

Student/Parent Handbook

2018-2019

Mr. Joseph F. Sprague
Principal

Mr. Robert R. Schurtz
Assistant Principal

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BORDENTOWN REGIONAL BOARD OF EDUCATION

Board of Education board meetings are held in the Bordentown Regional High School Library. Regular meeting dates and times can be found on the district website.

MEMBERS

Mr. Stephen Heberling
Mr. Joshua Fausti
Mr. Howard Barman
Mr. Kevin Creegan
Ms. Eileen Francisco-Cabus
Ms. Janet Nielsen
Mr. Salvatore Schiano
Ms. Sylvia Scozzari
Ms. Jamie Augustyn

DISTRICT ADMINISTRATION

Superintendent – Dr. Edward Forsthoffer
Business Administrator/Board Secretary- Mr. Eloi Richardson

DAILY SCHEDULE

FULL DAY
7:50 – 2:50

HALF DAY
7:50 – 12:05

1 HOUR DELAY
8:50 – 2:50

2 HOUR DELAY
9:50 – 2:50

PRINCIPAL'S MESSAGE

The middle school years are some of the most important and formative years in a child's academic career. We at Bordentown Regional Middle School are dedicated to providing the extremely important educational foundation that will enable your child to be successful at the next level. Our goal at BRMS is to help your son/daughter grow into a mature and responsible young adult; ready for the next challenge both academically and socially. The staff and administration would like to extend to you a warm welcome as we begin the new school year. The Student/Parent Handbook presents an overview of our school's programs, activities, expectations and procedures. Please review this Bobcat Handbook with your child so that s/he is aware of her/his responsibilities as a member of the BRMS school community. We are confident that by working together your child will have a very successful educational experience.

If, at any time, a question concerning this Bobcat Handbook and its contents, or if there is any way we can be of assistance to you, please call us at 298-0674. Our goal is to provide the best program possible for your child. Your continued support, suggestions and cooperation are valued and most appreciated.

We wish you the very best as we begin the new school year at BRMS.

Sincerely,
Joseph F. Sprague III
Principal

BORDENTOWN REGIONAL MIDDLE SCHOOL BELL SCHEDULE

8TH GRADE

7:50 – 8:20 Home Room

8:23 – 9:50 Core 1

9:53 – 10:35 AM Humanities

10:35 – 11:05 Lunch

11:08 – 12:35 Core 2

12:38 – 1:20 PM Humanities

1:23 – 2:50 Core 3

7TH GRADE

7:50 – 8:20 Home Room

8:23 – 9:05 AM Humanities

9:08 – 10:35 Core 1

10:38 – 12:05 Core 2

12:05 – 12:35 Lunch

12:38 – 2:05 Core 3

2:08 – 2:50 PM Humanities

6TH GRADE

7:50 – 8:20 Home Room

8:23 – 9:05 Core 1

9:08 – 9:50 AM Humanities

9:53 – 10:35 Core 1

10:38 – 11:20 Core 2

11:20 – 11:50 Lunch

11:53 – 12:35 Core 2

12:38 – 1:20 Core 3

1:23 – 2:05 PM Humanities

2:08 – 2:50 Core 3

MISSION STATEMENT

The Bordentown Regional School District is proud to educate the young people of Fieldsboro, Bordentown City and Bordentown Township. Working with families and our communities, the Board of Education, administration, faculty and staff members of Clara Barton and Peter Muschal Elementary, MacFarland Intermediate, Bordentown Regional Middle and Bordentown Regional High School pursue a shared mission and vision for quality schools.

The mission of the Bordentown Regional School District, in collaboration with the community, is to provide a safe, nurturing learning environment that is conducive to success for each student regardless of diverse background, learning style, prior experience, and educational need.

Through this mission statement, the Bordentown Regional School District expects all students to work toward mastery of the Common Core Standards.

AFFIRMATIVE ACTION

Federal and state legislation guarantees each child in the public school equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, sexual orientation, or social/economic status. The Bordentown 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. Our Affirmative Action representative for Bordentown Regional Middle School is Mrs. Toby Sebelist, our school counselor. Please see Mrs. Toby Sebelist or contact her at 298-0674 x 2015 if there is a concern.

ATTENDANCE REGULATIONS

Regular attendance at school is required by law. Not only is it required, but necessary for a student's overall success. **All absences are detrimental to the desired goal of a student receiving a thorough education.** Frequent tardiness and sporadic, unexcused absences interfere with a child's continuity of learning, lessen a student's interest in his/her work and lessen the possibility of the student maintaining a high standard of achievement. Should absences/tardiness become a concern, the child's parent/guardian will be contacted in the hope that together we can resolve this concern. A general guideline used in Bordentown Regional Middle School is to notify parents/guardians through written correspondence when their child has accumulated three (3) absences or more, or when a pattern of concern regarding unexcused absences has been noted during the school year. A second letter will be sent to parent/guardians when their child has accumulated six (6) days of unexcused absences. After ten (10) accumulated absences, a truancy warning will be sent to the student's home accompanied by the legal ramifications requiring the student to return to school on a regular basis. Should that student miss any further days after this warning, truancy will be immediately filed with the Bordentown Municipal Courts.

We encourage parent/guardian to please contact the school administration or school counselor as soon as they are aware of the concern so that home and school can work together to remediate the situation. **Progressive legal steps will be taken if attendance problems continue.**

According to Board Policy #5061: An excused absence shall be defined as: an absence which is supported directly by a physician's note; a religious holiday in accordance with N.J.S.A. 18A:36-14-16 and N.J.A.C. 6:20-1.3(k); an absence due to death in the immediate family supported by a parental note; a required court appearance which is supported by a note from an official of the court. Supporting documentation must be submitted to the school within FIVE (5) days of the absence or it will not be valid. **All other absences are considered unexcused, even if the parent is aware of the absence.**

Procedures for absence: It is crucial that:

- A note from the family doctor is required after each absence of five (5) consecutive days, or more.
- Following a religious holiday, when absence is required, a note of explanation from the parent or guardian is to be presented to the Attendance Office.
- Any student who has an unexcused absence from school may not be on school property at any time or use school transportation or participate in any school sponsored activity on the day of the absence. (Sports, dances, concerts, class trips, etc.) Students must remain in school until 1 p.m. to be considered a full day of school. If student leaves before this time, student may not participate in any after school activities (including graduation) without prior administrative approval.
- Any student who arrives late to school **must report directly to the Attendance Office.** Failure to report to the Attendance Office will be considered a very serious matter and subject to immediate disciplinary action.

TARDINESS TO SCHOOL

Upon entering the building, all students must go **immediately** to their lockers and then go **directly** to their Home Room class and remain there. Students may not go to other students' lockers or loiter in the halls.

- All students are required to have gone to their locker and be in their Home Room classroom by 7:58 a.m., or they are considered tardy.
- A student is permitted three (3) unexcused tardies **per semester**. After the 3rd unexcused tardy a letter will be sent home. On the fourth and each subsequent unexcused tardy per semester, the student will receive a lunch detention. An excused tardy is one which is covered by a doctor's note or court appearance.

FAMILY VACATIONS

Family vacations, day trips and so forth during school time are not permitted; however, if a family vacation is necessary a parental note of explanation must be submitted to the office at least two (2) weeks in advance. **Please note that teachers are not required to provide assignments ahead of time for such unexcused absences.**

Note: Any absences due to family vacation will count as unexcused absences as per board policy.

ACADEMIC COURSES

The following courses are provided to the students during their three-year program at BRMS.

Math	Algebra 1*
Geometry*	Language Arts
Science	Social Studies
Spanish	Health/Physical Education
Art	Technology Education
Computers	Music Appreciation

- Only for students who meet qualifying criteria.

** If a student is in accelerated class and receives a grade of 69 or less after the first marking period, the student is put on probation and a parent conference is held. If the student gets a 69 or below on the second marking period progress report, a parent conference is held and the student is recommended to go into the regular class.

HOMEWORK

Pupils will be provided an opportunity to complete assignments missed because of legitimate absences under the discretion of their individual teacher.

- Pupils who cut classes or are truant will not receive credit for the period(s) of time missed.
- Pupils who must make up work for time missed because of disciplinary actions, i.e., suspensions, must have work completed upon return to school.
- For extended student absence, 3 days or more, please call Ms. Dawn Patterson (298-0674 x2039) or Mrs. Toby Sebelist (298-0674 x 2015) school counselors, for work.

NUMERICAL SYSTEM OF GRADES

90-100 A

80-89 B

70-79 C

65-69 D

0-64 F

HONOR ROLL

The honor roll method is used to recognize the academic achievement of students during the 10 week marking period.

DISTINCTION - Students who receive between 90-100 in all subjects.

HONORS - Students who receive 80 or above in all subjects.

FINAL MARKING PERIOD GRADES AND GRADING SYSTEM

Final marking period grades will be available for each 10-week period. Report cards will not be sent home with the student; however, final marking period grades will be available on-line in Power School, the school's student management system, after each marking period. Further, in the event a parent/guardian does not have access to the internet, a final marking period grade report will be produced and sent home. Please contact your child's guidance counselor should this be the case.

PLEASE NOTE: *Final marking period grade availability dates are listed in the school calendar. If you are unable to preview your child's final marking period grades on these dates, please contact your child's guidance counselor.*

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor or the administration by calling the school office at 298-0674. Regularly scheduled fall and spring parent/teacher conferences are held each year. If a student receives a failing grade in a subject in any marking period, the parent should contact that teacher or a school counselor to schedule an academic conference with that subject area teacher and/or an administrator in order to try to correct the student's academic difficulties and avoid further failure. This conference is requested for the student's benefit.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

In order to be promoted to the next grade (7th, 8th, 9th), a Bordentown Regional Middle School student must pass all of the major subjects of Language Arts, Math, Science, and Social Studies. If a student fails one of these subjects, s/he will make up the course through an approved summer school program in order to fulfill the requirements for promotion. If a student fails two or more of these subjects, s/he will be retained. Exceptional cases will be reviewed and acted upon by the Superintendent.

MIDDLE SCHOOL PROMOTIONAL EXERCISES

Any 8th grade student failing one or more subjects (Language Arts, Math, Social Studies, and Science) for the year will not be permitted to attend the promotion ceremony. In addition, any 8th grader who exhibits chronic disregard for school rules, (please refer to discipline codes found in this handbook) will not be permitted to graduate on the stage. This privilege may be returned at the discretion of the school administration with input from the classroom teachers if a student exhibits a significant improvement in their academic progress, or behavior, over an extended period of time.

PRESIDENT'S EDUCATION AWARDS – 8th GRADE

At the end of eighth grade, students are recognized at the daytime Awards Assembly for academic achievement. Students may earn one of two distinctions described below. This achievement will also be noted at the 8th Grade Promotion Exercise.

- President's Award for Educational Excellence – Combined 7th grade (MP 1-4) and 8th grade (MP 1-3) average, of all courses, equaling 90% or higher.
- President's Award for Educational Achievement – Combined 7th grade (MP 1-4) and 8th grade (MP 1-3) average of all courses equaling 88% or higher.

In addition to the two aforementioned President's Education awards, there are additional awards recognized at the daytime Awards Assembly for academic achievement, character education, leadership, and community service.

DISCIPLINE

The staff and administration of Bordentown Regional Middle School are dedicated to maintaining the proper behavior of all students. All students are expected to obey the rules and regulations of Bordentown Regional Middle School. These rules have been designed for the protection of pupils, and to ensure a safe and orderly environment conducive to learning.

Students are expected to be respectful, courteous and cooperative with all members of the school community. As such, they are required to always use proper language in all conversations. The use of obscenity, profanity, or any disrespectful language which is offensive to staff or other students, is strictly prohibited in all situations. It is important preparation for adulthood for each student to learn to conduct themselves with dignity and to live within the rules and regulations of society.

INFRACTION	OFFENSE	DISCIPLINE
Insubordinate and Open Defiance of Authority	1ST Offense	Five days lunch detentions; Parent notification by administration
	2ND Offense	One day In-School Resource; Five days lunch detentions; Parent notification by administration
	3RD Offense	Two days In-School Resource; Five days lunch detentions; Parent meeting with administration
	4TH and subsequent offenses	One day Out-of-School Suspension; In-take meeting with Principal or Assistant Principal
Individual student infractions may be subject to alternate consequences as determined by administration on a case-by-case basis, should it be deemed necessary.		

Physical Altercation/Fighting	1ST Offense	3 days Out-of-School Suspension; In-take meeting with the Principal or Assistant Principal
	2nd Offense	3 days Out-of-School Suspension; In-take meeting with the Principal or Assistant Principal; Exclusion from all after-school activities for the remainder of the marking period. This would include, but is not limited to, dances, talent shows, concerts, etc.
	3rd Offense and subsequent offenses	3 days Out-of-School Suspension; In-take meeting with the Superintendent of School or designee; Exclusion from any end-of-the year activity. This would include, but is not limited to, 8th grade promotion dance, field trip, 8th grade promotion, etc.

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INFRACTION	OFFENSE	DISCIPLINE
Theft/Stealing*	1ST Offense	One day In-School Restriction; Parent notification; Possible police complaint filed. (depending on severity)
	2nd Offense	2-3 days In-School Restriction; Police complaint will be filed; Parent notification; Exclusion from all afterschool activities for the remainder of the marking period. This would include, but is not limited to, dances, talent shows, concerts, etc.
	3rd Offense and subsequent offenses	1-3 days Out-of-School Suspension; Police complaint will be filed; Parent notification; Evaluation with School Psychologist; Exclusion from an
		End-of-the year activity. This would include, but is not limited to, 8th grade promotion dance, field trip, 8th grade promotion, etc.

***The amount of discipline will be directly related to the severity of the Theft/Stealing incident.**

INFRACTION	OFFENSE	DISCIPLINE
Vandalism*	1ST Offense	One day In-School Restriction; Parent notification; Possible police complaint filed. Student shall be responsible for the cost of any repair or replacement.
	2nd Offense	One day In-School Restriction; Police complaint filed; Parent meeting with administration; Student shall be responsible for the cost of any repair or replacement; Exclusion from all school privileges for remainder of the marking period. This would include, but is not limited to, dances, talent shows, concerts, etc.
	3rd Offense and subsequent offenses	2-3 days In-School Suspension; Police complaint filed; Parent notification; Evaluation with School Psychologist; Student shall be responsible for the cost of any repair or replacement. Exclusion from all student privileges for the remainder of the school year. This would include, but is not limited to, 8th grade promotion dance, field trip, 8th grade promotion, etc.

***The amount of discipline will be directly related to the severity of the Vandalism incident.**

INFRACTION	OFFENSE	DISCIPLINE
Use of Profanity, gestures and obscenities directed to a staff member	1ST Offense	One-day In-School Resource; Parent Notification
	2nd Offense	Two days In-School Resource; multiple lunch detentions; Parent, teacher and administrative meeting

	3rd Offense	One-day Out-of-School Suspension; Intake meeting with student, school psychologist, Principal or Assistant Principal and parent/guardian
Individual student infractions may be subject to alternate consequences as determined by administration on a case-by-case basis, should it be deemed necessary.		
Use of Profanity, gestures and obscenities	1ST Offense	Written apology, approved by a faculty member; one day administrative lunch detention; parent notification; conference with guidance counselor
	2nd Offense	Two days administrative lunch detention; conference with guidance counselor
	3rd Offense and subsequent offenses	One day In-School Restriction; Parent conference with student, school psychologist and Assistant Principal.
Individual student infractions may be subject to alternate consequences as determined by administration on a case-by-case basis, should it be deemed necessary.		

DISCIPLINE APPEAL PROCESS

Primarily the Assistant Principal handles the discipline, if the Assistant Principal renders a decision on Out of School Suspension for which there is disagreement that decision may be appealed to the Principal within 24 hours.

LEVELS OF DISCIPLINARY ACTION

While each incident will be handled on an individual basis, the following is a range of Disciplinary

Action that may be taken depending upon the severity of the incident. Also, Bordentown Regional Middle School reserves the legal right to notify local authorities and/or School Resource Officer when discipline infraction warrants.

- Teacher reprimand and warning;
- Notification to parents;
- Teacher lunch detention(s),
- Parent-teacher conference;
- Administrative assigned lunch detention;
- In-school restriction;
- External suspension;
- Mandatory parent/administration conference;

- Conference with Superintendent of Schools; and
- Conference with the Board of Education.
- Expulsion

OTHER DISCIPLINARY RULES

Cutting Class No student may willfully miss any class at any time. There is no justification for a student to “cut” a class. Any cutting of class will be met with serious disciplinary action. If a student is ill, he/she is to request a pass to the nurse and is not to loiter in the lavatory. The following is the disciplinary action for cutting class:

INFRACTION	OFFENSE	DISCIPLINE
Cutting Class	1ST Offense and subsequent offenses	½ - One-day In-School Restriction; Parent Notification

Disruptive Behavior Any behavior which would cause a disruption to the school's learning environment is not allowed. (i.e. No selling of candy, gum, and so forth) This includes any activity that may occur off school property and presents a disruption to the school environment.

INFRACTION	OFFENSE	DISCIPLINE
Disruptive Behavior	1ST Offense	Teacher reprimand and warning
	2nd Offense	Parent notification by teacher and Disruptive Behavior parent notification form sent to parent
	3rd Offense	One day lunch detention; conference with parent, student, and administrator
	4th Offense and subsequent offenses	One day In-School Restriction; Parent notification by administration
Individual student infractions may be subject to alternate consequences as determined by administration on a case-by-case basis, should it be deemed necessary.		

Self-Mutilation (carving or rubbing of skin to cause skin injury) is strictly prohibited. Student will be sent to the nurse and parents will be called.

Cheating/plagiarism Any form of cheating or plagiarism will be handled on an individual basis by the teacher and may result in the following:

- *loss of credit
- *failing grade
- *teacher discipline
- *However, parent contact required

Gum Chewing Gum chewing will be addressed by the classroom teacher. Violation of teacher rule will be handled by the classroom teacher on an individual basis.

Lateness to Class Students are not to be late for class. It is the responsibility of the student to be on time for class. If a teacher has detained a student, the student must secure a pass from that teacher so he/she will not be considered late for the next class. If there is no valid reason for a student's lateness, the teacher to whom the student reports will take the following disciplinary action:

1 – 3rd offense	Teacher address with student, warning recorded with Assistant Principal and parent notification by teacher.
4 – 9th offense	Administrative lunch detention and parent notification by building administration.
10th offense + subsequent lateness	One day In-School Restriction; Parent notification by building administration and parent letter.

WATER BOTTLES

Water bottles are permitted in school. However, teachers may exercise discretion when allowing water bottles in their specific classrooms. Additionally, all water bottles may ONLY be filled with water (no Gatorade, Power Aide, or juice permitted).

STUDENT THREATS

Student threats to other students and to staff members may result in an In-School Alternative program or an Out of School Suspension. (The number of days will be based upon the severity of the incident.) The police will be notified of all threats of violence. Before a student can be readmitted to school, either through the Principal or Superintendent of Schools' office, (depending upon the severity of the threat,) the student will be evaluated to determine readiness to return by a certified Psychiatrist. The Psychiatrist will evaluate the student to determine if the student can return to school or whether further support intervention is necessary prior to the student's returning to school. This evaluation may be done at SCIP, CENTRA, the student's own physician or another psychiatrist deemed appropriate. Further support will be required and provided if necessary.

SCHOOL BUS CONDUCT

Proper behavior under the direction of the bus driver is imperative to the safety of everyone riding the bus. **In addition to all regular school bus rules, students are subject to a loss of bus privileges for misconduct on the school bus.**

Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to enter. Students assigned to a particular bus must not change buses. **Riding a school bus is a privilege.** Inappropriate behavior will result in disciplinary action that may include being excluded from the bus.

NOTE: Students must ride their assigned buses to and from school. Students cannot go on another bus even with 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 needs to contact the transportation coordinator to make other bus transportation arrangements. (298-0674) **Bus students must take bus to and from school. They may not walk to or from school without written parent/guardian permission confirmed by the office.**

INFRACTION	OFFENSE	DISCIPLINE
Continued and willful disobedience, Open defiance of the bus driver	1 ST Offense	Parent notification and assigned seat on the bus
	2 nd Offense	Parent Notification; Assigned seat on the bus; Parent Letter and one-two day suspension of bus privileges
	3 rd Offense	Parent Notification; Parent Letter and five day suspension of bus privileges
	4 th and subsequent offenses	Ten day suspension of bus privileges
Disruptive Behavior	1 ST Offense	Parent notification and assigned seat on the bus
	2 nd Offense	One-two day suspension of bus privileges; Parent Letter; Meeting with guidance counselor/CST member and exclusion from all after-school activities for the remainder of the MP. This would include, but is not limited to, dances, concerts, etc.
	3 rd Offense	One day In-School Restriction; Parent notification by administration and five day suspension of bus privileges
	4 th and subsequent offenses	Ten (10) day suspension of bus privileges; Parent notification by administration, and exclusion from an end-of-the year activity.

TEACHER’S DETENTION

Lunch detention may be assigned to students by teachers and will be the primary step in the discipline process. Detentions will be given for inappropriate behavior, tardiness to class or any other reason which interferes with learning or the learning of others in the classroom. These detentions must be served to avoid more serious disciplinary action. **The classroom teacher will contact the parent when warranted.**

IN-SCHOOL RESTRICTION

When, in the opinion of the administration, a student's behavior requires disciplinary action, but is not severe enough to warrant suspension from school, the student will be placed in an In-School Restriction program (I.S.R.). This will consist of the student remaining in a designated area for the entire day while completing normal classroom assignments under teacher direction.

Offenses that may require inclusion into I.S.R. will include, but are not limited to:

- Refusing to follow the directive of an administrator.
- Willful destruction of school property.
- Intention to violate the rights and dignity of another student or staff member (for example, racial slurs, abusive or obscene language and threats).
- Failure to serve Lunch Detention.
- Continual behavioral incidents of the same nature.
- Behavior, whether in school or out, that disrupts the learning environment

Failure to follow the rules in I.S.R. will result in an out of school suspension. **Any student, who has been given an In School Restriction, will be excluded from all school activities during the day of the I.S.R. This would include, but is not limited to, dances, field trips, concerts and athletic activities, etc.**

SUSPENSION (EXTERNAL)

Students will be suspended from school only after the administration is convinced that the student's behavior warrants such action. When a student is suspended, he/she is not to enter the building or be in the vicinity of the school under any circumstances.

Offenses that may require Out of School suspension will include, but are not limited to:

- Refusing to follow the directive of an administrator.
- Willful destruction of school property.
- Intention to violate the rights and dignity of another student or staff member (for example, racial slurs, abusive or obscene language and threats).
- Verbal and/or physical abuse of a staff member.
- Physical assault upon another student.
- In possession of or hiding weapons on school property (including imitation firearms).
- In possession of or setting off an explosive device.

Any student who has been suspended will be excluded from all school activities until s/he is re-admitted to school. This would include, but is not limited to, dances, field trips, concerts and athletic activities, etc.

READMITTANCE PROCEDURE FROM EXTERNAL SUSPENSION

BORDENTOWN REGIONAL SCHOOL DISTRICT-POLICY # 5071

A pupil returning from an external suspension must be accompanied by a parent/guardian to the re-admittance conference unless the student is the age of majority. Following the first and second suspensions they will meet with the building administrator, Principal/Assistant Principal. Following third external

suspension, (or before if offense warrants), the re-admittance conference shall be held with the Superintendent of Schools, at which time a Child Study Team pre-expulsion evaluation may be ordered. Any further external suspensions shall require a re-admittance conference with the Board of Education or committee thereof.

CELLULAR PHONES AND OTHER ELECTRONIC DEVICES

Cell phones must be turned off and placed in a secure locker during the school day, unless they are being used in a Bring Your Own Technology (BYOT) classroom. Students who are observed using their cell phones (except in a BYOT setting) will be disciplined administratively. BYOT settings are established by individual classroom teachers. If used in these classrooms, students are responsible for powering down their devices and returning them to their locker or string bag. Students are not permitted to carry their devices throughout the day on their person. If you question whether or not an item is appropriate to bring to school, call the administration for guidance. Any cell phone relinquished by a teacher is given to a building administrator. The teacher is not at liberty to return the device to the student. **Bordentown Regional School District will not be responsible for lost or broken aforementioned devices**

Administrative Procedures

The **first time** a student is found to have used a cellular telephone or other electronic device without authorizations, the phone or device will be confiscated by the staff member and given to an administrator. The device will be returned, by an administrator, to the student at the end of the school day. A parent/guardian letter will be sent home for signature. In the event the parent/guardian letter is not returned, the device will be turned over to an administrator to be held for the school day and returned to the student at dismissal. This process will occur until the signed parent/guardian letter is returned to school

On the **second offense**, the phone or device will be confiscated, the parent/guardian will be called by the student and the device will be returned, by an administrator, to the parent/guardian at the conclusion of a conference between parent and administrator. The student will receive a central detention.

On the **third offense**, the same procedures as above will be followed; however the student will receive a one (1) day In-School Suspension for insubordination to an administrator. A parent conference will be arranged after the suspension to allow the student to be readmitted back into class.

Failure to relinquish the cellular telephone or electronic device to a requesting staff member will result in one (1) day In-School Suspension. Failure to relinquish the cellular telephone or electronic device to an administrator will result one (1) day Out of School Suspension.

DRUG AND ALCOHOL POLICY # 5131.6

Consequences for being Under the Influence

A student who is suspected to be under the influence of a “substance” will be tested. If there is confirmation that the student is under the influence, the following will occur:

A. First Offense

1. Two (2) days out of school suspension and three (3) days in-school suspension;
2. Six (6) counseling sessions with district student assistance counselor. The district student assistance counselor may recommend and evaluation by a board approved outside agency;
3. A police report may be filed.

B. Second Offense

1. Four (4) days out of school suspension and three (3) days in-school suspension;
2. Ten (10) counseling sessions with district student assistance counselor. The district student assistance counselor requires an evaluation by a board approved outside agency and participation in post incident drug screening program;
3. Loss of all extracurricular activities for the balance of the school year;
4. A police report may be filed.

C. Third Offense

1. Ten days (10) out of school suspension and board of education referral for a hearing;
2. Assessment/referral and counseling treatment by board approved outside agency;
3. Police report may be filed.

All violations are cumulative. If a student violates the policy for the first time while in middle school, any violation at the high school will be considered a second offense. If the drug use violation is accompanied by manifestations so serious as to put the welfare and safety of others at risk, the student may be recommended for alternative placement from school. Parent(s) or legal guardian(s), and the Superintendent must meet in conference prior to a student’s return to school. Refer to the district website for any and all additional information regarding the BRSD Drug & Alcohol Policy.

GANG ASSESSMENT PROCEDURES

Bordentown Regional School District Policy #5065

The Bordentown Regional School District believes that the physical, emotional and mental wellbeing 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.

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.

WEAPONS AND DANGEROUS INSTRUMENTS

BORDENTOWN REGIONAL SCHOOL DISTRICT FILE CODE: 5131.7

The Bordentown Regional Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the board to remove the student from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the superintendent. The superintendent may modify a student's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the superintendent/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the student involved.

SMOKING

Smoking is not permitted on school property. In accordance to **NJPS 26:3D-17** it is unlawful for anyone to use tobacco products at any time on school grounds or in school buildings. Violators are subject to court costs and fines. This applies to before, during and after school, all school sponsored activities. Violation of this rule will result in an external suspension from school. Any student who is found to be in possession of any tobacco products, lighters or matches will have them confiscated. Parents will be notified and disciplinary action will be taken.

BACKPACKS AND BOOK BAGS

Students may bring backpacks and book bags to school. However, they must be stored in their lockers throughout the day. Students may use one string bag during the school day and their backpacks upon dismissal.

SAFETY

All students should take great care to ensure their own safety as well as the safety of everyone around them. To ensure everyone's safety, students are asked to refrain from running, pushing, or throwing any object at any time. **Students are to follow the directions of all Bordentown Regional Middle School staff to ensure all students' safety.**

Also, to help ensure the safety of the student body, any student who is found to be in possession of or using fireworks, pulling a false fire alarm, possession of or use of a smoke bomb, etc., are subject to severe disciplinary action. In the case of fireworks or the pulling of false fire alarms, the local police department will be notified. **These actions will result in immediate out of school suspension. Should this action take place at the end of the school year, and the student is suspended, the student will not graduate on stage and/or serve the suspension at the start of the next school year.**

In addition, students are not permitted to bring the following: aerosol cans of any kind, hair spray, spray perfumes, or white out. This is due to our concern regarding other students' and staff members' health issues.

VANDALISM

Maintaining the condition and appearance of our school is everyone's responsibility. Students who deface or damage any part of the school shall be responsible for any repair or replacement and will be subject to disciplinary action.

COMPUTER POLICY

BORDENTOWN REGIONAL SCHOOL DISTRICT INFORMATION TECHNOLOGY ACCESS AGREEMENT

Students in the Bordentown Regional School District will be aware of the significant responsibilities associated with use of technology and the Internet. The student will understand that if s/he does not adhere to these policies, s/he may lose, or be restricted in his/her network and the Internet privileges and s/he may be subject to disciplinary action.

Specifically, the student will agree to the following:

- 1) Use district Informational Technology Resources for educational purposes only. This means game playing, and practices such as instant messages from online providers are prohibited.**
- 2) Treat with respect and exercise reasonable care in the use of all district computer hardware, software and communication resources;**
- 3) Not reveal to anyone else passwords or other access codes assigned to the student so that s/he may use the Technology Resources of the district. It is against the rules for anyone to trespass in another's folders, work or files for any reason.**

- 4) Make responsible, cost effective use of district consumable supplies such as paper, electronic media and printer ink and toner;
- 5) Make no attempt to in any way, alter, modify, upgrade, or repair any district hardware, including, but not limited to, computers, interface cards, monitors, printers, scanners, modems, wiring, or cabling;
- 6) Make no attempt to change, modify or upgrade any district software;
- 7) Make no attempt to install software of any kind on any district computer or network **download and install programs of any kind on district computers.**
- 8) Not develop, acquire, display, or transmit any material by electronic means or hardcopy that could be considered by a reasonable person in our community as obscene, scatological, racist, abusive, and degrading to men or women by gender or demonstrating intolerance or prejudice toward any recognized ethnic or religious group.
- 9) Not use district technology resources to support political or religion causes or support candidates for public elected office.
- 10) Not to violate copyright laws.

The Internet, like most technology, offers the opportunity to enhance the educational experience for our students. Students are directly responsible to use this tool in an appropriate manner. Failure to do so will result in disciplinary action that may include suspension of the technology privileges and loss of other school related privileges.

E-mail accounts are not automatically assigned to students. If a student requests a district supplied account, he/she must have written permission from a parent/guardian as well as the building principal. After that has taken place, the BRSD Technology department may issue a district supplied e-mail account based on justified need.

***Please note: the use of the computer, including the Internet/e-mail connections is closely monitored and IS NOT PRIVATE. Network storage space, called home directories are closely monitored and may be inspected at any time there is reasonable cause to believe there is a difficulty. This means the Network Administrator may review any files and communications contained in the home directories to maintain system integrity when there is reason to believe there is a difficulty and ensure that users are using the system responsibly. User should not expect that files stored on district servers will always be private.**

The BRSD is mindful of its responsibility to parents and students. Toward this end, software is utilized to block sites that are considered inappropriate. The filtering software currently used by the district is Surfwatch. The following quotation which describes Surfwatch's filtering criteria was taken from Surfwatch's websites located at:

http://www.surfcontrol.com/support/surfwatch/filtering_facts/filtering_criteria.html

If a student inadvertently accesses an inappropriate site, it must be reported immediately to a staff member.

The creation of home pages or websites either in out of school that are threatening, abusive or derogatory toward school officials, staff, and students may result in disciplinary action and loss of privileges.

SCHOOL HALLS

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a written hall pass (found in the Student Assignment/Handbook) from an authorized staff member. When a student leaves a class with a written pass, the student must proceed directly to the designated destination in the most direct route. **Walking is the expected pace students should adhere to within the school building. Students are expected to show self-control and patience when negotiating the halls.**

STUDENT'S PRESENCE BEFORE AND AFTER SCHOOL

Students are not permitted on school grounds prior to 7:45 a.m. or after 2:55 p.m. (Mondays through Fridays) unless a staff member or administrator supervises them. Please note that our building will not open until 7:50am when the opening bell rings. Students attending any after school activities such as athletic events must first return home and then return via parent/guardian. Students must also adhere to all school rules outlined in this handbook.

DRESS CODE

There are many items to consider concerning the proper dress of those who enter school each day. The most important word is PRIDE. It is necessary to possess pride in ourselves which we should strive to maintain. Many things are portrayed through our clothing, and we should take it upon ourselves to reflect only the best possible impression to others.

The following dress code is intended to allow students to show the pride that they have towards themselves:

- 1) Any clothing which may prove to be inappropriate, offensive or distasteful, display obscenities or promote alcohol or drugs, is not permitted.
- 2) Blouses must be worn so that they meet the top of pants or skirts while a student is in a standing position. (No bare midriffs) No spaghetti (thin strap), low cut, off-the-shoulder, or tight blouses will be permitted, no half-shirts, cut off shorts, net or transparent shirts, tube tops, tank tops, or halter tops.
- 3) Students are not permitted to wear shirts with low cut arm holes, or bathing trunks/suits.
- 4) All clothing is to be clean and odor free.
- 5) No head coverings are to be worn in the building. Students should remove head covering before entering the building. Head covering which must be worn for cultural/religious or medical reasons will be the only exception.
- 6) Shorts and skirts must be worn with discretion, (fingertip length above the knee), short-shorts, tight shorts, and biker shorts are not permitted.
- 7) Students' coats and jackets must remain in their lockers while students are in the building. Students should bring an extra sweater during winter months if they feel additional warmth is necessary.
- 8) Pants/jeans should be worn in a proper manner. "Sagging" pants/jeans are not permitted in school. Belts should be worn so pants/jeans do not sag.
- 9) No goggles, sunglasses or non-prescription, non-required glasses.

- 10) No chain wallets, studded necklaces or bracelets or attire or jewelry that may cause harm or injury to self or others.
- 11) Bandannas cannot be worn around the head, neck, arms or legs or hang out of pockets. Any headband worn cannot cover the student's eyes or entire forehead.
- 12) No pajama pants may be worn in school.
- 13) Leggings are permitted; however, an appropriately fingertip length above the knee over garment must be worn.

Please Note: ***Clothing should be worn so that underwear is not visible at any time. Also, certain limitations to the dress code must be included for safety reasons. They include:***

- 1) Footwear must be worn at all times.
- 2) Flip-flops, (beachwear) slippers or other similar footwear are not encouraged.
- 3) In class, where physical dangers are present, the teacher of the class may require students to wear protective clothing and proper footwear.

If a student enters the school building improperly dressed, according to the preceding statements, they will not be permitted to attend class until suitable corrections have been made to their attire. Parents/Guardians may be called to bring in suitable attire for the student. Students found wearing hats in the building will be required to remove their hats and place them in the main office. Head coverings will remain in the office until a parent is contacted. Continual infractions of this rule will be treated as insubordination.

Please note: ***Any clothing which the administration views as causing a disruption to the student's learning environment will not be permitted.***

HARASSMENT POLICY # 4105 GENERAL STATEMENT OF POLICY

*THE BORDENTOWN REGIONAL SCHOOL DISTRICT HARASSMENT POLICY
#4105 IS AVAILABLE TO PARENTS/GUARDIANS AND STUDENTS ON
OUR DISTRICT WEB SITE (WWW.BORDENTOWN.K12.NJ.US).*

REQUEST FOR EARLY DISMISSAL

Request for early dismissal must be submitted to the office before the first block of the day in question. Requests must be signed by parent/guardian and contain reason, time and date of dismissal. Parents/guardians must report to the office to sign their child out for the early dismissal.

LOCKERS

Individual lockers are provided for each student and become the responsibility of that student. **Students are not to give the combination of their lock to their fellow students. Sharing hall lockers is not permitted and such activity will result in disciplinary action. Students are to properly lock their lockers after each use.** School lockers remain the property of the school district, even when the lockers are used by students. Lockers are subject to administrative search in the interest of school safety, sanitation and discipline, and are subject to search by law enforcement officials on presentation of proper warrant. As an additional proactive step to avoid illegal substances being brought into the school building

there will be periodic locker checks with the assistance of a dog trained to detect illegal substances.

NOTE: Students are responsible for the contents of their locker. Failure to lock your locker may result in lost items. In addition, other students may put illegal items in your locker for which you will be held responsible. The school is not responsible for any items taken out of unlocked school or gym lockers.

HEALTH SERVICES

ILLNESS IN SCHOOL-When a student becomes ill in school, s/he should report to the nurse. If there is a necessity to go home, the nurse will inform the parent, and the student will be released from school. When the nurse is not in, students are to report to the main office. **Students are not to use classroom phones or cell phones to call home because of illness. Students must be seen by the nurse and be sent home through the Nurse's Office. This is to ensure the safety of all students.**

NOTE: Students are reminded not to leave school grounds without being properly signed out in the main office.

ACCIDENTS- All injuries should be reported to the school nurse immediately. If the nurse decides the student should be sent to the doctor, a parent/guardian will be notified.

MEDICATION IN SCHOOL- No student is allowed to have either prescription or non-prescription medication in school. If it is necessary to take any medication during school hours, a form can be obtained from the nurse's office to be completed by the physician and parent, and will be dispensed by the school nurse.

NOTE: It is extremely important that parents inform the nurse of any health, immunization, and/or emergency number update or changes.

CAFETERIA

Eating in the school cafeteria is a privilege. We want all students to enjoy eating in our cafeteria. Any student who does not meet his/her responsibilities concerning cafeteria behavior will be excluded from using the facility and will be required to eat lunch in lunch detention, the office, or go home with parent supervision for lunch.

All food must be eaten in the cafeteria. Pupils may bring lunch from home or purchase a meal in the cafeteria. The following things are available: Full Student Meals, Milk, Ice Cream and snacks. **If a student does not have lunch, the food service will allow only one charge and after one charge parents will be contacted. The charge must be paid by the student the following school day. Failure to pay lunch charges in a timely fashion may result in loss of privilege.**

To meet requirements of good home training and of good school citizenship, all students will use courtesy, self-control, and good table manners, which will keep our cafeteria a restful and pleasant place to be. Some examples of courteous behavior are:

- Students are assigned seats at the beginning of the school year. Students may not change their seats unless given permission by the cafeteria monitor.
- Students do not cut in line.
- Observing good dining room manners at the tables.

- Leaving the tables and surrounding areas clean and orderly. Teachers/aides on duty understand that you may be asked to clean up something that is not yours. Since it is not always possible to see who leaves trash lying around, the teacher/aide will ask the closest person to take care of it.
- Replacing chairs and putting trash in proper containers.

Each student has the responsibility of returning all implements to the dishwashing room, depositing trash in the cans provided, and leaving the table, chair and floor clean.

MORNING ANNOUNCEMENTS

All announcements must be signed by a faculty member and approved by the administration. **All students must be quiet during morning announcements so that all students can hear the announcements.**

LIBRARY

The loan period for library books is three weeks. Students must pay for lost books or books that are defaced or torn. Failure to return books or pay fines will result in loss of the privilege of borrowing library books.

EMERGENCY CLOSING AND DELAYED OPENING

At times weather conditions, along with other factors warrant the closing of school or delayed opening. **The easiest way to determine if school has been closed is to call Bordentown Regional Middle School at 298-0674. The message will be on the school's voice mail. It will also be placed on the district's website. The district's web site is www.bordentown.k12.nj.us.** In addition; an automated telephone call will be made to all home telephone numbers. We have no number designation for closing.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Please inform the office ***immediately*** if you have a change of address or phone number in order to help in addressing mailings or in case of emergency.

FINES

At the end of the school year any student owing textbooks/school materials or lunch charges will not receive his/her report card until the fines have been paid.

LOST AND FOUND

The Lost and Found items are maintained in the cafeteria. Any clothing or books that are found throughout the school and are not claimed within one week will be sent to the cafeteria. A custodian will then take them to the cafeteria. Any students losing such items are to check in the cafeteria for them. All articles of clothing that have not been claimed by the end of the school year will be donated or disposed of; therefore, it is critical that students check Lost and Found periodically for any missing item.

LOST TEXTBOOKS/SCHOOL MATERIALS

Basic texts are loaned to the students for their use during the school year. Please make sure student's name and grade are written on a book label in case the book is misplaced. Students are required to pay for lost or damaged books.

NOTE: A student's report card will not be given to the student until all materials are paid for or returned. In addition, eighth grade students will not graduate on stage unless all fines are paid.

DANCES

Dances are open to Bordentown Regional Middle School students only. The time for the dances will be 7:00-9:00 p.m. All school rules remain firmly in effect during all dances. In addition to all school rules, the following should be noted:

- Students who arrive after 7:30 p.m. will not be permitted into the dance unless prior administrative approval.
- Students are responsible for their own transportation and must be picked up within fifteen minutes at the conclusion of the dance.
- Students who are not picked up promptly may be excluded from the next dance. Any student who is suspended as a result of an action at a dance will be excluded from the next dance.

The previously outlined dress code will also be in effect at school dances. Any student who does not meet these requirements will be sent home after the parents have been notified.

- Smoking, alcohol and drugs are illegal and are not permitted on or near school property.
- Hands may be placed on your partner's waist only during slow songs.
- Inappropriate dancing or behavior during the dance will result in disciplinary action.
- All students attending the dance must have their school ID with them to attend the dance.
- **All school rules apply during dances.** Cell phones may be used a half hour prior to the end of the dance. No other electronic devices are permitted during the dance.
- **All students attending the dance must remain until its conclusion unless prior administrative approval.**

PLEASE NOTE: *Any student failing two or more subjects on the date report cards are issued is unable to attend dances and after school activities until the next report card. This is in accordance with Board Policy #6134. In the case of the Promotion Dance, any 8th grader who failed a first semester core course and is in danger of failing another core subject at the end of the third report period, or at the end of the third report period is in danger of failing more than one core subject, or who exhibits chronic disregard for school rules, will not be permitted to attend the dance. Promotion dance privileges may be returned at the discretion of the school administration with input from classroom teachers if the student exhibits a significant improvement in their academic progress, or behavior, over an extended period of time. Student must be able to be promoted in order to attend the promotion dance.*

VISITORS

We ask that visitors enter through front door and please report to the office to secure a visitor's pass before visiting any classroom. This is done to insure the safety of all students.

TELEPHONE

Pupils may only use the office phones with permission and only in case of an emergency or school related communication. Students need to make all after-school arrangements before coming to school so that phone usage is not necessary. **Classroom phones are not to be used by students (unless given teacher permission).**

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

A salute to the United States flag and the recital of the pledge of allegiance will take place each morning. Each student will be expected to participate as determined in State Law 18A:36-5.

ASSEMBLIES

Assembly programs will be presented by various school groups for the education and entertainment of all students. The following rules are to be followed at all assembly programs:

- 1.) Students are to walk to and from assembly program in an orderly fashion.
- 2.) Students are to extend courtesy at all times and not boo, whistle, and behave inappropriately during all assemblies.
- 3.) Students who demonstrate improper behavior at any time will lose the privilege of attending assemblies.
- 4.) All students will remain seated at the conclusion of the assembly until dismissed.

FIRE AND EMERGENCY MANAGEMENT DRILLS

In accordance with the requirements of the school law, fire and School Safety Management drills are necessary. Each drill is considered an emergency whether for practice or in case of a real emergency. During any drill, all pupils are under emergency discipline and absolute order must be maintained. **Talking is prohibited and the greatest self-control must be practiced.** By maintaining absolute silence, you will be able to listen and hear any change in directions.

ELIGIBILITY PROCEDURES FOR EXTRACURRICULAR OR INTERSCHOLASTIC ACTIVITIES

Bordentown Regional School District Policy #6134 states: "A student in grade 6, 7 or 8 will become ineligible if s/he receives two or more failures during any marking period."

NOTE: *Policy is for interscholastic sports and/or extracurricular activities. At Bordentown Regional Middle School extracurricular includes the following: attending dances, athletic events, Student Council, Team Fad, Chorus, Band, Drama, and Cheerleading, all social activities and clubs.*

ACTIVITIES

All students are encouraged to participate in the extracurricular activities available at Bordentown Regional Middle School. **We ask that students be picked up within fifteen minutes of the conclusion of the event or activity.** These activities support the academic program and enhance the students' overall development. It is important to note; however, that continuous disregard for school rules and/or two failures will exclude a student from participating in extracurricular activities. Any student who has to be removed as a spectator from an after school activity (i.e. athletic event, etc.) will be prohibited from attending the next after school activity.

RAPS

Bordentown Regional Middle School is committed to teaching and reinforcing the skills needed for our students to be successful in school and throughout life. RAPS is a school-wide positive behavior support program that reinforces life's values of **Respect, Accountability, Pride and Safety**. Throughout the school year, class lessons and school-wide events will focus upon these values and how individual students can demonstrate them through their behavior. Students will receive occasional reinforcement and rewards when displaying the following behaviors:

Respect: Yourself, others and property

Accountability: Be on time, prepared, on task and successful

Pride: Care about how you present yourself to others, speak up for yourself and give your best effort

Safety: Keep your hands and feet to yourself, keep your desk area neat and walk at all times

TRIPS

Regularly scheduled class trips are made during the year as the various educational opportunities are presented. Parents are urged to permit students to participate in such trips. **It is important to note that chronic disrespect for school rules and/or two or more failures may exclude a student from participating in these trips.** For example, if a student has been suspended from school on two occasions during the course of the school year or exhibits chronic disregard for school rules, that student may not be allowed to participate in field trips for the remainder of the school year. Field trip privileges may be returned at the discretion of the school administration, with input from classroom teachers, if the student exhibits a significant improvement in their behavior or academic progress over an extended period of time. Students eligible for free and reduced lunch will be eligible for a bagged lunch for trips when lunch is not provided.

COMMUNITY BASED HEALTH AND SOCIAL SERVICE AGENCIES

Community Based Health and Social Services Agencies	
The Drenk Center	800-433-7365 609-267-5656
Family Crisis Intervention Center	609-267-1377
Screening and Crisis Intervention Unit	609-261-8000
Family Matters Program	609-261-3330
Twilight Program	609-261-3330
Family Guidance Center of Central NJ	800-813-0555
Family Service of Burlington County	800-963-3377
Division of Child Protection and Permanency (Formerly the Division of Youth and Family Services)	877-652-2873
Children Adjusting to New Situations (CANS)	800-299-8183 856-596-1600
Screening and Crisis Intervention Program	609-835-6150
Parents Anonymous	800-843-5347
Boys and Girls Club of America	609-387-8133
Buzz's Bookworm-Mt. Holly	609-261-1022
The Learning Center of Hamilton Square	609-890-6599
Rider University (Reading Program)	609-896-5313
Health Department of Burlington County	609-265-5548