



## STUDENT PLANNER & HANDBOOK 2019-20

MacFarland Intermediate School  
87 Crosswicks Street  
Bordentown, NJ 08505  
Phone: (609) 291-7192  
**Mr. Daniel J. Riether**  
**Principal**

[driether@bordentown.k12.nj.us](mailto:driether@bordentown.k12.nj.us)

**Mrs. Katerina DeVito**  
**School Counselor**  
[kdevito@bordentown.k12.nj.us](mailto:kdevito@bordentown.k12.nj.us)

**Ms. Lori Boberg**  
**Secretary to the Principal**  
[lboberg@bordentown.k12.nj.us](mailto:lboberg@bordentown.k12.nj.us)

**Please report all student absences.**

**Call 609-291-7192 ext. 5213**

\*\*\*\*\*

**When your child is absent, it is your responsibility to call each day by 9:00 A.M.**

\*\*\*\*\*

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

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### ARRIVAL

Students may enter the building no earlier than 8:25 A.M. Students arriving after 8:35 A.M. will be considered tardy and must report to the Main Office with a note indicating reason for tardiness. Students who are brought to school with their parents must remain with their parents until 8:25 A.M. NO supervision of students will be provided prior to 8:25 A.M. If a student needs to arrive at school prior to 8:25 A.M., a parent must contact the C.D.A (Community/District Alliance) office at 298-0674 to register for the CHILD Program.

### DISMISSAL

Dismissal of all students will be at 3:15 P.M on a regular day and at 12:40 P.M. on half-days. Students are only dismissed through the front doors of the building.

Changes to students' after school plans must be received in writing from a parent/guardian. **Please note that we cannot release students per phone request.** In addition, to avoid academic disruption, parents are asked to refrain from picking up students early (prior to normal full/half day dismissal) unless it is an emergency. Your cooperation is most appreciated.

### SCHEDULE

3-5	Normal	Half Day	1 Hour Delay	2 Hour Delay
<b>Arrival</b>	<b>8:25am</b>	<b>8:25am</b>	<b>9:25am</b>	<b>10:25am</b>
<b>Dismissal</b>	<b>3:15pm</b>	<b>12:40pm</b>	<b>3:15pm</b>	<b>3:15pm</b>

### VISITORS

Visitors are a vital and welcomed part of our educational community. However, all visitors to MacFarland Intermediate School, for any purpose, must report to the main office. The doors to MacFarland are locked during the school day, for safety purposes. The Visitor's Entrance is located at the front of the building, at the top of the steps. Please ring the buzzer and await directions for entrance. Note that video cameras are used to monitor this entrance and hallways. Parents and other visitors may not go directly to a classroom without signing in with the main office, presenting ID and obtaining an official visitor's badge. Such action causes unnecessary interruptions to the classroom proceedings and violates our security procedures. Visitors and volunteers are required to sign in at the Main Office prior to receiving a visitor's badge.

### ATTENDANCE

Regular and consistent attendance is essential to a student's success in school and is a law according to New Jersey State Compulsory Attendance Laws

(§18A:38-25). Most subjects are taught in sequence, requiring the understanding of concepts in the order of presentation. Chronic absenteeism creates a genuine hardship for both the student who is not in school and the other students in the class who rely on each other for group work. The following list states the only recognized reasons for an excused school absence:

- Personal illness (accompanied by Doctor's note)
- Death in the family
- Religious holidays **only those prescribed by the State of NJ Department of Education**  
[www.state.nj.us/njded/genfo/holidays.htm](http://www.state.nj.us/njded/genfo/holidays.htm)
- Take Your Child To Work Day

Parents are required to give advance notice to the school in order to be excused for any other type of absence. Chronic tardiness or absence will be handled by proper authorities to ensure that your child does not

fall behind in their work, resulting in poor grades and possible retention. ***Additionally, family vacations during the school year are strongly discouraged, as it presents a significant gap in the child's instruction.***

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

**When your child is absent, it is your responsibility to call 291-7192 ext. 5213 each day by 9:00 A.M.**

### **ATTENDANCE PROCEDURE**

If your child is going to be absent from school, you must call 291-7192 ext. 5213 by 9:00 A.M. each day of the child's absence. Our voice mail system makes it possible for you to call in the absence after office hours in the afternoon through the night and until 8:15 A.M. the next morning.

**Upon your child's return to school, regardless of the duration or reason for absence, they are required to present a signed letter to their homeroom teacher. This is in addition to the phone call made prior to absence. Students who are absent more than five consecutive days must present a certificate of admission from a family doctor or the school physician (excluding vacations).**

Students who are tardy must also bring a note signed by a parent/guardian or physician, stating the date and reason for tardiness. If the school is unable to verify the reason for absence/tardy due to lack of a phone call and/or note being sent with a student that student will be marked absent-*unverified*, and the following protocol will go into effect:

-Up to four unexcused absences/tardies will result in verbal and/or written contact with parent/guardian. An action plan to help improve attendance will be designed and implemented.

-Between five and nine unexcused absences/tardies will result in continued verbal and/or written contact with parent/guardian and re-evaluation of action plan.

**-Ten or more unexcused absences/tardies will result in mandatory court referral as required by the NJ Administrative Office of the Courts. Parents will receive notice of such referral.**

**Note: Students above nine absences and twenty tardies will be kept inside during lunch and recess to complete work missed during absences.**

**Students may not be promoted to the next grade level if excessive absences are deemed to have a detrimental effect on academic and/or social performance. There is no substitute for classroom experience.**

### **AFFIRMATIVE ACTION POLICY**

The New Jersey Constitution and implementing legislation guarantees each child in the public school equal opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social economic status.

The Board of Education affirms that every student should be given an equal opportunity to enjoy the benefits and privileges of full participation in all aspects of school life. All persons regardless of race, color, creed, religion, gender, or national origin shall have equal access to all categories of employment of the educational system of New Jersey. All concerns or allegations of denial of equal opportunity or for further information about our Policy and our grievance procedures, please contact the District Affirmative Action Officer Mr. Daniel J. Riether at 298-7192 ext. 5213.

### **AFTER-SCHOOL PLANS**

All plans for after-school visits with friends or classmates must be made with the families involved BEFORE school hours. If a student is walking home with a friend, a permission note from BOTH students' parents must be brought to school. **No permission will be given to a student to ride a bus other than the one to which they are assigned.**

### **ACCEPTABLE USE POLICY**

The Acceptable Use Policy/Internet Technology Agreement are policies that outline the use of technology in the Bordentown Regional School District. Please be sure to read all sections, sign and return to school.

### **CORE VALUES RELATED TO OUR CODE OF CONDUCT**

**Academic Excellence** – Striving to do your best and be a full, responsible partner in your learning. Staying focused and completing homework and classwork on time. Being a responsible student that helps to create by his/her actions an environment that is safe and comfortable for everyone to learn.

**Respect** – Respect goes hand in hand with academic excellence. It is a very important value. Respect for yourself, the teachers and staff in the school and for your classmates. This value is demonstrated by being kind to your classmates not calling names or teasing. Respect for yourself is demonstrated by doing things that will be in your best interest such as staying focused and completing homework and classwork, getting proper sleep, eating healthy and making positive choices.

**Safety** – Safety is a key value and of utmost importance to all members of the school community. The code of conduct with the specific rules illustrated below, all focus on promoting school safety. With this goal in mind, any action taken by the student that will endanger his/her safety or the safety of the other members of the school will not be permitted. Safety is demonstrated by following the school rules, walking at

all times within the building, never engaging in violent actions, playing rough or bringing weapons to school and so forth.

### **POSITIVE PROACTIVE PROGRAMS**

At MIS, we strongly believe in recognizing students' **positive** behaviors and supporting their efforts as they develop both academically and behaviorally. At MIS, we work together as a learning community to create a positive and safe learning environment that supports **each** student's academic and social /developmental needs. To this end, the following is a sampling of the programs we offer at MIS:

- Upstanders – part of the guidance program that encourages students to stand up to bullying through a series of options.  
**Say, "stop" to the bully**  
**Take the victim away**  
**Ask other students for help**  
**Notify an adult immediately**  
**Do your part!**
- **C.H.A.R.A.C.T.E.R.** – Students receive weekly character education lessons centered on a monthly theme to become a MacFarland School Student of Character. Each Wednesday, as a school, we state the MacFarland Pledge and steps to be a student of CHARACTER.

**MacFarland Pledge:** Today I pledge to be a MacFarland person of character. I do this when I demonstrate our character words. I will go above what is expected of me. Instead of saying, "I can't" I will say, "I'll try." I will be an Upstander for others and myself. I will remember to treat others the way I want to be treated and I will do my best. Let's start the day the MacFarland Way!

**Steps to be a student of CHARACTER:** Be compassionate, be honest, be appreciative, be responsible, be accepting, be considerate, be a team player, be empathetic and be respectful.

- Lunch Bunch Groups- Students from each grade level meet together with the school counselor to discuss topics of interest/concern to them over lunch.
- Classroom Lessons – The school counselor works with the classroom teacher to present lessons, which focus on the Peter Muschal words of Character.
- Stellar Students- we honor students who are academic and behavioral role models for their peers.
- ESL/BSI Enrichment Program- after-school tutoring program, which addresses students' academic and social/developmental needs.
- I&RS- Intervention and Referral Services Committee-committee of administrators, teachers, specialists and Child Study Team members who work together to address students' academic and social developmental needs.

- Peer Facilitators – Students, under the direction of the guidance counselor, model and facilitate proper deportment in classrooms, recess, and social situations.
- Safety Patrol - Students, under the supervision of a teacher, model and facilitate proper deportment on busses and entering/exiting school.

By offering the above programs to our students, we strive to support our students' **positive** academic and behavioral growth and decrease students' academic and behavioral difficulties. As a school learning community, we will continue to evaluate the effectiveness of the above programs in meeting our students' needs and research possible new programs, which we can bring to our school and the community to further enhance our students' academic and behavioral growth.

### **BEHAVIOR & DISCIPLINE**

It is expected that all members of the MacFarland Intermediate School community behave in a manner that helps provide the appropriate atmosphere for learning. As such, we have taken measures to instill positive character traits in students, the encouragement needed to make good choices showing respect for oneself and others as well as taking pride and ownership in the school. Our programs include but are not limited to school-wide character education, adult-student mentoring partnerships, clubs and activities etc. In addition to fostering and promoting a positive school climate, committees such as the *Intervention and Referral Services Team* meet weekly to address student issues both academic and behavioral. Teachers, parents and support personnel work together to develop positive plans of action for students in need of academic/behavioral remediation. These plans are implemented and revisited frequently in order to offer students the greatest possible degree of scholastic success.

The MIS Student Code of Conduct is established to achieve the following purposes:

- 1.) Foster the health, safety and social/emotional well-being of students
- 2.) Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning
- 3.) Promote achievement of high academic standards
- 4.) Prevent the occurrence of problem behaviors
- 5.) Establish parameters for the intervention and remediation of student behaviors at all stages of identification
- 6.) Establish parameters for school responses to violations of the code of students conduct that take into account, at a minimum, the severity of offenses, the developmental ages of the student offenders and students' histories of inappropriate behaviors.

#### **Note the following:**

-Students will be provided with advanced notification of the consequences for violating school rules.

-All discipline cases will be handled on an individual basis.

-All students will have the right to due process.

### HALL RULES

- Walk in the halls at all times.
- Walk on the right side of the hall.
- Observe the "Quiet Zone" rules.
- Be reasonably quiet when walking in the hallways, as instruction occurs throughout the day.
- Playground equipment is to be carried in the halls.
- Respect all students and teachers walking in the halls.
- Hands are to be kept at your sides.
- Any act willfully causing or attempting to cause damage to the Automated External Defibrillator (AED) or activation of a *false* fire alarm will result in disciplinary action.

### CAFETERIA RULES

- Conduct yourself appropriately and follow the directions of cafeteria aides.
- Good manners are expected.
- Sit at your assigned homeroom table, and follow rules for getting lunch, milk and snacks.
- Stay in the cafeteria unless excused by a cafeteria or playground aide.
- Soda and candy are not permitted.
- Bottles and cans are not permitted.
- Money lending and/or sharing is not permitted.
- No sharing of food or snacks.
- Money can be placed into a student's lunch account by using the website: [www.myschoolbucks.com](http://www.myschoolbucks.com)

### PLAYGROUND RULES

- No rough play allowed on the playground. Students who threaten the safety of others will not be allowed on the playground.
- Do not interfere with games and equipment of other students.
- Organized sports games can be played at the discretion of the playground supervisors. Students who play rough will be excluded.
- Students with crutches, casts or other medical conditions that may be aggravated by physical activity; running, jumping, kicking etc. will be excluded from recess until such time a physician's note is presented allowing them to resume normal activities.\*

\* *The same applies to physical education classes.*

## STUDENT DRESS CODE

It is critical that both home and school cooperate in the matter of school attire. Students may wear clothing, hairstyles and personal decorations which suit their individual sense of style and taste. However, clothing, accessories and/or decorations, which interfere with order or harmony or distract from the educational program will not be allowed. Inappropriate dress can be disruptive or distracting to the educational process and the school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations regarding student attire are as follows:

- Student attire should be school appropriate, neat, clean and reflecting an appearance of modesty
- Clothing with inappropriate words, pictures, liquor advertisements, sexually suggestive or inappropriate messages, profanity, tobacco, gang affiliation slogans etc. is not permitted
- Offensive or obscene symbols, signs or slogans degrading any race, societal group color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities are not permitted
- Buttons, pins and other accessories are permitted, as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or a danger
- Bare midriff, crop tops which expose the abdominal area, halter-tops, spaghetti straps, tube tops, and tank tops with straps that are less than one inch wide are not permitted
- Clothing which is extremely tight or transparent is not permitted
- Very short shorts, very short skirts and/or very short culottes are not permitted
- Shorts should be worn only when it is temperature appropriate
- No apparel which reveals undergarments or promotes immodesty is permitted
- Sneakers with backs are always to be worn when in gym
- Articles which can cause damage to other students and/or property are not permitted
- No hats are to be worn in school
- Flip flops, soccer sandals, high heeled shoes and clogs are not permitted due to safety reasons. Note: Students may wear sandals with a secure back strap.
- No pajama bottoms are permitted.

Students who are in violation of the dress code will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be asked to call home to request a change of clothes to be brought to the building. The student will not be allowed to return to class until dressed appropriately.

## GENERAL RULES

- Weapons of any kind are strictly prohibited. This includes knives, cap guns, water pistols, etc. Police will be notified of any kind brought to school.
- Fighting is not permitted and will result in consequences.
- Courtesy and politeness are expected in your relationships with school staff members and classmates.
- Treat others as you want others to treat you.
- Profane, vulgar or threatening language will not be accepted.
- E-Readers (Kindle/Nook) are permitted with prior teacher permission and an electronic book reader agreement. They are only to be used at SSR time.
- Selling of any items including candy, stickers, etc. is not permitted.
- Gum chewing or eating candy in the school or bus is not permitted.
- Snow, rocks, sticks, and other objects should not to be picked up, kicked, or thrown.
- Written or graphic material referring to or displaying violent nature is not permitted and will be confiscated.
- School authorities have the right to impose consequences on students for conduct away from school grounds including on a school bus or off campus student/school sponsored function.
- Smartphones, **toys**, trading cards, iPods, breath spray, aerosol cans, paint balls, matches/lighters, laser lights, items of monetary value, large amounts of money etc. should not be brought to school. These items will be confiscated and returned only to a parent/ guardian.

## CELL PHONES

**BRSD does not condone the possession and or use of cellular telephones by students.** We strongly encourage parents to contact the school if there is an emergency and they need to speak to their child. In addition, students may use school phones if there is an urgent need to contact a parent/guardian. If a student is found with cellular phone that is turned on, or is visible during school hours, on school property, or on the school bus, the following action will be taken: On the first offense, cellular telephones confiscated from students will be returned to parents. Subsequent offenses will be considered willful disobedience. Appropriate actions will be taken in such cases.

## ASSEMBLY RULES

Assemblies and other special events are a privilege. Attendance at such programs may be denied to students for inappropriate behavior or to those who owe assignments at the discretion of the administration.

- Be respectful to staff, performers, speakers, and fellow students
- Remain quiet and attentive
- Remain seated
- Use the restroom only if it is an emergency
- Applaud and respond appropriately.

## CONDUCT ON BUSES AND AT BUS STOPS

It is expected that all students cooperate with the bus driver while traveling to and from school. ***Frequent or deliberate violations of safety rules or regulations on the buses will result in disciplinary action by the administration. Students who do not respond to disciplinary measures will be removed from the bus for a period of time, which may extend throughout the school year. In such cases, the parent of the child will become responsible for transporting the child to and from school.***

- Students should arrive at their bus stop no more than 10 minutes before appointed pick-up time.
- Students are to behave with kindness and decorum at the bus stop. No bullying, ball playing, tag or aggressive play will be tolerated.
- Students are to walk when boarding or leaving the bus.
- Students are to walk on the sidewalks, not on private property.
- While talking at a reasonable level is permitted on the bus, shouting, whistling, use of bad language, etc. is not permitted.
- On buses equipped with seat belts, the belts must be worn at all times. It is the LAW.
- Students may change seats on the bus only with permission from the bus driver. Everyone must remain seated while the bus is in operation. Under no circumstances may pupils put their hands, arms, or heads out of the windows.
- Buses are school property and must be respected as such. Vandalism will not be tolerated.
- Eating and drinking are not permitted on the bus.
- Buses will stop to pick up and drop off pupils at designated bus stops only. Requests for stops other than designated stops will not be honored.
- Safety is the rule at all times.

**Note: Students must ride their assigned bus to and from school. Students may not ride a different bus even if accompanied by a note from their parent/guardian. Only in the case of a family emergency will an exception be made. In this case the parent/guardian must contact the BRSD Transportation Department 298-0674 ext. 1176 to make alternate arrangements.**

## SELF DEFENSE

Self-defense is an action to prevent injury to oneself. When a defensive action causes excessive harm to the offender, or it is known to be the result of instigation by the claimant, such defensive action will be considered return aggression. RETURN AGGRESSION will incur the same consequence as mutually combative/assaultive behavior.

## BULLYING AND HARASSMENT

Students in Bordentown schools are expected to treat one another with respect regardless of gender, race, color, creed, religion, national origin, or sexual orientation. Bullying is a common and damaging form of violence among children. **New Jersey State law defines "harassment, intimidation or bullying" as any gesture or written, verbal or physical act that is reasonably perceived as being motivated by an actual or perceived distinguishing characteristic and has the effect of causing harm to a student or damage to the student's property, or reasonable fear of harm or property damage, or of insulting a student or group of students in a way that substantially interferes with the orderly operation of a school. Bullying can be direct (e.g. hitting, teasing, name calling) or indirect (e.g. social exclusion) and includes cyber bullying (e.g. sending insulting or embarrassing e-mail, text messages or photos/video to the child or others about the child).** All instances of such harassment/bullying must be reported to a BRSD employee, classroom teacher and or administrator, as per stated in Board Policy 4105. *The person filing a report may choose to remain anonymous and granted he/she files the report in compliance with the district's BOE policy, will be immune from a cause of action for damages arising from any failure to remedy the reported incident. A school employee, student or volunteer shall not engage in reprisal, retaliation or false accusation against a victim, witness or one with reliable information about an act of harassment, intimidation or bullying. In addition, those persons making false accusations against another for reasons of retaliation and or harassment/intimidation/bullying shall incur consequences and appropriate remedial action.* Once reported, each incident will be recorded, parents will be contacted and appropriate action will be taken promptly including careful follow-up to prevent re-occurrence. Interventions include, but are not limited to: contacting district and local authorities, supportive counseling, detentions, and suspensions. Victim assistance/support will be provided as well. All instances of Harassment Intimidation and/or Bullying at MIS should be reported to our or school Anti-Bullying Specialist Mrs. Katerina DeVito ext. 5209.

Once reported:

- Each incident will be recorded
- Each incident will be reviewed by the School Anti-Bullying Specialist. Incidents which qualify as "HIB" per policy 4105 will be investigated per BOE guidelines.

- Students may be required to meet with a counselor, MIS or District Anti-Bullying Specialist and/or the MIS or District Affirmative Action Officer.
- Parents will be contacted
- Appropriate disciplinary action will be taken.

Interventions and disciplinary action include, but are not limited to: contacting district and local authorities, supportive counseling, detentions, and suspensions.

***The Bordentown Regional School District continues to maintain a zero tolerance policy in regard to both bullying and harassment.***

## CONSEQUENCES

Students who do not follow the rules will receive consequences for their misbehavior. Punishments will vary according to the frequency and severity of the misbehavior. Consequences may include; detentions at lunchtime, before or after school detention, loss of school activity privileges including class parties, assemblies, field trips, end of year events etc. in-school suspension, out-of-school suspension, mandatory conference with school principal, conference with Superintendent and/or Board of Education and in severe cases, expulsion.

Parents will receive a Notice of Disciplinary Action, letter, or telephone call whenever a detention or more severe punishment is given. Disciplinary notices must be signed by a parent/guardian and returned to school the next day. Further disciplinary action may be taken if a student returns the notices unsigned or late. Parents may appeal out of school suspensions to the principal. This should occur immediately so a decision can be rendered before the suspension begins.

According to Bordentown Regional School District's policy number 5070, a student may be suspended from school for good cause. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher, or of the habitual use of profanity or obscene language, or who shall damage, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Additionally, the student may be held financially liable for damages inflicted upon the school or its property.

In each instance of short term suspension, the Bordentown Regional School District Board of Education shall assure the rights of students suspended for ten (10) consecutive days or less by providing for the following:

-Oral or written notice of charges to student as soon as practicable.

-An informal hearing prior to the suspension in which the student is given the opportunity to present his/her version of events regarding their actions leading to the short-term suspension and provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2and5

-Oral and or written notification to the student's parents of the student's removal from his/her

educational program prior to the end of the school day on which the school administrator makes the decision to suspend the student.

-Appropriate supervision of the student while waiting for his/her parent to remove the student from school during the school day.

-Academic instruction either in school or out of school that addresses the NJ State Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:16-9 or 10.

-Academic instruction services shall begin after 5 consecutive days of suspension

-The district Board of Education may deny participation in extracurricular activities, school functions, sports or graduation exercises where such measures are designed to maintain the order and integrity of the school environment.

In order to be readmitted to school after a suspension, a reinstatement meeting must be held between school administration and the suspended child's parents. The student's presence at this meeting may also be required by administration. The student will not be readmitted to school until the meeting is held. The suspended child is responsible to make up all missed work after reinstatement. This work is to be solicited by the student and completed in a time frame equal to the number of school days missed. For example, a student has one-day to make up work missed from a one-day suspension.

#### **6A:16-7.4 Mandated Student Removals from General Education**

There are certain times when the State of New Jersey mandates that a student be removed from general education. These instances are stated below and are pursuant with the NJAC 6A:16-5.5,5.6 and 5.7

-removal for firearms offenses

-removal for assault with weapons offenses

-removal for assaults on district board of education members or employees

#### **BIRTHDAYS AND INVITATIONS**

A child's birthday is a very special day. Often, families plan parties for their children to celebrate this day. If you would like to send out invitations to students in your child's class, please tell your child to ask his or her teacher how best to distribute them. Also, invitations will only be distributed in school if every child in the class is invited. If you are only inviting select children, invitations must be delivered outside of school.

#### **CHANGE OF ADDRESS**

It is very important that every student maintains an up-to-date address, telephone number, and emergency contact listing at the school office. Notify the school immediately with proper documentation if you have a change of address or telephone number during the school year.

#### **EARLY SIGN OUT**

Parent's written requests to sign a child out early for dental/doctor appointments, etc., must be brought to the Main Office in the morning after their homeroom teacher has signed the note. ***Please refrain from signing your child out of school early simply for convenience purposes as this disrupts the learning continuum.*** A parent/guardian must sign the student out in the Main Office. We cannot accommodate parents who wish to wait inside the building for their children at dismissal time.

Please Note, students must remain in school until 1:00 P.M. to be considered a full day of school. If a student leaves before this time, the student may not participate in any after-school activities (without prior administrative approval).

#### **EMERGENCY CLOSING OF SCHOOL**

In the event of severely inclement weather or emergency, the school may be closed early or begin after the normal starting time. The district uses a phone system that will call your house. Please update your phone number if it has changed. NJ 101.5 FM will also announce the closing or delay, or call the school's voice mail, or check the district's website at [www.bordentown.k12.nj.us](http://www.bordentown.k12.nj.us)

#### **GUIDANCE SERVICES**

A counselor is available for all students. All discussions with the guidance counselor will be kept confidential. Students can participate in group or individual sessions.

#### **HOMEWORK**

Students are required to complete all homework assignments on time. It is the student's responsibility to ask for and make up assignments that are missed due to absences. Students should ask their teacher for assignments missed due to absence after their return to school or ask a study buddy to provide them with the materials and assignments during their absence. Overdue, incomplete or missed assignments may result in loss of credit and reduction in grade.

#### **LIBRARY**

Our library classes are part of our Special Subject area classes. Students travel to the library once a week for book selection and instruction. Once a student checks a book out, it is the student's full responsibility to care for that book. Books must come back to the library in the good condition that they left. Replacement costs for lost or damaged books are to be paid for by the student. Any students with outstanding library books will not be allowed to borrow additional materials until the overdue books are returned. Failure to pay fines will result in administrative intervention.



## LOST AND FOUND

A Lost and Found service is maintained in the school. Anyone finding lost materials should turn them into the Lost and Found. Students may request permission to check the Lost and Found. No valuables, radios, tape recorders, or electronics of any kind should be brought to school. After a reasonable time, articles in Lost and Found are donated to charity.

**Please make every effort to LABEL everything sent to school with your child/children.**

## MEDICATION

Students may not have medication in their possession. This includes cough drops, cold medicine, aspirin, vitamins, or any other over-the-counter medications or preparations. Medications prescribed by a physician must be kept in the nurse's office. These medications must be kept in the original container and be accompanied by written permission and directions from the physician in order to be administered by the school nurse. There are NO exceptions to this rule. **Parents must bring all medication to the nurse's office; students may not transport any medicine of any kind.**

**In addition, all student medication is to be picked up from the nurse's office on the last day of the school year. Student medication not picked up on the final day of school will be disposed of by the nurse's office. All expired medication will be immediately discarded by the nurse's office as well.**

## NEWS ARTICLES / PHOTOGRAPHS

Throughout the year, we will be sending various items of newsworthy events to area newspapers and media outlets. Additionally, our website will document school activities and upcoming events. Should you wish that your child's name or photos **not** appear in these media, please contact the Principal immediately.

## PARENT-TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is an active organization that provides assistance and support to the educational programs in our school. Parents are encouraged to consider membership, even if they are unable to attend meetings. Parental support directly benefits each child.

## PUPIL RECORDS

In accordance with requirements set forth in New Jersey Administrative Code 6:3-2.3, entitled "Pupil Records," districts must notify parents annually of their rights in regard to pupil records and shall make copies of the applicable State and Federal Laws and Local policies upon request. Pupil records shall only contain information relevant to the education of the pupil and is objectively based on the personal observation of knowledge of the originator of the record. The local

school district may not compile any other records except mandated and permitted records.

## Mandated Pupil Records

Mandated Pupil Records are records that the school has been directed to compile by the New Jersey Statute, regulation or authorized administrative directive. Examples of mandated pupil records are: identifying data, pupil's name, address, date of birth, name of parents, citizenship and gender of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with state regulation; and all other records required to be kept by the State regarding the education of handicapped pupils.

## Permitted Pupil Records

Permitted Pupil Records are records, which our local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples of permitted pupil records are: systematically gathered teacher or counselor ratings; and observations and varied reports of serious or recurrent behavior patterns.

As a parent or guardian, you and your child have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators and other staff members to effectively educate your child. If you have any questions or desire to examine your child's record file at any time, you may arrange to do so by making an appointment with the Principal or Assistant Principal at 298-2600, ext. 4100.

## Student Records and Confidentiality

When a student transfers to a public school district from another public school district, all information collected on that student pursuant to NJSA 2A:4A-60 shall be provided to the receiving district in accordance with the provisions of NJSA 18A:36-19a

1. The records shall be provided within two weeks of the date that the student enrolls in the receiving school district.
2. Written consent of the parent, guardian or adult student shall not be required as a condition of the transfer of this information.

When a student transfers to a private school, (sectarian or non-sectarian) records will be provided in the same manner listed above.

## REPORT CARDS

Report cards are issued three times a year. The report card has an explanation of the marking system for each particular grade. Report card covers must be signed and returned each trimester.

## **STUDENT SURVEYS**

On occasion, our school may have the need to survey students concerning specific issues. Surveys are conducted to establish baseline information and the results are used for grant writing and research that may be conducted by the district or to other agencies. Although the surveys may ask for personal information such as the school, age, or gender, all information is kept strictly confidential.

## **STUDENT VISITORS**

We are not able to accommodate student visitors from other schools. We can only ask our staff to be responsible for MacFarland Intermediate School students. We appreciate your desire to have other students visit us, but we will not be able to honor such a request.

## **TEACHER QUALIFICATIONS**

At the start of each school year, under the provisions of the Every Student Succeeds Act, districts will notify parents / guardians that individuals may request information on the professional qualification of their child's classroom teachers. The information can include:

- Qualifications and licensing criteria for the grade levels and subject area taught by the teacher,
- Emergency or other provisional licensure and/or licensing criteria that have been waived,
- The teacher's degree major, graduate certification or other degree held, and the discipline of the degree or certification.

Bordentown Regional School District would like you to know the following conditions are true:

- All teachers who are on staff and instruct students daily in all subjects are highly qualified according to the State of New Jersey requirements. They have obtained full state certification as a teacher, including certification obtained through alternative routes to certification, or passed the state teacher's licensing examination and hold a license to teach in our state.
- No teacher has had certification or licensure requirements waived on an emergency, temporary or provisional basis.
- No teacher in the district is teaching a class or course for which he or she is not properly certified or qualified to teach.
- All teachers' aides meet requirements for instruction.

If you have any questions, please contact the building Principal at 291-7192 ext. 5213.

## **GANG ASSESSMENT PROCEDURES**

The Bordentown Regional School District believes that the physical, emotional and mental well-being of all pupils must be maintained as a prerequisite to achievement through the formal education process. Recognizing that gang affiliation and gang related activity is on the rise in our community and surrounding areas, the school district wishes to adopt a procedure regarding assessing gang involvement. Please note that although gang related issues/behaviors tend not to affect students at the K-5 level, this information is being shared with all BRSD students and their families.

Bordentown Regional School District recognizes that the police department has a wealth of knowledge and experience dealing with gang related activities. Therefore, the school district will utilize the police department's expertise in this area when facilitating a gang assessment. The gang assessment is in no way a criminal proceeding. All information obtained will be kept strictly confidential, shared only with appropriate staff members. This gang assessment will function as an outreach for students and their parents or guardians. The goal of the assessment will be to ascertain the level of knowledge, interest and/or affiliation with gangs. The results of the gang assessment may play a role in the determination of school related discipline procedures. If during the gang assessment, a determination is made that the student is not affiliated with a gang, it does not preclude disciplinary actions. In order to offer assistance, the student and parent or guardian will be given information about outreach programs and any other information necessary to assist the formal education process

Procedures for a gang assessment:

- A student is suspected of having interest, knowledge or affiliation in a gang by school personnel, the police department, or community member.
- A School administrator is notified of the circumstances.
- An investigation by the school administration may be conducted at this point.
- The school administrator will contact the police department designee to discuss the level of police involvement if any.
- The police designee determines the level of police involvement which will be tailored to meet the specific needs of the individual student.
- Disciplinary consequences may be enforced by the school.
- If necessary, an available police designee will schedule a mutually agreed upon meeting with

the school administration to evaluate the circumstances.

- If the school administrator and the police officer agree that a gang assessment should be done, the school administrator will contact the student's parent or guardian to schedule the meeting.
- The assessment can take place at the police station, the school, or another mutually agreed upon location.

The assessment **must** involve the following participants:

- Student in question
- Parent or guardian
- Police officer
- School administrator

The assessment may also involve any other pertinent school staff members.

During the gang assessment, the school administrator and the police designee will ask questions to the student to determine any level of gang interest, knowledge and/or affiliation.

Questions will be asked to ascertain the level of gang interest/knowledge and/or affiliation.

Examples/areas of concern are the following:

- Dress
- Symbols
- Hierarchy
- Time of involvement
- Meeting places/times
- Rituals
- Slang
- Illegal activity
- Fighting
- Substance abuse/sales
- Other

A gang assessment can occur for a student more than once if there is further suspicion of gang activity.

Any information gathered during the gang assessment can be used in order to develop a plan of support for the student.