Education Department visited the Middle School to learn about the program. Student ambassadors are selected to represent their LCCA class and trained as peer leaders. Through the Alliance Program, we strive to promote acceptance and positivity in an effort to make a NBMS a safe place for all, regardless of race, gender, ethnicity, religion, or personal relationship preference.

### **Technology Use**

Students are encouraged to use technology in a variety of ways to support their individual learning styles and to express their creative talents. The New Brunswick Middle School has a 1 to 1 ratio of chromebooks. There are several Smart Boards throughout the building and continue to provide full support to our teachers and students as we continue to integrate Google Platforms into our daily instruction. Great strides have been made in utilizing Google Classroom as it has facilitated communication between students and teachers. Students are able to receive effective and timely feedback and view their grades while developing strong 21st Century Skills. Additionally, we are proud to offer the following courses: Computer Graphic Arts, Google Education I, II, and III, Business Coding, Robotics I and II, Animation I and II, Digital Video Editing, Sketch Up I and II, Watts Happening?, and Computer Aided Electronics.

### **Distinguishing Programs**

New Brunswick Middle School recognizes the value of community partnerships and is proud to have working partnerships with: Johnson & Johnson, PRAB, Civic League, Rutgers University, Robert Wood Johnson, and St. Peter's. NBMS has a student exchange program through Sister Cities of New Brunswick with Fukui, Japan. Last year we had two student groups visit the school and community from Japan, and this year six of our students will travel to Japan. Our community partners offer after-school programs; such as Ladies of Vision, Untagged Gents, Robotics Club, National Junior Honor Society, Nurture through Nature, and After-School Tutoring. The Rutgers Future Scholars program focuses on students who come from less-advantaged homes and seeks to inspire and prepare them to meet the standards required by colleges and universities. It provides tuition funding to those who are admitted and choose to attend Rutgers University. The Advancement Via Individual Determination (Avid) Program provides additional support to moderate performing students and preparing them for college- level instruction. Through Student Council and Civic League Leadership, students have become actively involved in leadership opportunities, fundraising, and community efforts. Students at NBMS have the opportunity to work with Glenis Redmond, Poet in Residence at The State Theatre. They spend several workshops learning about a poet and style and honing their own skills. The program is completed with an evening performance at the Crossroads Theatre. Additional school clubs include STEAM, Art, Robotics, Environmental, Community Service, and Jazz Band.

### **Awards and Recognitions**

The Character of Education Partnership, Character.org, recognizes schools across the country demonstrating an exemplary level of implementation of the Eleven Principles of Effective Character Education. New Brunswick Middle School attended the 2017 Schools of Character Recognition Ceremony on May 19, 2017 and was recognized as:

## **2017--2022 STATE AND NATIONAL SCHOOL OF CHARACTER**

### **2022-2023 Honorable Mention**





## **New Brunswick Public Schools Mission and Vision Statement**

New Brunswick Middle school is dedicated to fostering an environment with the optimal organizational structure to provide tools for thinking critically, gaining knowledge, and becoming lifelong learners in a diverse society.

### **New Brunswick Public Schools Vision:**

To Prepare, Empower, and Inspire lifelong learners and leaders

### **New Brunswick Public Schools Mission:**

New Brunswick Public Schools will prepare, empower, and inspire students to become engaged in their own learning, their environment, and the world. Students will develop their creative problem-solving and critical thinking skills to innovate solutions to complex challenges. The entire community will collaborate to create a nurturing environment that allows students to reach these goals.

### **District Goals:**

**Goal 1:** To engage in reflective practice about our own identities and lens through which we view the world, to better honor the identities of the students/community we serve and **reduce the predictability** of who succeeds and who fails.

**Goal 2:** To increase student achievement by developing, implementing and evaluating a common practice

- of designing cognitively engaging, high-level, student-centered tasks that is **equitable**, measurable and aligned to the standards
- of purposeful differentiated questioning to assess and advance all students **equitably** through the learning process
- that **equitably** advances each student's ability to construct logical arguments that require students to cite evidence.

**Goal 3:** To ensure equitable integration and utilization of transformative technology in the classroom.

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## OVERVIEW

The policies and procedures contained in this handbook are the result of a concentrated effort on the part of the faculty, parents and administration. This information has been carefully prepared and presented so that it will be of great value in helping students adjust to our school and to become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. The New Brunswick Board of Education and New Brunswick Middle School celebrates cultural diversity amongst its student body and staff. Any act of discrimination based upon one's race, ethnicity, gender orientation, bullying and sexual harassment will not be tolerated. We hope that you will participate in our varied activities and thus, find those things within our school which will prepare you to live a better life. Remember that your success in this school will be directly proportional to your efforts.

## COMMUNICATION

The following methods allow New Brunswick Middle School administrators and staff to communicate effectively with the New Brunswick Middle School Community.

### New Brunswick Public School District Website

District related information can be located on our website which is updated regularly.

<http://www.nbpschools.net/>

### New Brunswick Middle School Website

School related information can be located on our website which is updated regularly.

<http://ms.nbpschools.net/>

### Parent and Student Portal

The Parent and Student Portals (located on the New Brunswick Middle School Website under the parent and student tabs) are components of our student information system. The Parent and Student Portals allows the school to provide parents and students with a secure way to view academic information via the Internet. If you need the unique username and password, please contact the main office at 732-745-5300 ext. 8400

### 6th Grade New Student Orientation: Friday, August 25, 2023 at 10:30am NBMS Auditorium

The parents and guardians of 6th Graders and students who are new to New Brunswick Middle School are invited to attend this summer event. We are excited to present "New Brunswick Middle School 101" to provide families with pertinent information about our school. This informational session will focus on the school day schedule, policies and procedures. Families will also get a tour of the school.

### Automated Attendance Messages

You will receive an automated call from the district system when your child is absent. If you believe you received this message in error, we highly recommend that you contact our Attendance Officer Alejandro Henrique, 732-745-5300 Ext. 8426 [alejandro\\_henrique@nbpsnj.net](mailto:alejandro_henrique@nbpsnj.net)

## **GUIDANCE COUNSELORS**

Each student is assigned a counselor. Counselors are interested in helping students understand and help themselves. Academic, social and personal topics such as study habits, class work, course selection, career planning, school, and family relationships or help with decision making may be discussed with a counselor trained to understand the concerns of middle school students.

Parents should always speak with the classroom teacher first since he or she knows your child best. Parents are encouraged to contact the Guidance Department at 732-745-5300 Ext. 8422 to speak to their child's counselor regarding their academic progress and/or to schedule an appointment with their child's teacher.

Isabel Caicedo (Bil-Avid/ELL Ext. 8418 [isabel\\_caicedo@nbpsnj.net](mailto:isabel_caicedo@nbpsnj.net))  
Joeana Martinez, Grade 6 Ext. 8419 [joeana\\_martinez@nbpsnj.net](mailto:joeana_martinez@nbpsnj.net)  
Samantha Mason, Grade 7 Ext. 8438 [samantha\\_mason@nbpsnj.net](mailto:samantha_mason@nbpsnj.net)  
To be determined , Grade 8 Ext. 8459

However, if you have a concern or suggestion that needs the attention of the Principal or Vice Principal please send a note, email, or call the office. Appointments can be made through the school secretary. Please be specific about the appointment request so that the Principal or Vice Principal can be best prepared to address your concerns.

Nicholas Bozza, 6<sup>th</sup> Grade Vice Principal [nicholas\\_bozza@nbpsnj.net](mailto:nicholas_bozza@nbpsnj.net)  
Norma Jackson, 7<sup>th</sup> Grade Vice Principal [norma\\_jackson@nbpsnj.net](mailto:norma_jackson@nbpsnj.net)  
Lisa Boutros, 8<sup>th</sup> Grade Vice Principallisa\_boutros@nbpsnj.net

## **Social Work Services**

The New Brunswick Middle School is fortunate to have School Social Workers who provide supportive services to our students and their families. Our services include a wide variety of prevention programs, mental health information, individual, family, and group counseling. School Social Workers may interact with a student when they are experiencing a crisis. Students may seek out support from a social worker when they want help managing a problem. Finally, School Social Workers meet with groups of students to teach and practice social and emotional regulation skills. Meetings with a School Social Worker are confidential and protected by HIPPA regulations and compliance.

## PART II: ATTENDANCE & SCHEDULE INFORMATION

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### ATTENDANCE

Students are required by law to be present for school 180 days of the year. Absenteeism will be strictly monitored. Please call the attendance officer to report absences at Ext. 8426. Students who are absent more than 10% of the time will be required to show medical reasons for their absences. Doctor's notes will only be accepted up to one week from the date of the absence and must be on the doctor's stationery. Letters may be faxed to the attendance officer. Vacations and family travel are not excused absences. A student who is absent more than 18 days per year without medical documentation can be retained in their present grade. Listed below are legal excuses for absences from school:

1. Personal illness – the school may require the certificate of a doctor if deemed advisable.
2. Illness in the family – all school work should be kept current.
3. Quarantine in the home – absence arising from this condition is limited to the length for quarantine as fixed by the proper official.
4. Death of a relative – the absence arising from this condition is limited to three days, unless reasonable cause may be shown by the parent or guardian for a longer absence.
5. Observance of religious holiday – any student of any religion shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
6. Any other reason must be excused by the school prior to the absence.
7. Vacation plans for families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for the student.

### BUILDING ENTRY/REPORT TIME

All students will report to their grade level entrance beginning at **7:25 AM**. There they will have their belongings and person screened by security and lock phones and earbuds in their assigned Yondr pouches.

6th Grade: Livingston Side- Main Doors **Closes at 7:55am**

7th Grade: Joyce Kilmer Side- **Middle Door and Ramp Door remains open for students**

8th Grade: Joyce Kilmer Side- **Gym Doors Closes at 7:55am**

### TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with students after class or after school concerning tardiness. After the third tardiness to class, the classroom teacher will notify the parent in writing and after school detention will be assigned. Refusal to attend detention will result in additional detention days, administrative detention, or Suspension. Students need to be in their assigned area and in school by **7:55 am**. The late bell is **8:05 am**. A parent or guardian must bring a child after 9:00 am. Upon 3 days tardy to school after school detention will be assigned.

### DELAYED SCHOOL OPENING (9:30)

If it appears that early morning weather conditions make it advisable to delay opening of schools, all schools will open  $1\frac{1}{2}$  hours later than usual and all morning pupil transportation will be delayed for  $1\frac{1}{2}$  hours (**which is 9:30am**). The radio stations listed below will announce delayed openings. Special note: In case of a delayed opening, lunch will be provided as usual. However, there may be a change in the lunch schedule and menu.

**EARLY DISMISSAL (1:00 PM)**

Early dismissal from school will not be granted without a written note from parents. The child will not be surrendered to any stranger or relative without permission of the parent. Please come to the office when picking up your child. He/she will be called from class at that time.

**EMERGENCY SCHOOL CLOSINGS**

In the event that the New Brunswick Schools are closed due to emergency conditions, radio announcements will be made on the following radio stations between the hours of 5:45 and 8:45 am:

WCTC 1450 AM	TV Stations
WMGQ 98.3 FM	News 12 - Channel 12
NJ 101.5 FM.	News 41 – Channel 41
WADO 1280 AM	

The radio stations have requested that you please refrain from calling for information as these calls tie up the lines. The school requests that you please listen to the radio for school closings or delayed openings. Please do not call the school office.

For important weather updates you may also visit our district website at: [www.nbpschools.net](http://www.nbpschools.net)

## PART III: ACADEMIC INFORMATION

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### ACADEMIC RULES

Students must have their books in school for class each day. Each student is expected to do his/her work in class each day. Each student is required to do correctly and neatly all written home assignments and return them on the required day. The board of education has an established homework policy. Homework is given to all students (See Below).

### REPORT CARDS/PARENT CONFERENCES

Report cards are issued to parents at parent/teacher conferences. School is dismissed at 1:00 PM on scheduled conference dates. If you wish to speak with your child's teacher at any other time, call the school office or stop in to make an appointment which will be convenient for you and the teacher.

### GRADING SYSTEM

The evaluation of student achievement is an important function of the school. The accepted marking system is as follows:

#### Grading Key for grades 1 – 8

A+ = 97-100	C+ = 77-79
A = 90-96	C = 70-76
B+ = 87-89	D = 65-69
B = 80-86	F = 64-0

### HONOR ROLL

The New Brunswick Middle School honor roll reflects achievement by students in both academic and learning and social characteristics. Students must meet the following criteria in order to be placed on the honor roll.

All A's – Principal Honor Roll

A's, B's– Honor Roll.

### HOMEWORK

Homework is required by New Brunswick Board of Education policy and is given to students on a regular basis. Its main purpose is to reinforce the skills that were developed during the school day and to foster responsibility in a child.

### TEXTBOOKS/CHROMEBOOK

All basic textbooks/chromebook are loaned to students for their use during the school year. **Textbooks/Chromebook** are to be handled with care and kept clean. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books/chromebook. Textbooks/chromebook must be covered.

### STUDENT EVALUATIONS STANDARDIZED TESTS

NJSLA Assessment will be administered to students in grades 6, 7 and 8

## PART IV: SCHOOL PROCEDURES

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### BREAKFAST PROGRAM

There is a before-the-bell breakfast program in place. Students may choose to eat or not to eat. Students will be provided breakfast upon arrival to school and may eat in their designated location.

### LUNCH PROGRAM

The Middle School students will have several choices regarding lunch. They may bring lunch from home or eat a hot/cold lunch provided in school. The price of the hot/cold lunch can be paid daily, weekly, or monthly. Information about payment and an application for reduced price or free lunch, depending on family income, will be sent home or may be obtained from the school office.

### MY SCHOOL BUCKS APP

[www.myschoolbucks.com](http://www.myschoolbucks.com)

New Brunswick Public Schools have partnered with **MySchoolBucks** for your student's online payments and cafeteria account. This system will benefit you, your child/children and the school in many ways. We hope that you and your child/children will consider taking advantage of the convenient options the system has to offer.

**MySchoolBucks** will allow you to quickly browse through school items in our School Store, notify you when fees are due, pay for school snacks and other food items not included with your free lunch, check your child/children balance and receive low balance alerts.

### Get Started Today:

1. Go to **myschoolbucks.com** or download the mobile app.
2. Create your free account and add your students using their school name/student ID.

If you need assistance with your account, you can find helpful how-to videos and answers to commonly asked questions by visiting **myschoolbucks.com** or, you can contact

**MySchoolBucks** directly by logging into your account to start a chat conversation or give them a call at (855) 832-5226.

### CAFETERIA RULES

1. Walk to all areas in the lunchroom.
2. Form a single line to get lunch. Sit and talk quietly at the lunch table.
3. Practice good table manners – no throwing, reaching, grabbing food, or talking with food in your mouth.
4. Follow the directions of the lunchroom staff.
5. Students wishing to use the restroom must ask permission of a lunchroom staff member.
6. Pupils who do not follow lunch rules or who disrupt the lunch program will be denied permission to continue eating lunch in the cafeteria.
7. Soda is not permitted. Glass bottles are also not permitted.
8. Students may use their chromebooks during lunch time with earbuds. No external speakers are permitted.

## **FIRE DRILLS**

Fire Drills at regular intervals are required by law and are an important safety precaution. The alarm is a repeating sound of the bell or buzzer. It is essential that when the first signal is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to return. Remember these basic rules:

1. Walk
2. Move quickly and quietly
3. No talking
4. Masks on at all times

## **ASSEMBLY (Will be Determined if Safe)**

1. Enter the venue and remain quiet during the performance.
  2. Be considerate to others. Remain seated.
  3. Be a good listener; do not talk, laugh, sing, etc.
- Parents are always welcome to assembly programs.

## **HALL PASSES (Strictly enforced)**

Students are not permitted to be in the hall or to leave class without a signed pass.

## **HALL CONDUCT**

to ensure the safety and education for all, students are to walk quietly and safely in the hallways. Running is prohibited! Stay to the right at all times and follow teacher and security directions. At certain times, such as during lunch periods, these requests are especially important as classes are in session.

## **SAFE TRAVEL**

Students must cross at the corners where crossing guards are stationed. Students may not leave school grounds once they arrive. They must stay on the sidewalks, avoid contact with strangers, and go directly home after school.

Students riding the bus must have a bus pass on hand to board the bus on a daily basis. If the bus pass is lost or torn, you must see the Family Liaison to obtain a new one. Students may not leave school grounds once they arrive. Bus privileges can be suspended temporarily or permanently.

## **END OF DAY DISMISSAL**

Students are dismissed from class by the teacher at the sound of the bell. Students go to their lockers and collect their belongings. If the student is not staying after for a school approved activity, then s/he proceeds accordingly: Students are not allowed to walk around the school with their bookbags.

Students exit through the Main entrance on Joyce Kilmer Side of building and through all doors on Livingston Avenue side of the building.

Large student buses park on Livingston Avenue and small student buses and Vans Park in the parking lot. Security officers are stationed in each of these areas of departure as well as bus areas.



## **PART V: GENERAL SCHOOL POLICIES**

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### **STUDENT FINES**

It is each student's responsibility to return his or her textbooks in a condition that would reflect normal wear for that year. With this in mind, any excessive wear will result in a prorated fine. In the absence of paying the fine, report cards, diplomas, and yearbooks will be withheld until the matter is resolved. A student who loses a book must reimburse the school for the cost of the book before being issued a new book.

### **INTERNET USE**

Research, Database, and Computers: Students are expected to adhere to this policy and to use the computers and materials in a responsible manner.

All students must sign the Internet User Contract to gain access to the Internet, databases and computers. Students are expected to adhere to this policy and to use the computers/chromebooks and technology materials in a responsible manner.

### **TRANSFERS**

When a family plans to move to another district, a transfer card must be completed for each student. The following information must be given to the Guidance Office at least one week in advance:

1. Destination
2. Last day of attendance at the Middle School
3. A "Consent to Transfer Records" form- signed by a parent or guardian.

### **CHANGE OF ADDRESS**

All students should report any changes of addresses or telephone numbers. All parents **MUST** have a number where they may be reached in case of emergency.

### **BACKPACKS**

We encourage parents to purchase clear backpacks.

### **LOST AND FOUND**

Articles found in and around the school should be turned in to the main office where the owners may identify and claim it.

### **STUDENT APPEARANCE**

The New Brunswick Board of Education has established a mandatory school uniform dress code for New Brunswick Middle School.

The Board of Education believes that a school uniform dress code is a cost effective way to create a more unified, positive, and safe school climate focused more strongly on the learning process. Students will wear a dark blue, light blue, or white polo shirt with dark blue or khaki pants, skirts, or jumper. Hats are not permitted to be worn in school under any circumstances. Appropriate comfortable shoes should be worn. Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene, or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school, will not be permitted. All fasteners designed for use with an article of clothing will be used at all times with the

exception of the top button on the collar. Due to their disruptive nature, no metal cleats or taps will be permitted on boots or shoes. No bandanas, du-rags, scarves, or exposed underwear are permitted.

The dress code shall serve as a minimum code. The building Principal may institute additional school rules and addendums when deemed necessary.

### **TELEPHONE**

Students will not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency.

### **HEALTH SERVICES**

The school nurse provides direct health service for the pupils and assumes basic health responsibilities. She assists the pupil assistance committee in the evaluation process of pupils and arranges for special health, dental, medical, or any other referrals. Yearly screenings are done in the following areas: vision, hearing, dental, hypertension, and scoliosis. Each child who is enrolled in school has permanent health cumulative files. In order to be enrolled in school, a child must have their immunizations up to date. You will be asked to provide a telephone number where you can be reached during the day in case your child becomes ill in school. If your child contracts a contagious disease, please notify the school nurse at 732-745-5300 so she may monitor other students in the class.

### **HEALTH CARE**

All illnesses or injuries during school hours will be referred to the nurse. In the event of an illness requiring the child's dismissal from school, the parent or a responsible party designated by them will be notified by the nurse or principal to come for the child as quickly as possible.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be dispensed from the nurse's office. Students cannot self medicate without supervision.

### **PHYSICAL EDUCATION**

All students will change into required gym attire: Shorts without zippers, white t-shirts, white gym socks, and sneakers. Sweatpants with no zippers and sweatshirts may be worn with teacher approval.

### **STUDENT ACTIVITIES**

Students at the Middle School will have many opportunities to participate in school activities and enrich their educational experiences. Listed below are only some of the many activities: RIME, Student Council, Sports Program, Yearbook, Robotics Club, Chorus, Rutgers Future Scholars, and the Environmental Club.

### **HALLWAY PASSING TIME**

During passing and while walking in hallways no earbuds, hats or hoods will be permitted to be worn by students.

## **ELECTRONIC DEVICES**

Cell phones, iPods, etc. must be turned off and placed in the student's locker in the morning. If a student is found using such a device during the school day, it will be confiscated, given to the principal, and only returned to a parent or guardian. **The school assumes no responsibility for lost or stolen items.**

## **PART VI: STUDENT CONDUCT (Strictly enforced-See Below)**

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### **DISCIPLINE**

One of the most important lessons educators should teach is discipline. While it does not appear as a subject, it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, we hope you form a correct attitude toward it; not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

The Board of Education has adopted a policy for pupil behavior and discipline procedures in the New Brunswick Public Schools. Pupils are expected to conduct themselves properly and safely show respect for each other and their teachers. Parents of pupils who do not conduct themselves properly in school will be called to the school for a conference with the teacher and/or principal to help solve the problems involved. Pupils who continue to be disrespectful, disruptive, or get into fights, may be suspended.

School lockers, etc. are subject to administrative search when deemed necessary to enforce school rules. Public School Law 18A:37-1 Submission of Pupils to Authority – Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

### **AVENUES OF APPEAL FOR DISCIPLINARY ACTIONS**

Students and parents have the right to appeal school-based disciplinary actions according to the following chain of command structure. At whatever level the initial action is taken, the appeal would be to the next level on the chain.

1. Classroom teacher
2. Grade-level Assistant Principal
3. School Principal

### **ADMINISTRATIVE FORMS OF DISCIPLINE**

1. Verbal reprimand
2. Notifying parents of a student's misconduct (by phone or letter).
3. Temporary separation from peers.
4. Special assignments.
5. Behavioral contracts.
6. Conference with parents to request assistance with dealing with the problem.
7. Temporary withdrawal of school privileges.
8. Detention.
9. Schedule changes.
10. Recommending transfer to another class.
11. Extended separation from peers.

12. Extended loss of school privileges.
13. Reasonable work details.

### **VANDALISM AND PROPERTY DAMAGE**

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

### **GROUND FORS SUSPENSION/EXPULSION**

Suspension offenses include, but are not limited to:

1. Continued willful disobedience or open disobedience or open persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior which is harmful to welfare and safety.
4. Use of profanity to a staff member.

### **SMOKING/VAPING**

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. The rules apply on the way to and from school, during lunch, at school activities, and during the school day.

### **DRUGS AND ALCOHOL ABUSE**

Any student who sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including buses, shall be suspended and reported to the appropriate law enforcement agencies for possible legal action. Weapons Policy Weapons and Firearms – The Board of Education (B.O.E.) believes that all pupils and staff have the right to a safe educational environment. In this interest the B.O.E. takes a strong stance against the possession of weapons on school property or at school sponsored activity. Weapons of any type are strictly prohibited on school premises or at any B.O.E. approved activity.

Definitions:

1. Weapons – Anything readily capable of lethal use or of inflicting bodily injury, except a “firearm” as defined by N.J.S.A. 2C:39-1f. “Weapon” includes, but is not limited to knives, instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, imitation firearms, stun guns, and all other items enumerated in N.J.S.A. 2C:39-1r, except a “firearm” as defined by N.J.S.A. 2C:39-1f.
2. Removal – The exclusion of a pupil from the regular education program in the school in which the pupil was assigned and the assignment of the pupil to an alternative education school or program for at least one (1) calendar year following a proper hearing conducted by the Board of Education.
3. Suspension – A temporary expulsion from school following due process procedures.
4. Expulsion – A permanent exclusion from school which denies a pupil a free, thorough and efficient public education provided by the public school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing by the Board of Education.

### **SEARCH AND SEIZURE**

The principal or other official designated by the local board of education reserves the right to inspect lockers or other storage facilities provided for use by students based on reasonable suspicion.

## **HARASSMENT, INTIMIDATION, BULLYING AND HAZING**

The New Brunswick Board of Education prohibits acts of harassment, intimidation, bullying and hazing. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, bullying and hazing, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe environment. Consequences and appropriate remedial actions for student behaviors that are considered to be acts of harassment, intimidation, bullying and hazing will be taken in accordance with district policy.

## **PROMOTION CEREMONY PARTICIPATION**

Participation in the end of 8th grade promotion ceremony is contingent on a student's discipline record and attendance. A student with excessive absences or major disciplinary infraction can be removed at the discretion of administration.

## **8th Grade Information**

## **PART VII: EMERGENCY LEARNING SITUATIONS**

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### **IN CASE OF VIRTUAL LEARNING-EXPECTATIONS**

Should a crisis arise that warrants instruction to continue in the virtual or hybrid setting, the situation will be announced and the following expectations will be in place: **NBMS Virtual/Hybrid Student Handbook** Emergency learning situations will always be announced and it should not be assumed that we are in a hybrid/virtual or alternative setting. Phone calls and/or e-mails will be sent and the school website will contain a banner message to further confirm.

## **PART VIII: USEFUL INFORMATION**

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### **STUDENT INSURANCE**

Accident insurance for students will be available during the first two months of school. Details of the plan to be used during the school term will be announced at a meeting in the fall of the year.

### **NEW BRUNSWICK MIDDLE SCHOOL PTO**

New Brunswick Middle School PTO is an active volunteer organization. Service to the children and the school has been and continues to be a hallmark of the PTO. Besides serving as an advocate for children, the PTO recognizes the need for parent educational programs devoted to child development and family life. Monthly meetings have a variety of purposes, and we encourage all parents and teachers to join and become active members to ensure the students of New Brunswick Middle School will have the best possible advantages in their educational endeavors.

### **SCHOOL BOARD POLICY (See Below)**

- #2330 Homework Policy
- #5200 Attendance Policy
- #5230 Late Arrival and Early Dismissal
- #5240 Tardiness Policy
- #5513 Care of School Property
- #5518 School Uniform and Dress Code Policy
- #5500 Expectations For Student Conduct
- #5600 Student Discipline Policy
- #9230 Parental Responsibility

# District Policy

## 2330- HOMEWORK

The purpose of homework is to help students become self-directing, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experience.

The emphasis shall be placed on the value of the assignments to the child. Homework shall not be assigned simply for the sake of providing “busywork” for children.

The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills;
2. Extend classroom learning;
3. Stimulate and further interests;
4. Reinforce independent study skills;
5. Develop initiative, responsibility, and self-direction;
6. Stimulate worthwhile use of leisure time;
7. Acquaint parent(s)/legal guardian(s) with the work pupils do in school.

Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the pupil;
2. Pupils should understand not only what to do, but also how to do it;
3. Homework should grow from classroom problems, projects, and concerns;
4. Assignments should be varied and should require the use of a number of skills; and
5. Every homework assignment must be properly evaluated.

The school administration will assist teachers in planning homework assignments in keeping with the above guidelines since homework is the aspect of school in which everyone involved in the growth and well-being of a student must accept responsibility.

The administrator is responsible for the overall coordination of the process with the further responsibility to seek interaction of the parent(s)/legal guardian(s), teacher, and student, when necessary to achieve the objectives for which homework exists.

The teacher is responsible for the proper selection of material and for the motivation of the student by creating assignments which are truly learning experiences.

The parent(s)/legal guardian(s) is responsible for ensuring that time and atmosphere conducive to the completion of the assignment be made available, and that the assignment be completed.

The student is responsible for the proper completion of the skills applied in an acceptable fashion.

It is expected that definite homework assignments will be given regularly, and that these assignments will be suited to the level and ability of the students. This homework, whether it is a reading assignment or a written assignment, is to be a meaningful educational experience cooperatively undertaken by administrators, teachers, parents, and students, with the students so involved on a daily basis.

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time.

Adopted: 18 May 2004

## **5240- ATTENDANCE**

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation **5200**. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation **5200**, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district’s response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation **5200**.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student’s participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8.3

Adopted: 18 May 2004

Revised: 16 December 2014

Revised: 11 August 2020

# District Policy

## **5230- LATE ARRIVAL AND EARLY DISMISSAL**

Section: Students

Date Created: May, 2004

Date Edited: May, 2004

The Board of Education requires that Students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a Student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a Student on the prior written request of the Student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

No Student will be permitted to leave the school before the end of the school day except in the presence of the Student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the state acting in their legal capacity.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each Student. If one parent has been assigned custody of the Student by court order or separation agreement and wishes to limit the noncustodial parent's access to the Student, the parent in custody must inform the Principal of any such limitation and may request that his/her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a Student may be released into the care of either parent.

A Student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

Adopted: 18 May 2004



# District Policy

## **5240- TARDINESS**

Section: Students

Date Created: May, 2004

Date Edited: May, 2004

The Board of Education believes that promptness is an important element of school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other Students.

Tardiness to school or class that is caused by a Student's illness, an emergency in the Student's family, the observance of a religious holiday, a death in the Student's family, or by the Student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

All students who are tardy to school/homeroom three times will be assigned one day after school administrative detention, per three instances. Students who accumulate six tardies to school/homeroom will be assigned two days of after school Administrative Detention. Counselor will be notified and a parent(s) or legal guardian(s) conference will be required. Continued tardiness will result in suspension for one day. Parent(s) or legal guardian(s) conference is required. Occurrences of tardiness are tallied on a semester basis. A student may be granted an excused tardy upon presentation of evidence indicating cause of tardiness similar to those recognized for excused absences.

A Student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

Adopted: 18 May 2004

# District Policy

## **5513- CARE OF SCHOOL PROPERTY (M)**

Section: Students

Date Created: May, 2004

Date Edited: May, 2004

The Board of Education believes that the schools should help students learn to respect property and to develop feelings of pride in community institutions. The Board charges each student enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

A student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and prepare a schedule of fines for lost and damaged textbooks.

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:23-6.6

Adopted: 18 May 2004

# District Policy

## **5518- SCHOOL UNIFORM DRESS CODE M**

### **Introduction/Background**

The Board of Education believes school dress can influence student behavior and a school dress code policy will enhance a school's learning environment. In accordance with N.J.S.A. 18A: 11-7 and N.J.S.A. 18A: 11-8, the Board adopts a district wide school uniform dress code policy for grades Pre-K - 12.

### **School Uniform Dress Code**

The school uniform dress code to be worn in each school will be selected by the board of education. Footwear is not to be included as part of the school uniform. A description of the school uniform for the district shall be attached to this policy.

The school approved dress code to be worn to school shall be purchased by the parent(s) or legal guardian(s). The school dress code colors are white, blue, light blue and/or items with district logo apparel, as well as khaki, black, or blue pants and skirts.

The Board believes the cost of a school dress code will result in a lesser expense for each student. The Board, however, shall not pay for the school dress code items. However, each school, working with the school's parent organization, will develop fundraising opportunities, community donation programs, and corporate sponsorships to community donation programs, and corporate sponsorships to defray the cost of the school dress code to students and to assist in the compliance with this Policy for economically disadvantaged students.

### **Annual Policy Review**

The Board of Education will evaluate the effectiveness of the Policy on an annual basis before the end of each school year. The Principal of each building will compile a report to the Superintendent to be presented to the Board indicating the impact school uniforms had on the school's learning environment. This report shall be presented to the board by May 30<sup>th</sup>. The Board will consider this report for each school with this School Uniform Policy and may revise this Policy to remove a school from the list of schools to require school uniforms.

### **Policy Publication**

The Building Principal will distribute a copy of this policy; to all parent (s) or legal guardian (s) of all students in the school; to parent(s) or legal guardian(s) of all students entering the school from another school in the district; and/or to parent(s) or legal guardian(s) of all students entering the school during the school year from another school district.

### **Legal References**

N.J.S.A. 18A: 11-7

N.J.S.A. 18A: 11-8

Adopted: 20 September 2005

Revised: 17 November 2009

Revised: 21 August 2018

# District Policy

## **5500- EXPECTATIONS FOR STUDENT CONDUCT (M)**

Section: Students

Date Created: May, 2004

Date Edited: May, 2004

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, students, develop a statement of specific student behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all students, parent(s) or legal guardian(s), and professional staff members.

N.J.S.A. 18A:11-1

Adopted: 18 May 2004

## **District Policy 5600- STUDENT DISCIPLINE/CODE OF CONDUCT (M)**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish equitable standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on cultural competence, anti bias, and restorative practices to support prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation **5600** include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and ~~123~~.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation **5600** include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation **5600**, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7.2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all

students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation **5600** and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.  
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

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The Board of Education believes that children benefit when parent(s) or legal guardian(s) recognize and discharge a responsibility to encourage and support the learning process.

Parent(s) or legal guardian(s) can help children learn by:

1. Requiring that children obey all school rules and by accepting responsibility for a child's improper conduct;
2. Sending children to school with proper attention to health, personal cleanliness, and dress;
3. Maintaining an active interest in each child's daily work and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study;
4. Reading communications from the school and signing and returning them promptly when so requested;
5. Attending conferences arranged for the exchange of information on the child's progress in school; and
6. Scheduling family matters to minimize interference with school time.

Adopted: 18 May 2004