# *ROY W. BROWN MIDDLE SCHOOL*
## *Student Handbook 2026-2027*

***BERGENFIELD BOARD OF EDUCATION***
***Deborah Podwin, President***
***Lupe Ruiz-Catala, Vice President***
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Dear Parents/Guardians and Students,

We would like to welcome you to Roy W. Brown Middle School for another exciting year. The RWB faculty has worked hard to provide your child with a safe and secure learning environment. To that end, we have developed a user-friendly handbook which should answer most of the questions you have. It is arranged alphabetically, by category, with the Conduct Code located at the end. Please review this handbook together with your child.

Of course, if any questions arise throughout the course of the year, please do not hesitate to ask teachers, guidance counselors, and/or administrators. We are here to assist you. Likewise, we urge you to join with us, stay involved in your child's education, and thereby, ensure that as a community, our children are both productive and successful.

Thank you,

Dominick Rotante
Principal

Melanie Hinds
Assistant Principal

William Oakley
Assistant Principal

**Arrival to School and Dismissal**

Supervision on school grounds will be provided starting at 7:35am. Students will enter the building through designated entry doors based on their grade. Students should arrive no earlier than that time unless they are scheduled to meet with a specific faculty member. Students are welcome to go to breakfast daily between 7:30 am and 7:50 am. After the last period of the day, students retrieve coats and books from their lockers and exit the building. Dismissal is at 2:50 pm. All students must leave school grounds by 3:00 pm or sign in with an appropriate faculty member.

**Attendance**

Students are expected to be in school every scheduled day and on time to both school and class. Attendance of 165 or more days is mandatory in order to be considered as having successfully completed instructional program requirements. Parents/ guardians must call the attendance line at 201-385-8847, option 1 by 7:55 am on the day of their child's absence and students are encouraged to utilize Google Classroom to receive assignments. However, in the event of extended absences, work may be requested from the student's teachers and/or Guidance Counselor.

**EXCUSED ABSENCES**

It is the responsibility of the parents/guardians to see to it that students do not miss an inordinate amount of school. The following are excused absences:

1. State-approved religious holidays
2. School related trips
3. Any administrative or staff created absence
4. Court appearances
5. Hospitalization
6. Absences ordered by a physician (note is required within 3 days return)
7. Absences pre-approved by administration
8. Death in family
9. Quarantine

**UNEXCUSED ABSENCES**

**Vacations and visits to relatives are considered unexcused absences and cannot be approved by the school**.
*Although parent/guardian permission may be granted for such absences, they are still categorized as unexcused absences and the work to be made up is the responsibility of the student. If the student does not return on schedule, s/he will be dropped from the school roster and readmission will require re-registration.
*Additionally, an absent student cannot be on school grounds nor participate in any after-school activity or event on the day of the absence.
*A referral will be made to Family Guidance JFCIU after ten (10) days of unexcused absences. **Appointments should be scheduled outside of school hours.**
***Please see important absences note here.**

**MAKE-UP WORK**

In cases of absence, it is the student's responsibility to complete any assignments and make up any tests missed in a timely fashion. Students receive one day per day absent to make up work.

**EARLY DISMISSAL**

Parents/guardians must report to the Main Security Desk with valid ID and sign out the student in order for the child to leave early. No student will be permitted to leave by him/herself or with someone who is not designated in Infinite Campus. Please inform the main office in writing with any changes.

**TARDY POLICY**

Students arriving at period 1 after 7:55am are considered *Tardy to School* and will receive a referral slip to serve after school detention and conduct points on the day of the tardiness. **Only a call or note from a guardian will allow the detention to be waived.** After three occurrences they will no longer be accepted. If the student is not in school for 4 hours

total, s/he will be considered to have an unexcused absence from school. Students arriving to class late are considered *Tardy* and will receive a 20 or 40 minute detention on the same day.

**Bell Schedule**

**REGULAR DAY**

1: 7:55-8:46
2: 8:49-9:38
3: 9:41-10:30
4: 10:33-11:22
5: 11:25-12:14
6: 12:17-1:06
7: 1:09-1:58
8: 2:01-2:50

**DELAYED OPENING**

1: 9:55-10:27
2: 10:30-11:00
3: 11:03-11:33
4: 11:36-12:06
5: 12:09-12:55
6: 12:58-1:44
7: 1:47-2:17
8: 2:20-2:50

**SHORTENED DAY**

1: 7:55-8:27
2: 8:30-9:01
3: 9:04-9:35
4: 9:38-10:09
5: 10:12-10:43
6: 10:46-11:17
7: 11:20-11:51
8: 11:54-12:25

**Conferences**

Logistics regarding Parent/Teacher conferences will be announced when progress reports become available during marking periods 1, 2 & 3. Additional conferences are encouraged on an "as-needed" basis. Teachers may be contacted through a written note, a phone call to the main office, or an email sent to the teacher using the first letter of the teacher's first name and his/her last name *@bergenfield.org*.

**Delayed Openings / School Closings**

It is periodically necessary to close schools or delay the start time due to bad weather or another unforeseen circumstance. The decision is made by the Superintendent no later than 5:30am. Bergenfield uses Blackboard Parentlink to notify the community of such closings/delays. Please ensure that you register for this service through the Parent Resource section of our district website.

**Dress/Personal Appearance**

An individual's personal appearance should reflect sensitivity to and respect for others. Clothing designed for outside wear is not to be worn indoors. If deemed inappropriate, the student will be directed to change into more appropriate attire in a timely manner. This may require that a parent/guardian brings a change of clothes or the student wears school-issued clothing, which must be washed and returned after use. Only then would confiscated items be returned. At the administrator's discretion, disciplinary action may also be given, including:

*Confiscation of inappropriate articles
*Detention
*Return of articles to parent/guardian (after detention is served)

The following are considered to be inappropriate in terms of appearance and are prohibited in school or at school functions:

* any items which constitute a threat or danger to the health/safety of students.
* any clothing/item which is vulgar, indecent, alludes to drugs, alcohol, tobacco, illegal/violent activities profane, or exposes private parts of the body (t-shirts with sexual messages, see-through garments,
extremely plunging necklines or waistlines, leggings without a finger-tip-length covering, jeans with holes above fingertip length, etc.)
* any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability
* any dress or appearance which constitutes a disruption to the educational process
* the wearing of hoods, hats, caps, scarves, bandanas, du-rags, etc. (unless worn for religious or medical reasons)
* open-back footwear, flip-flops, athletic sandals, slippers , or slides
* tops that are revealing (halter, backless, low-cut, midriff, etc.), that are torn/tied together, with straps thinner than "three-fingers" wide, made of sheer material, or that reveal under-arm areas. This includes tanks and jerseys for boys and girls.

***Dress code violations are considered level one infractions and appropriate consequences may be given.***

School administration reserves the right to decide what is considered appropriate dress for school.

**Electronic / Non-Essential Items**

Items that do not contribute to the learning process or are distractible/ dangerous in nature are not permitted in school. These items will be confiscated and may NOT be returned to the student. Disciplinary actions may be imposed. Building administrators will have the final decision in these matters. Students are urged not to bring these types of items to school. The school is not responsible and will not take action if damaged, misplaced, lost or stolen.

***While students are permitted to bring cellular phones to school, upon entering the school building students will store their personal cell phones in the following locations:***
***1. Assigned locker. 2. Book bag. and be turned off or silenced during school hours. Earbuds and headphones will not be used in class. Students are allowed and encouraged to use wired headphones.***

During the school day, students who have urgent reasons for using a phone may use the landline in our guidance office.

Parent/guardian communications with their child should take place only when there is a family emergency and

via the main office or guidance phone numbers, NOT via student cell phone. Violations to these rules may be subject to the following disciplinary action.

**Consequences:**

1. ***Staff/Teachers turn the labeled student cell phone into the main office.***
2. ***An administrator will call parents to inform them of the confiscated cell phone and provide pick up instructions.***
3. ***Continued cell phone confiscation can result in the student's cell phone needing to be turned into the main office on a daily basis in the morning and picked up at dismissal time, assigned after school detention, etc.***

***Notes: Only a parent/guardian or other person over 18 years old listed on infinite campus will be allowed to pick up the cell phone. The cell phone will remain in the main office until the cell phone is picked up. Students will not be allowed to pick up their confiscated cell phone.***

**Emergency Contacts**

It is essential that emergency contact information, address, and all phone numbers be updated so that communication can be swift when a student needs immediate assistance. Students will only be released to adults named as emergency contacts in Infinite Campus.

**Emergency Drills**

Evacuation and lockdown drills are necessary exercises to ensure the safety of everyone in the building and will occur at least twice per month. Disruptions to these drills will be subject to disciplinary consequences.

**Equal Opportunity Policy/ Affirmative Action**

All students are ensured equal educational opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social or economic status. No individual shall be denied the benefits of any activity, nor shall they be subjected to discrimination of any kind. The Office of the Assistant Superintendent deals directly with all Affirmative Action matters; thus, all appeals must be sent in writing to that office.

**Exclusion from Class**

If a student is excluded from class because of disruptive behavior, s/he will be escorted via security to the main office. Under the supervision of an adult, the student will be directed to write an explanation of the infraction, and then remain after school for detention. Progressive consequences may be assigned for repeat offenders. The referring staff member will contact home regarding the cause for the class exclusion.

**Extracurricular Activities**

There are various clubs and activities for students to join. For a list, students/guardians can visit the RWB website or the Guidance Office.

Appropriate conduct is expected by players, club members, and fans at all times. Students must be in good academic/behavioral standing to try out and participate.

Academic/Art/Service Clubs: students give back to their school and community through supervised activities (Art Club, Chess, Coding, Drama, Jazz, League of Reps, Multicultural, Newspaper, NJHS, Safety Zone, Yearbook).

Homework Clinic: available daily before and after school. Students may visit this supervised location to complete homework and assignments.

Interscholastic Sports Program: opportunity whereby RWB athletes compete against other schools in a variety of sports (Sports physicals, medical clearance registration on FamilyID are required to participate).

Peer Tutoring: one-to-one academic assistance provided by a peer and supervised by a faculty member

**Firearms and Other Weapons**

Students in possession of a weapon or weapon replica (guns, knives, etc.) will be suspended immediately and law enforcement will be contacted. The length of suspension may be determined following a Board hearing.

**Grading Policy**

The grading system is: (GPA)

| | | | |
|---|---|---|---|
| A+: | 97-100 (4.3) | C+: | 77-79 (2.3) |
| A: | 93-96 (4.0) | C: | 73-76 (2.0) |
| A-: | 90-92 (3.7) | C-: | 70-72 (1.7) |
| B+: | 87-89 (3.3) | D: | 65-69 (1.0) |
| B: | 83-86 (3.0) | E: | 0-64 (0) |
| B-: | 80-82 (2.7) | P/F: | Pass/Fail |
| | | I: | Incomplete |

If a student receives a grade of "I" s/he has two weeks to complete the necessary work to have the Incomplete changed to a letter grade. If the work is not completed, missing assignments will be calculated as zeroes toward the final average. All graded courses are included when calculating a student's GPA.

Each marking period, students may qualify to be recognized for their achievements in two categories: High Honor Roll (4.0) and Honor Roll (3.7). GPA is calculated once the grades are posted and calculated with the number associated with the letter grade (not the numeric score). At the end of the school year, teachers may honor students for outstanding work at grade-level assemblies and/or Recognition Night (for eighth grade).

**Guidance/Friendship Groups**

These peer groups will meet with an advisor and are held throughout the year. Parents/ guardians should submit a written letter to the Guidance Department at the start of the school year if they DO NOT wish for their child to participate in such groups.

**Hallways/Stairways/Hall Passes**

As students travel throughout the building, certain rules apply:

1. All stairwells are designated as one-directional during transition times.
2. Walk at all times

3. Proceed quietly to class
4. Have created a digital Smart Pass if in halls during class time

**Harassment, Intimidation, and Bullying (HIB) Policy**

RWB and the Board of Education prohibit acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. For the complete policy, please see the district website.

**Health Services**

A fully certified school nurse is on duty daily to provide for emergency health needs of students and staff, as well as to schedule and conduct height, weight, audio, and visual screenings. Students with health issues (including allergies) are asked to report to the school nurse at the beginning of the school term or when such a concern arises.

If a student must receive medication during school hours, parents/guardians must comply with New Jersey State Narcotic and Dangerous Drugs Law; Title-24:21--16-18:

1. Parents/guardians must provide a written request for the administration of medication at school.
2. Written orders must be provided by the doctor, detailing what condition the medication treats, side effects, and how often it is to be administered.
3. Medication containers must be properly labeled by the pharmacy/doctor and brought directly to the school nurse by the parent/guardian upon entering the school building. All medication must be in its original container.
4. No medication, including over-the-counter, will be administered without a doctor's note. Students are not to have medication on their person, in their locker, or anywhere else.
5. Students are not permitted to self-medicate.

Students who become ill during the school day must obtain a pass to the Health Office from a teacher. All injuries or illnesses should be reported to the school nurse. Any student requesting to leave school due to illness must be seen in the Health Office. Students cannot call parents/guardians directly, from the Guidance Office or from a cell phone, and request to be taken home. A student who claims illness and states that s/he was too ill to either go to the teacher or to the nurse and spends a class period or portion thereof in the bathroom will be considered as having cut the class. In the event a student or staff member displays symptoms worthy of a quarantine, an isolation room may be utilized until that individual can exit the building.

**Homework**

Students should expect to receive homework regularly and are responsible for completing it. Parents/guardians are encouraged to monitor the Infinite Campus Parent Portal and check postings on Google Classroom.

**I&RS (Intervention and Referral Services) & 504 Committee**

The I&RS & 504 Committee is composed of staff members: an administrator, school nurse, guidance counselor(s), teacher(s), and member(s) of the Child Study Team and meets to discuss cases relating to students who demonstrate educational, health-related, social, or behavioral difficulty. It is the goal of the team to intervene early so these students may receive the proper counseling, interventions, and/or accommodations necessary for them to succeed in the school environment.

**Illegal Substances**

In accordance with applicable New Jersey Statutes and Administrative Code, the Bergenfield Board of Education prohibits the use, possession, or distribution of alcohol or any other drug by students, staff, or others. New Jersey Law requires an immediate medical examination of any student thought to be under the influence of alcohol or a controlled dangerous substance. A written report certifying physical and mental ability to return, as well as laboratory results of the drug and alcohol screen, must be presented for re-entry to school.

For purposes of this policy, "drugs" shall mean:

•All dangerous controlled substances so designated and prohibited by New Jersey statutes
•All chemicals that release toxic vapors as defined and prohibited by New Jersey statutes
•All alcoholic beverages
•Anabolic steroids
•Pursuant to Board policy, any prescription drug, except where permission for use in school has been granted

Board policy dictates that no one is permitted to use smoking devices/materials, tobacco or any nicotine-related products.

**Infinite Campus Portals**

The Infinite Campus portal affords parents/guardians and students the opportunity to view grades, assignments, attendance, behavior, and contact information in real time. Activation codes have been emailed to families who do not already have an active account. Parents/guardians/students are encouraged to check the Parent Portal regularly and contact the appropriate guidance counselor with questions. Additionally, it is very important for parents to have a valid email address and phone number listed in order to receive school communications.

**Lockers**

Lockers are the possession of the Board of Education and are subject to search by the administration in the interests of safety, sanitation, rule/regulation enforcement, and by

law enforcement upon presentation of a warrant. There is to be no sharing of lockers, no giving of locker combinations to other students, no opening of other students' lockers, no defacing lockers, and no displaying or storing of inappropriate materials. School policy forbids personal items, such as toys and electronic devices. However, pictures and small personal decorations that stay in the locker temporarily are permissible. There should be no permanent decorations, however, such as stickers or writing on the lockers. **Only school-issued locks may be used on hallway lockers.**

**Lost and Found**

Students should always safeguard their possessions and know where they are. Some form of identification should be placed in books, bookbags, purses, eyeglasses, etc. Do not bring excessive amounts of money or other valuables to school. RWB is not responsible for the loss of valuables, including instruments. Students who find articles are to take them to the back of the auditorium and leave on the table provided for this purpose. Found items in the gym area should be taken to the PE staff offices. Items other than clothing/school supplies should go to the Main Office. Accumulated items will be donated monthly.

**Lunchtime**

Students may purchase the school lunch or arrive in the morning with their own meals. Families who wish to purchase lunch may prepay by utilizing the Myschoolbucks program on our district website. Energy drinks, items containing excessive caffeine or sugar, and beverages in glass containers are strictly prohibited. Lunch should not be dropped off during the school day, except for emergency situations and/or students who have specific medical needs. When necessary, parents may bring in lunch for their own child during the school day and place it on the table at the main entrance before 10:30am. Be sure to clearly label the lunch with your child's name. Students should know to come to the security desk if they forgot their lunch, as the security staff will not interrupt classroom instruction to notify students that their lunch is at the table. Students will be allowed to pick up their lunch at the beginning of their lunch period. Any lunches that remain in the office after 3pm will be discarded.

Students must maintain cleanliness in the eating areas and exit appropriately when dismissed. Seat changes may be made to curb disruptive/dangerous behavior. Food is not permitted in the building other than the designated eating areas.

**Permission Slips**

Rules and regulations in place at RWB are to be followed during any school or PA-sponsored activity. Please refer to the Conduct Code point system for eligibility. **Costs are not refunded if a student is excluded for disciplinary reasons.** Students must return a parent/guardian signed permission slip for all activities by the deadline. Deadlines are strictly enforced.

**Photo Opportunities**

There will be various occasions throughout the school year where students will be photographed for school/district publications and secure websites. Parents/guardians should complete our photo consent form at the beginning of the school year, indicating your wishes regarding whether or not your child's image can be published.

**Physical Education Program**

Appropriate gym clothing must be kept in the assigned gym locker. Additionally, students must supply their own **combination lock** to secure such items in the gym locker. Lockers must be emptied on weekends and over vacations to wash clothes. While parents/guardians may provide a written excuse from PE for 1 day, a doctor's note is required for a medical excuse from PE lasting longer.

**Plagiarism/Academic Integrity**

Plagiarism is copying homework, tests, quizzes, and other assignments, and/or using other people's words and/or ideas directly without giving the source credit. A zero will be given for the assignment or assessment in question and appropriate consequences will be given at the discretion of administration.

**Promotion and Retention**

All students are expected to meet the requirements set for their grade level. Students who fail an academic class are in danger of not being promoted and must attend an approved summer school program.

**Report Cards and Progress Reports**

Report Cards and Progress reports are available through the Infinite Campus Portal quarterly. Report Cards are posted typically 1 week after the close of a quarter, and Progress Reports are posted at the midpoint of each quarter. Marking periods are approximately 45 days long.

**Technology/Internet Usage**

Bergenfield Public School District's goal in providing access to the Internet and/or other sources of electronic information includes (1) providing a rich and interesting educational experience; (2) developing academic growth and excellence; and (3) developing skills related to research, use of computers, applications, software, and computer etiquette, responsibility, and accountability.

Any use of unapproved software or applications, including but not limited to Virtual Private Networks ("VPNs"), Proxy servers or sites, or copyrighted software, to bypass security measures on the Bergenfield School District network is forbidden. Please be advised that any unapproved software, applications, or resources used by a student puts the student's personal and

private information at risk to parties who may impose harm. All Internet use and communications must be related to research and educational objectives only. Any violation of the Bergenfield Board of Education Policy 2361 (Acceptable Use Policy) and the Google Apps for Education Edition Agreement and Privacy Policy may result in immediate termination of access to the network. Other disciplinary actions may also be taken in proportion to the severity of the violation.

**Sexual Harassment Policy**

The Bergenfield Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment is a violation of state and federal laws. It has been defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (**1**) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (**2**) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (**3**) such conduct has the purpose or effect of reasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment."

**Student Records**

Parents/guardians of a pupil or her/his authorized representative may have access to records upon written request to the school principal. It is the responsibility of the parent to report in writing (with legal documentation) any situation which may affect the distribution of records.

**Student Support Services**

**CHILD STUDY TEAM (CST)**

The CST, consisting of a learning specialist, school psychologist, and social worker, screens and evaluates students for special education eligibility. CST members are available to assist with any concerns.

**GUIDANCE COUNSELORS**

Each student is assigned a guidance counselor. Counselors meet regularly with parents/guardians and students to discuss academic, social, and emotional issues.

**Visitors to Our Schools**

All visitors must report to the security desk entrance located on the West Clinton Avenue side of the building, present valid identification, and receive a Visitor's ID and lanyard. Anyone found in the building without the ID may be prosecuted for trespassing. Students may not bring visitors to school at any time. The Bergenfield Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities.

**CODE OF CONDUCT / SCHOOL EXPECTATIONS /**

**RWB PRIDE Program**

RWB PRIDE is a framework for supporting a positive school climate and culture to support student learning. These practices are research based and data driven. We are proud to announce that we have partnered with the Boggs Center at Rutgers University to help the program reach new levels. The mission of our initiative is to build capacity among our personnel to implement a multi-tiered system of support for behavior, conduct, and social emotional wellness that promotes equity for all students. Here is a list of the things you will see as part of our RWB Pride Program:

**1. Clear Expectations -** We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.

**2. Explicit Teaching of Expectations -** We teach all of our students what respect, responsibility, safety and problem solving look like in all areas of the building. We teach through lessons, modeling, practice and reinforcement.

**3. Acknowledging when students meet expectations -** When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.

**4. Support for students who do not meet expectations -** We view mistakes as learning opportunities. We use research based, proactive, and restorative solutions to working with student misbehavior.

**5. Teaching of Prosocial skills -** We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.

**6. Home-School Partnership -** Together, we are a student's support team. We believe in working with parents to support student learning and behavior. This partnership is critical to ensuring all students grow and learn at high levels. Questions, concerns and ideas are welcome any time by contacting your child's teacher, the school counselor, the principal, or any member of our school team. The school will be contacting parents as well, to keep lines of communication open and to work together on student success.

**Social Media Guidelines:**

These guidelines suggest best practices regarding the publication of commentary on social media by students of Roy W. Brown Middle School. Social Media use can be considered an extension of our school. If any digital platform is used to target and demean another child, the user CAN and WILL be held accountable for his or her actions. In the digital age, interactions on social media can have profound effects on our students. The staff at RWB encourages students to utilize social media in a positive

way. The information below can serve as a baseline for parents and students to have dialogue regarding social media.

1. Be mindful of posting information you would not want the public to see. Avoid posting anything that is dishonest, untrue, or misleading. Be smart about protecting yourself and your privacy. ***What you publish will be around for a long time, so consider the content carefully and also be cautious about disclosing personal details.***

2. Respect Others - Respect the RWB faculty, staff, students, and community. We reflect a diverse set of customs, values and points of view. Don't be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory.

3. Be the first to respond to your own mistakes. If you make an error, be up front about your mistake and correct it quickly.

4. Think About Consequences. It's all about judgment: using your blog or other social media outlets to trash or embarrass RWB, its partners or community, or your friends is inappropriate and aligned with Student Code of Conduct.

5. Use caution when you click links that you receive in messages from your friends on your social website.

6. Don't trust that a message is from who it says it's from. Hackers can break into accounts and send messages that look like they are from your friends, even though they are not. If you suspect a message is fraudulent, use an alternate method to contact your friend to find out. This includes invitations to join new social networks.

7. To avoid giving away email addresses of your friends, do not allow social networking services to scan your email address book. When you join a new social network, you might receive an offer to enter your email address and password to find out if your contacts are on the network. The site might use this information to send email messages to everyone in your contact list or everyone you have ever sent an email message to. Social networking sites do not explain they are going to do this.

8. Be selective about who you accept as a friend on a social network. Identity thieves create fake profiles in order to get information from you.

**Assume that everything you put on a social networking site is permanent. Even if you can delete your account, anyone on the Internet can easily print photos/text or save images/videos to a computer.**

**RESTORATIVE JUSTICE**

RWB is committed to establishing a restorative approach to supporting cooperative and productive behaviors in our school throughout the year. Restorative practice is a proven approach to discipline in schools that favors relationships over retribution and has been shown to improve behavior and enhance teaching and learning outcomes (Thorsborne & Blood, 2013). Therefore, a restorative approach is meant to restore balance, improve or build relationships, and promote cooperation between community members. It is most effective when used proactively to prevent conflict and harm, rather than solely as a response to events.

The following is partial list of recommended restorative practices that may be used when appropriate and when time and resources permit:

1. Student Reflection and Goal Setting
2. Mediation
3. Accountability Projects
4. Restore Relationships
5. School Community Activities

Although the student code of conduct contains a listing of infractions, it is not intended to be all-inclusive, since no list can be. The student code of conduct will be applied equitably without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory ability or disability or by any other distinguishing characteristic. School is a place where students not only learn about the rights and responsibilities of citizenship, but also gain valuable experience in appropriately exercising them. It is important to strike a balance between rights and responsibilities to contribute to the maintenance of a school environment, which is conducive to learning.

This code of conduct has been prepared to specify:

1. Acceptable behavior and unacceptable behavior
2. Procedures to determine violations of rules
3. Consequences for such violations
4. Measures to foster a positive learning environment by restoring relationships

The school acts "in loco parentis," that is, in the place of the parent with respect to the supervision of a student's education and conduct while he/she is in school. This authority, and this code of conduct, extends to school sponsored functions at whatever location they are conducted. This also applies to events outside of school that negatively impact the school environment.

Each student is guaranteed the right:

1. To be heard;
2. To have fair and consistent rules
3. To due process procedures.

These student rights are accompanied by student responsibilities:

1. To attend school and classes regularly
2. To respect yourself, others & school property
3. To refrain from conduct that disrupts or threatens to disrupt the learning of other students

**DISCIPLINE PROCEDURES**

The Bergenfield Board of Education and RWB strive to ensure that the physical and mental health, safety and welfare of pupils will be protected, and an orderly environment conducive to learning, will be maintained.

**Point System**

In accordance with the policy established by the staff and administration of RWB, a point system exists to ensure that students obey school rules and regulations and respect the authority of the school, its teachers, and administrators.

1. Warning/Teacher Detention –
   Teachers may assign individual detentions after school, however, failure to appear will result in an administrative detention.
2. After-School Detention –
   2 points assessed per day

Students are expected to report to the designated room by 2:55 pm, where they sign in and work silently. Dismissal is at 3:40 pm.

*Tardy to School*, 7:56 am and on will result in a detention with a dismissal time of 3:20 pm. If a student arrives after 8:15 am a full detention will be served until 3:40 pm. Exclusion from detention results in ISS.

3. In-School Suspension –
   3 points assessed per day

Students are expected to report to the main office at 7:55 am and will be supervised throughout the day as they complete assignments. Students will be dismissed at 3:40 pm, after serving a detention.

4. Home Suspension –
   4 points assessed per day

Students are not permitted on school grounds between 7am and 4pm during home suspension, nor may they take part in school-sponsored activities.

5. Suspension Alternative Program –
   4 points assessed per day

This program (SAP) is run through Bergen County and is located in the PAL Building in Hackensack.

**Monitoring point accumulation**

Conduct points can always be viewed via the Infinite Campus Portal. Written notification of excessive conduct points is sent home regularly. A meeting can be requested at any time.

**Accumulation of 25 points**

Upon the accumulation of twenty-five or more conduct points, students forfeit their right to participate in any extra-curricular activity, school trip, event, activity or function and the parent/guardian will be notified. No refund will be given for any trip or activity should the student be excluded for disciplinary reasons.

**Point Reduction**

In an effort to reinforce positive behavior, a student may reduce his/her discipline point record by one (1) point for every (30) thirty days s/he does not receive a point. Furthermore, if the student completes the scheduled consequence(s) and returns the conduct report signed by a parent/ guardian, a one (1) point reduction will occur. Please note that a student's record cannot be reduced below zero.

**Level I Infractions:** minor misbehavior which impedes orderly classroom procedures or interferes with orderly operations of the school

1. Classroom disturbance (with teacher or substitute) / exclusion from class
2. Inappropriate language
3. Travel during class time without a pass or permission
4. Inappropriate public displays of affection
5. Late to class/school without a written excuse
6. Failure to follow school rules and/or staff member directives
7. Eating or drinking outside of lunch periods or where prohibited
8. Inappropriate use of electronics
9. Violation of the dress code
10. Gum chewing on school property
11. Horseplay/inappropriate behavior
12. Littering
13. Failure to submit required paperwork on time

**Consequences of a LEVEL I infraction can include but not limited to:**

a. Warning/Teacher detention
b. 1 – 3 days detention

**Level II Infractions:** misbehavior whose frequency/seriousness disrupts the climate of the school

1. Continued **LEVEL I** misbehaviors
2. Throwing objects /materials
3. Forgery of notes or fraud
4. Cheating in any academic (includes plagiarism) or extra-curricular activity
5. Class, teacher detention, or administrative detention cuts
6. Violation of computer use policy (suspension of computer privileges)
7. Willful disobedience/ insubordination/lying to staff members
8. Excessive horseplay
9. Inappropriate use of aerosol and/or perfumed sprays
10. Solicitation/unauthorized selling or distributing on school grounds
11. Unintentionally causing injury
12. Inciting a riot/fight
13. Emergency Drill Disruption during
14. Bystander/observer of theft or aggressive act

**Consequences of a LEVEL II infraction can include but not limited to:**

a. 2 – 4 days detention
b. 1 – 3 days In-School Suspension

**Level III Infractions:** acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others

1. Continued **LEVEL II** misconduct
2. Throwing objects/materials that result in a minor injury
3. Abusive and/or indecent language, acts, and/or gestures directed at school employees or students
4. Truancy/unauthorized absence
5. Fighting between students and/or aggressive physical act
6. Harassment of any type
7. Intimidation, bullying, extortion or coercion
8. Graffiti of any type
9. Theft/vandalism/unauthorized destruction or possession of property
10. Leaving campus w/o authorization
11. Any threat or perceived threat made against a student, teacher, or other staff member
12. Trespassing on school grounds
13. Violating staff members' or students' privacy
14. Possession/distribution of obscene/violent/inappropriate materials
15. Gambling
16. Smoking/use, possession, distribution, and/or sale of tobacco/nicotine (including any and all electronic cigarettes) or a substance which the individual believes or represents to be tobacco
17. Indecent exposure of self or others
18. Disruption of/cheating in a secure testing site
19. Intentionally causing injury
20. Violation of the Technology/ Internet usage policy
21. Recording violent/lewd act or any activity on school grounds and/or sharing/posting it

**Consequences of a LEVEL III infraction can include but not limited to:**
a. 3 – 5 days detention
b. 2 – 5 days In-School Suspension
c. 1 – 5 days Home Suspension
d. 5 days at SAP

**Level IV Infractions:** acts which pose a direct threat to the safety and security of others at school
1. Continued **LEVEL III** misconduct
2. Possession, use or threatened use of a (perceived) dangerous weapon
3. Any violent or sexual act against a student, teacher, or other staff member
4. Filming and/or posting of any violent/ aggressive act
5. Use, possession, distribution, and/or sale of illegal/dangerous drugs, alcohol, or a substance which the individual believes or represents to be such drugs or alcohol
6. Possession and/or use of an explosive/flammable device/arson
7. Activation of a false alarm, bomb threat or other disaster alarm
8. Discrimination against an individual or group on the basis of gender, race, religion, culture, creed, sexual orientation, nationality, etc.
9.Commission of any conduct which constitutes a crime
10. Possession/use of a weapon
11. Assault with a weapon
12. Failure to submit to an alcohol/substance assessment
13. Testing positive for alcohol/drug
14. Sexual misconduct
15. Inappropriate use of social media
16. Terroristic threats
17. Danger to the physical well being of other students
18. Unauthorized occupancy of school and facilities
19. Incitement of students to occupancy of school and facility without authorization
20. Incitement to cause students to be engaged in misconduct or to be truant
21. Causing damage to school property

**Consequences of a LEVEL IV infraction can include but not limited to:**
a. 1 -10 days Home Suspension
b. 5+ days at SAP
c. Loss of privileges (extra-curricular events, dances, games, etc.)
d. Long term Home Suspension greater than 10 days
**Note:** Long term Home suspensions may be required to submit to a psychiatric evaluation and will be provided an education in an alternate setting during the suspension.
e. Expulsion
f. Other consequences as determined by Board hearing or law enforcement

Please contact your building principal to provide feedback regarding our student code of conduct.

# TITLE IX

No person in the United States, on the basis of sex, shall be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Title IX of Education Amendments of 1972 Title IX of the Education Amendments of 1972 protects students and employees from sex discrimination, gender-based harassment, sexual harassment (which includes sexual assault, dating violence, domestic violence, and stalking), gender-based bullying and retaliation, in educational programs and associated activities at institutions that receive Federal funding. The Bergenfield Public School District is committed to providing an educational environment free from discrimination or victimization of any kind that may negatively impact any person's education or career Any person may report

sex discrimination, gender-based harassment, sexual harassment, gender-based bullying and/or retaliation by mail, by telephone, or by electronic mail using the contact information listed for the District Title IX Coordinator, Area Title IX Administrator or by any others means that result in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including non-business hours) by using the telephone number, electronic mail address, or by mail to the office address, listed for the Title IX Coordinator or Area Title IX Administrator.

**The Bergenfield School District's Title 6, Title 9 and Section 504 officer is the Assistant Superintendent. In addition, each elementary school has an affirmative action school monitor. Should you have any questions, please call Ms. Darlene Markman at 201-385-6250 or email her at dmarkman@bergenfield.org.**

# BERGENFIELD PUBLIC SCHOOLS

## Annual Integrated Pest Management Notice for School Year 2025-2026

This notice is being distributed with the New Jersey School Integrated Pest Management Act. The Bergenfield Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available) of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member or student attending the school. Also the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use in the school.

As part of a school pest management plan the Bergenfield Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

### Asbestos Hazard Emergency Response Act

The Bergenfield School District has and will continue to comply with all of the regulations of the Asbestos Hazard Emergency Response Act (AHERA) (Pil. 99-519). This is being done by adhering to the operation and maintenance program set up by our designated "Asbestos Coordinator".

The Management Plan and O & M programs are available for review to all parents, teachers, and staff during regular hours at each school or at the Board of Education office located in the high school. There is no cost to review the documents in schools; however, a reasonable charge will be made to make copies. A request for copies must be made in writing and submitted to the "Asbestos Coordinator".

All of the asbestos containing building materials in the building are in good condition and we will continue to monitor them under our O & M as recommended by the EPA Administrator.

## Indoor Air Quality Notification

Bergenfield Public Schools is proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidelines to improve our indoor air quality (IAQ) by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good indoor air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe. Each room in every building will be evaluated for indoor air quality. Teachers, custodial staff, and administrators will be trained on IAQ factors. Our IAQ Coordinator, Joseph Valente, will follow up on any IAQ problems you may have and may be contacted at 201-385-7171.

Mr. Joseph Valente, Maintenance Foreman
Integrated Pest Management Coordinator, AHERA Designated Person & IAQ Coordinator