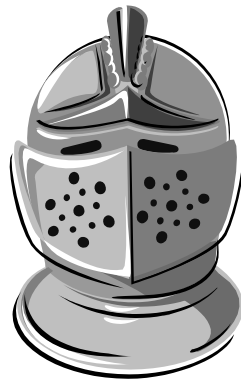


Bound Brook Community Middle School

“A Community of Educators and Learners”

**STUDENT
EXPECTATIONS MANUAL**



2021 – 2022

Bound Brook Community Middle School

120 East Second Street

Bound Brook, NJ 08805

(732) 852-1130

BOUND BROOK SCHOOL DISTRICT

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BOUND BROOK SCHOOL DISTRICT AFFIRMATIVE ACTION POLICY

"It is the policy of the Bound Brook School District not to discriminate on the basis of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, atypical hereditary, cellular or blood trait of any individual, or disability, in its programs or activities and employment policies as required by Title IX of the Education Amendments of 1972, N.J.A.C. 6:4-1 et seq. of the New Jersey Administrative Code, PL. 101-336, ADA of 1990."

Inquiries regarding affirmative action, discrimination, sexual harassment, harassment, equity, desegregation, etc., are to be directed to:

**Ms. Taryn Josfowicz
Affirmative Action Officer
130 West Maple Avenue
Bound Brook, New Jersey 08805
732-356-2500 ext 3945**

*Manual developed by the PBSIS committee, Local Advisory Panel

Bound Brook School District
Superintendent's Message

Dear Parents, Students and Staff:

Welcome to the 2021-2022 school year. As another school year begins, our expectations for a high quality education must grow so that we can meet the expectation that we provide our student with an education that will enable them to participate in a world market. The goal of a quality education for all of our children can only succeed when, the school community and the greater community it serves, work together in a spirit of cooperation and collective effort.

The purpose of the Student Expectations Manual is to provide parents, students, and staff with a knowledge of the behaviors expected so that a proper learning environment for students can flourish.

The parents' role needs to ensure that their children are "ready for school" each morning. Students must come to school on time prepared to participate in the learning process. Students need to understand that acquiring an education is a goal of vital importance. Achieving a quality education is their task, and they need to come to understand the differences between work and play. If they are someday going to become employable in this competitive work society, they must learn that behavior at work is different from behavior at play. This applies to many areas including appearance and dress when at school. The Student Expectations Manual serves as a guide for appropriate behavior in school and also outlines penalties for student misbehavior. The Student Expectations Manual supports a respectful, positive learning climate for every student, which also translates to life and the world of work.

The role of the staff is to come to work prepared to engage all students in an educational process that will enhance the educational and academic growth of every student they teach.

It is the responsibility of every parent and student to carefully read and understand this Student Expectations Manual. Please contact your building principal if you have any questions about how these policies and procedures apply to your children. Copies of these will be provided upon a request made to the building principal.

I wish each Bound Brook student a great year, and my hope is that all of us; students, teachers, support staff, administrators and parents will be able to look back on the 2021-2022 school year as one of success in meeting our challenges and fostering positive student growth.

Sincerely,

Daniel Gallagher

*Daniel Gallagher, Ed.D.
Superintendent of Schools*

TABLE OF CONTENTS

SCHOOL HOURS.....	6
INTRODUCTION TO EXPECTATIONS MANUAL.....	7
STUDENT RIGHTS.....	7
GENERAL BUILDING EXPECTATIONS GUIDELINES.....	8-9
COMMUNICATING WITH THE SCHOOL.....	10
STUDENT RESPONSIBILITIES.....	11
STUDENT DRESS CODE.....	11-12
STUDENT IDENTIFICATION CARDS.....	12
BOOK BAG POLICY.....	12
STUDENT USE OF COMMUNICATION DEVICES.....	13
ACCEPTABLE USE POLICY.....	13
CHROMEBOOK POLICY.....	14-22
CHROMEBOOK FINES.....	23
ANTI BIG BROTHER ACT.....	24
SCHOOL POLICY ON GUM CHEWING.....	24
STUDENT ATTENDANCE.....	25-26
TARDY TO CLASS.....	26
SCHOOL TRUANCY.....	26
CLASS TRUANCY.....	26
TARDY TO SCHOOL.....	26
ATTENDANCE PROCEDURE.....	27
PROMOTION, RETENTION, AND ACCELERATION POLICY.....	28-30
STUDENT LOCKER POLICY.....	30
LEAVING THE SCHOOL BUILDING.....	30
DRUG FREE SCHOOL ZONES.....	31
SUBSTANCE ABUSE.....	31
SUSPECTED STUDENTS OF INVOLVEMENT WITH SUBSTANCES.....	32
STUDENTS RETURNING FROM TREATMENT.....	33
POSSESSION OF A SUBSTANCE.....	33-34
ASSOCIATION WITH VIOLATORS OF SUBSTANCE ABUSE.....	34
ADMINISTRATIVE PROCEDURES FOR SUSPENSIONS.....	34
DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES.....	36
ADMINISTRATIVE PROCEDURES FOR EXPULSIONS.....	37
WEAPONS OFFENSES.....	37
HARASSMENT, INTIMIDATION AND BULLYING.....	38
HAZING.....	39-40
INTERNET & CYBERBULLYING.....	41-43
HEALTH SERVICES.....	44-45
ACADEMIC DISHONESTY/PLAGIARISM.....	45
PUBLIC DISPLAYS OF AFFECTION.....	45
OPERATION CHILD FIND.....	46
FLAG SALUTE.....	46
PROGRESSIVE DISCIPLINE CHART.....	47-61
RE-ENTRY PLAN.....	62
TELEPHONE DIRECTORY.....	63-64
APPENDIX A.....	65
APPENDIX B.....	66

SCHEDULE SCHOOL HOURS 7:50 am – 2:48 pm

Doors will open at 7:50am for HOMEROOM where BREAKFAST will be served
Students entering homeroom after the 8am bell will be marked TARDY

FULL DAY DOORS OPEN 7:50AM		FULL DAY DOORS OPEN 7:50AM	
Schedule 1		Schedule 2	
60 Minute Periods with 25 Minutes for Lunch		60 Minute Periods with 25 Minutes for Lunch	
Homeroom	8:00-8:09	Homeroom	8:00-8:09
Period 1	8:11-9:11	Period 1	8:11-9:11
Period 2	9:13-10:13	Period 2	9:13-10:13
Period 3	10:15-11:15	Lunch 3	10:15-10:40
Lunch 4	11:17-11:42	Period 4	10:42-11:42
Period 5	11:44-12:44	Period 5	11:44-12:44
Period 6	12:46-1:46	Period 6	12:46-1:46
Period 7	1:48-2:48	Period 7	1:48-2:48

2 HOUR DELAY DOORS OPEN 9:50AM		2 HOUR DELAY DOORS OPEN 9:50AM		EARLY DISMISSAL DOORS OPEN 7:50AM	
Schedule 1		Schedule 2		NO LUNCH	
40 Minute Periods with 25 Minutes for Lunch		40 Minute Periods with 25 Minutes for Lunch		40 Minute Periods	
Homeroom	10:00-10:09	Homeroom	10:00-10:09	Homeroom	8:00-8:08
Period 1	10:11-10:51	Period 1	10:11-10:51	Period 1	8:10-8:50
Period 2	10:53-11:33	Period 2	10:53-11:33	Period 2	8:52-9:32
Period 3	11:35-12:15	Lunch 3	11:35-12:00	Period 3 / 4	9:34-10:14
Lunch 4	12:17-12:42	Period 4	12:02-12:42	Period 5	10:16-10:56
Period 5	12:44-1:24	Period 5	12:44-1:24	Period 6	10:58--11:38
Period 6	1:26-2:06	Period 6	1:26-2:06	Period 7	11:40-12:20
Period 7	2:08-2:48	Period 7	2:08-2:48		

INTRODUCTION TO STUDENT EXPECTATIONS MANUAL

This Expectations Manual applies to any student who is on school property, who is in attendance at school or any school sponsored activity, and whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools, or in maintaining the safety and welfare of the students and staff.

The goal of the Student Expectations Manual is to provide clear and concise parameters for student behavior expectations. Its intent is to establish an atmosphere that creates and supports positive personal growth and achievement. The district is firmly committed to a student's social growth and responsibilities; the Student Expectations Manual will be implemented in a fair, unbiased manner.

As part of the first week of school, students will review the contents of this manual with their homeroom teachers. Expectations for student behavior will be clearly posted in each classroom.

The Student Expectations Manual lists the expectations for student behavior and should be reviewed by the parents as well as the student. Parents are encouraged to reinforce the information in this manual with their child(ren).

STUDENT RIGHTS (Policy #5700)

The Bound Brook School District recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the district shall provide them with the counsel and care appropriate to their age and level of maturity. At the same time, the district will respect the rights of each student to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts as long as it is non-disruptive with the good order and educational process of the school.

Student rights also place certain responsibilities upon each student, including respect for the rights of others, obedience to school authority, and compliance with the policies and regulations of this district.

As students differ in age and maturity, they also differ in the ability to assume both the rights and the responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the student and the student's need for continued guidance.

Bound Brook Community Middle School
GENERAL BUILDING EXPECTATIONS GUIDELINES
FOR ALL STUDENTS - FOR ALL GRADES

School Expectations:

1. Be on time
2. Come prepared to class
3. Follow classroom rules
4. Have **your own ID** on at all times
5. Cell phones must be turned off and kept in your locker

Hallways and Stairwells:

1. Keep to the right
2. Face forward
3. No running
4. Keep hands and feet to yourself
5. Be respectful of classes at work and hallway displays
6. No yelling
7. No ear buds
8. No listening to music or watching videos

Cafeteria:

1. Use a quiet voice
2. Clean your area
3. Keep your hands and feet to yourself
4. Listen for directions
5. Walk and line up safely

Bathrooms:

1. Leave writing utensils in your classroom
2. Flush and wash your hands
3. Dispose of trash properly
4. Must have a Bathroom Pass / Hallway Pass
5. Use hand sanitizer when re-entering classroom

Office Areas:

1. Show your pass
2. Be patient, wait your turn
3. Use a quiet voice
4. Respect earns respect

Arrival and Dismissal:

1. Stay in designated areas and on walkways
2. Walk
3. Keep hands and feet to yourselves
4. Pay attention to your surroundings
5. Be respectful of community members
6. No skateboarding or bicycle riding on school grounds

Fire Drills:

1. Line up silently
2. Follow the exit plan
3. Walk to designated area
4. Wait silently in designated area
5. If you are not with your class, ask an adult for help
6. Return quickly and silently to your classroom when told

COMMUNICATING WITH THE SCHOOL

Anytime a parent or guardian has a question or a concern they should feel free to contact the school.

When contacting the school for general questions and information, please contact the secretary in the main office at **732-852-1130**.

When contacting the school for issues related to your child and his or her educational program, please follow the below protocol:

1. Call for an appointment with the person (teacher or guidance counselor) in regard to the issue. If not resolved, please go to the next step.
2. Call for an appointment with the Assistant Principal. If not resolved, please go to the next step.
3. Call for an appointment with the Principal. If not resolved, please go to the next step.
4. Call for an appointment with the Assistant Superintendent of Schools. If not resolved, please go to the next step.
5. Call for an appointment with the Superintendent of Schools.

At each stage when calling for an appointment, please leave your name, phone number, and a short description of the issue prompting your call.

STUDENT RESPONSIBILITIES

One of our school goals is to have students think through their decisions prior to taking action. The purpose of listing student responsibilities is to make students and their families aware of the district's expectations for each student. Included in the rear section of this manual is the Progressive Discipline Chart. The staff will be using this chart to assign consequences for violations of the district's expectations, policies, and state laws. We hope this section will help our young people make educated decisions about their behavior. Please review the entire manual with your child(ren).

Our students have the following responsibilities regarding their education and behavior:

- To attend school and all classes and be ON TIME
- To adhere to all school rules including wearing student ID and dressing appropriately
- Listen to directions from teachers and others in authority
- To respect the rights of others to reach their educational goals
- To demonstrate mutual respect and tolerance for personal differences
- To participate to the fullest in the educational process
- To express themselves in a manner which does not disrupt the orderly operation of the school or the management of classrooms
- To pursue the prescribed course of study
- To respect and care for school property
- To adhere to all school safety and health regulations and procedures
- To be responsible for the integrity of their own social environment
- To proactively avoid situations and circumstances where improper behavior is occurring, or may occur

STUDENT DRESS CODE

School is an institution of learning where young people are prepared to enter society as productive citizens. Students are expected to dress appropriately. All students are expected to dress properly and be well groomed. If a student is deemed to be dressed inappropriately a parent will be contacted to bring in proper clothing. If a parent is unable to do so, clothing may be provided.

Dress Guidelines

Students will wear clothing that is neat, clean, and suitable for classroom and campus. Clothing designed for outdoor use (e.g. jackets/coats) is not permitted or to be worn in the classroom unless deemed necessary by the teacher or administration. Attire should not be so extreme as to create a disturbance of the educational environment. Appropriate and safe footwear is required at all times. **Head coverings for both males and females are not permitted unless for religious or medical purposes.** Clothing that is restrictive of a student's movement is also not permitted.

Shirts must cover the shoulders, side area, midsection, and must meet the waistband of pants, shorts, and skirts. Shorts and skirts can be no shorter than 1" above the kneecap and may not have rips/holes in the area between the waistband and 1" above the kneecap. Shorts, skirts, and pants should not be more than 1" below the navel of the student.

The visualization of undergarments is prohibited (sagging of pants so underwear can be seen) and will not be tolerated. Undershirts are not permitted to be worn as the outer garment. Slogans, patches, and emblems that are not appropriate for an educational setting are not permitted. Sneakers must be worn during all physical education classes. Facial piercings will need to be covered or removed during physical education classes.

If students report to school in clothing, which does not conform to the Dress Code, school staff would assess the circumstances, and the student will be sent to the school nurse. The school nurse will determine the measures to be taken to properly address the violation.

The following items are not permitted in the school:

- Bandanas
- Hats
- Gloves
- Flip Flops
- Sandals (without heel straps)
- Hair Rags
- Strapless Shirts, Blouses or Dresses
- Tight Leggings
- Anything perceived to be gang-related

STUDENT IDENTIFICATION CARDS

School building security measures are important for the safety and welfare of all students, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all middle school students to wear school district issued identification cards at all times while in school. Students will retrieve their ID each morning during homeroom and place the ID card around their necks with the use of a lanyard. Student IDs will be collected each afternoon during last period and returned to homerooms for the following day.

ID cards will be required to purchase lunch. If an ID card is lost, chewed or written on, a new ID will need to be purchased. ID cards can be purchased from the office for **\$5.00**.

BOOK BAG POLICY

Students will not be allowed to carry book bags from class to class. The Principal will create a schedule that will allow students to retrieve the appropriate classroom materials when needed from their lockers.

STUDENT USE OF COMMUNICATION DEVICES

Students shall not use a cell phone or other one-way or two-way remote communications device while in school. A “communications device” is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

During school hours, students are required to keep portable cellular telephones turned off and placed in their locker. Cell phones are not to be used during the school day at any time. Violations will result in the cell phones being confiscated, parental/guardian notification, measures to be taken to properly address the violation, and **return of the cell phone to the parent/ guardian.**

ACCEPTABLE USE POLICY

The Bound Brook School District recognizes that telecommunications and other new technologies impact the manner in which information is accessed and communicated. The district supports student access to computer networks and other information sources, but reserves the right to limit in school use to materials appropriate to educational purposes. The district maintains standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. The district retains the right to restrict or terminate student access to the computer network at any time, for any reason. The district retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and to ensure its proper use. (Policy #2361) Parent(s) /guardian(s) will be notified should their child misuse any telecommunications and/or technology resource.

The administration will properly address the violations of the district’s Acceptable Use Policy or any other behavior violating district or New Jersey Law involving the use of computers.

CHROMEBOOK POLICY

Bound Brook Community Middle School Chromebook Policy, Procedures, and Information 2020-2021

The focus of the Chromebook program at Bound Brook Community Middle School is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the learning tools of these twenty-first century students is the Chromebook computer. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum.

The policies, procedures and information within this document apply to all Chromebooks used at Bound Brook Community Middle School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

Acceptable Use

Bound Brook School District has several policies and procedures regarding acceptable use of the technology and equipment provided for and to be used by the students. Parents/Guardians and students should become familiar with all the following policies:

1. Policy No. 2361: Acceptable Use of Computer Networks/Computers and Resources
2. Policy No. 7523: School District Provided Technology Devices to Students
3. Policy No. 5516: Use of Electronic Communication and Recording Devices

All policies can be found on the Bound Brook School District website under the Board of Education tab or by using the following link, <http://www.bbrook.org/Page/1565>.

The use of the Bound Brook School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Bound Brook School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Bound Brook School District. These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources.

If a student or person violates any of the User Terms and Conditions named in the policies, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bound Brook School District's Student Code of Conduct shall be applied to student infractions. ***Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

Receiving the Chromebook and Chromebook check-in

Chromebooks will be distributed each fall within the first days of school. **Parents & students must sign and return the ‘Student Pledge for Chromebook Use’ document before a Chromebook can be issued to the student (see Appendix A).** The Chromebook Protection plan outlines the cost for repairing and/or replacing a Chromebook.

Chromebook Checkout and Check-in

Students will receive their Chromebooks at the start of each school year and will need to return them at the end of the school year, on a date to be provided, so they can be checked for serviceability and to be stored for the summer.

Check-in Fines

- Individual school Chromebooks and chargers must be returned at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Bound Brook Community Middle School for any other reason must return their individual school Chromebooks on the date of termination.
 - If a student fails to return the Chromebooks at the end of the school year or upon termination of enrollment at Bound Brook Community Middle School, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebooks will result in a theft report being filed with the Bound Brook Police Department.
- Furthermore, the student will be responsible for any damage to the Chromebooks, consistent with the District’s Chromebooks Protection plan and must return the Chromebooks and accessories to the Bound Brook Community Middle School in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebooks.
- If at any point during the school year there is damage, loss, or theft of a Chromebook and/or accessories, the student must report the incident to the main office immediately and the school resource officer. All reports will be investigated and addressed on a case-by-case basis.
- Any technical issue with the device must be reported to the technology office or classroom teacher immediately. This includes, but is not limited to: Chrome OS (operating system), battery issues, loss of Internet connectivity, failure of applications to launch, etc.

Taking Care of the Chromebook

Students are responsible for the general care of the Chromebooks they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the technology department for an evaluation of the equipment. The administration maintains standards of conduct for the use of the Chromebooks and expects that students will care for the Chromebooks as such.

In addition, the administrative team declares careless treatment of the Chromebooks as just cause for taking disciplinary action. With this objective in mind, administrators reserve the right to restrict or withhold student access to the Chromebooks at any time, for any reason, including issuing detentions and suspensions for carelessness based on administrative discretion. Administration also holds the right randomly select students to provide their Chromebook for inspection.

General Precautions

The Chromebook is school property and all users will follow this policy and the Bound Brook acceptable use policy for technology (**Policy #2361**). [L] [SEP]

- Only use a clean, soft cloth to clean the screen, no cleansers of any type, [L] [SEP]
- Cords and cables must be inserted carefully into the Chromebook to prevent damage,
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Bound Brook School District,
- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area,
- Students are responsible for keeping their Chromebook's battery charged for school each day,
- If students use "skins" to "personalize" their Chromebooks they must not take off any Bound [L] [SEP] Brook labels,
- Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving devices in cars, direct sunlight, etc. that may expose them to these conditions is potentially harmful to the device and should be avoided, and
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.

Chromebook Care

- Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. [L] [SEP]
- Chromebook batteries must be charged and ready for school each day. [L] [SEP]
- Only labels or stickers approved by the Bound Brook School District may be applied to [L] [SEP] the Chromebooks. [L] [SEP]
- Chromebook sleeves furnished by the school district must be returned with only normal wear and [L] [SEP] no alterations to avoid paying a sleeve replacement fee. [L] [SEP]
- Students are allowed to purchase they own protective covers or sleeves. Design, size and protective qualities are subject of District approval. [L] [SEP]
- Chromebooks that malfunction or are damaged must be reported to the library and/or main office. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are accidentally damaged will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally. [L] [SEP]
- Chromebook damage- Students will be responsible for any and all damage as circumstances warrant.
- Chromebooks that are stolen must be reported immediately to the Office and the Police [L] [SEP] Department.

Screen Care

- The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Carrying Chromebooks

The Bound Brook Community Middle School will be providing students with a protective carrying case. The protective cases are to use **at all times when the Chromebook is not in use.** Chromebooks should only be removed from the protective bag when instructed to do so by the classroom teacher. Since most incidents of breakage occur when computer devices are left unattended, students are required to return their Chromebook to the protective case upon completion of their assignment, if the student leaves their desk/work station, if the student leaves the classroom, or at any time their Chromebook is not in sight of the student. Students are not to use any other carrying case or bag to transport or store the Chromebook. Since the district will be providing the first carrying bag, replacements bags will be at the cost of the student.

Guidelines for Chromebook Use

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

Under any circumstances students ***are not allowed*** to plug Chromebooks in to any computer ***to manage or synchronize.***

Chromebooks Undergoing Repairs

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Library. There may be a delay in getting a Chromebook should the school not have enough to loan. [SEP]

Files and Folders

Students should save all their work to their Google Drive account and not on the storage space available on the Chromebook.

- Storage space will be available on the Chromebook, but since the device has storage limitations it is vital that the storage space be privileged for educational use only.
- It is also important to note that the district, in cases of resetting or re-imaging, will not back up Chromebooks. It is the student's responsibility to ensure their work is backed up or saved to their Google Account.
 - Work that is lost due to mechanical failure or accidental deletion are not an acceptable excuses for not submitting work.

Home Internet Access

Students are allowed to set up home wireless networks on their Chromebooks, this will assist them with school notifications and class assignments while at home. However, the *GoGuardian* application installed on the Chromebook has preset filters on the device in accordance with the ***Acceptable Use of Computer Networks/Computers and Resources (Policy No. 2361)*** and ***School District Provided Technology Devices to Students (Policy No. 7523)*** which will apply regardless of the wireless network used.

Legal Propriety

- Students will comply with trademark and copyright laws as and all license agreements. Ignorance of the law is not immunity to disciplinary or legal actions.
- Plagiarism is a violation of the Bound Brook Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. [L] [SEP]
- Use or possession of hacking software is strictly prohibited and violators will be subject to Bound Brook Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District. [L] [SEP]

Leaving the Chromebook at Home

If students leave their Chromebook at home, they are responsible for getting the course work completed as if they had their Chromebook present. If a student repeatedly (3 or more times as determined by any staff member) leaves their Chromebook at home, they will be required to “checkout and check-in” their Chromebook from the help desk for 3 weeks.

Network Connectivity

The Bound Brook School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

Printing

Students will not be able to print from the Chromebooks. Students may access their work on their Google Drive on a computer from home or in the school library to print. Printing should be completed before or after school, not during instructional time.

Screensavers/Background Photos

Inappropriate media may not be used as a screensaver or background photo. [L] [SEP] Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, [L] [SEP] drug, gang related symbols or pictures will result in disciplinary actions. [L] [SEP]

Storing the Chromebook

When students are not using their Chromebooks, they should be stored in their lockers. The Bound Brook School District provides the students with both a locker and lock to be used solely by the assigned individual.

- Nothing should be placed on top of the Chromebook when stored in the locker.
- Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed.
- Chromebooks should not be stored in a student's vehicle, whether at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the Library or main office.

Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

[L]
[SEP]

- Music is allowed on the Chromebooks on a conditional basis and should only be heard through earbuds and/or headphones. However, earbuds/headphones are only ***permitted*** to be worn ***in the cafeteria and in classroom settings with staff approval***. For safety and security reasons, earbuds/headphones ***are not to be worn all other times***, specifically when the students are in the ***hallways***. [L]
[SEP]
- Internet Games and Game Applications are not allowed on the Chromebooks. Game applications needed for academic purposes will be previously installed by the technology department.
- All software and applications must be district provided. Data Storage will be through Google Drive. [L]
[SEP]

Uncharged or Limited Charged Chromebooks

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Violations will be treated the same as if students left the Chromebook at home.

In cases where use of the Chromebook has caused batteries to become discharged, students may be able to connect their Chromebooks to a power outlet in class based on the teacher's discretion.

Unsupervised Chromebooks

- Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds (not stored in lockers) and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, sport fields, etc. Any Chromebooks left in these areas are in danger of being damaged or stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Principal's office.

Software and Configuration of Chromebooks

The software and/or applications originally installed by the Bound Brook School District must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course.

Periodic checks and inspection of the Chromebooks will be made to ensure that students have not removed required applications. All Configurations and Setups installed by the District must remain intact on Chromebooks at all times. District personnel will be monitoring Chromebook's compliance with district setups. All violations will result a disciplinary action.

Identification of Chromebooks

- Student Chromebooks will be labeled in the manner specified by the school. For Bound Brook Community Middle School, all Chromebooks will be labeled with the following:
- ASSET Tags: a barcode and identification number specific to Bound Brook School District to be found on the bottom of the Chromebook, and
- Bound Brook Computer Name Tag: labeled with “CB-HS-#####” specific for a student to be found on the inside of the Chromebook above the screen.

At no time shall either tag be removed from the Chromebook, disciplinary actions will occur if this should happen.

Additional Software

- Students are allowed to load extra extensions and/or applications that are acceptable for school use on their Chromebooks. However, any applications that are not provided by the school are subject to question and are subject to immediate removal by any staff member; disciplinary actions may follow.
- Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to music, games, videos, images, e-Books, and any applications deemed not necessary for successful complete of the course and school. Immediate removal of material (or full reset of the device), contact with parents, and disciplinary action will take place.

Procedures for Re-loading Software

- Each time the Chromebook is turned on, the system automatically checks for updates and applies any and all that it finds. It is highly recommended students completely turn off their Chromebooks at night; allowing for the device to update on its own when powered on the following day.
- Students are encouraged to periodically upgrade the applications on the Chromebook if prompted.
- Chromebooks run *Chrome OS* (operating system) *Web Browser*; updates are conducted automatically

Responsibilities

Parent/Guardian Responsibilities

- Speak with their child(ren) about values and the standards that they should follow on the use of the Internet and the Chromebook as it pertains to Bound Brook School District’s policies and procedures ^[1]_[SEP]
 - Should parents/guardians want to opt their student out of having a Chromebook, they will need to sign a form indicating this. Before making this decision, understand that your student is still responsible for meeting all course(s) requirements.

School Responsibilities

- Internet and Email access to all students. [L] [SEP]
- Internet Blocking of inappropriate materials as able. [L] [SEP]
- Network Data Storage areas.
 - The Network Data Storage areas will be treated similar to school lockers; Bound Brook School District reserves the right to review, monitor, and restrict information stored on or transmitted via Bound Brook School District owned equipment and to investigate inappropriate use of resources. [L] [SEP]
- Staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy. [L] [SEP]
- User Accounts for free information storage in *Google Drive*. [L] [SEP]

Student Responsibilities

It is all students' responsibilities to:

- Use all school issued computers and devices in a responsible and ethical manner while following and obeying all policies for technology and school rules concerning behavior and communication that applies to [L] [SEP] Chromebook/computer use. [L] [SEP]
- Use all technology resources in an appropriate manner so as to not damage school [L] [SEP] equipment.
 - This “damage” includes, but is not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student’s own negligence, errors or omissions.
 - Use of any information obtained via Bound Brook School District’s designated Internet System is at your own risk. Bound Brook School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. [L] [SEP]
- Help Bound Brook School District protect the computer system/device by contacting an administrator about any security problems they may encounter. [L] [SEP]
- Monitor all activity on their account(s). [L] [SEP]
- Turn off and secure the Chromebooks after they are done working to [L] [SEP] protect their work and information. [L] [SEP]
- If a student should receive email containing inappropriate or abusive language or if the [L] [SEP] subject matter is questionable, he/she is asked show the email to the appropriate administrator so they can print a copy and follow procedure from there. [L] [SEP]
- Return their Chromebook and chargers at the end of each school year.
 - Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Bound Brook for any other reason must return their individual school Chromebook on the date of termination.

Activities Strictly Prohibited

Students are strictly prohibited from the following actions while using their Chromebook:

- Illegal installation or transmission of copyrighted materials,
- Any action that violates existing Board policy or public law, [SEP]
- Sending, accessing, uploading, downloading, or distributing offensive, profane, [SEP]threatening, pornographic, obscene, or sexually explicit materials,
- Pictures, video, and audio recordings of any student or staff member without written [SEP]consent,
- Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms,
- Use of chat rooms, sites selling term papers, book reports and other forms of student work,
- Messaging services. For example: MSN Messenger, ICQ, etc.,
- Internet and/or Computer Games,
- External attachments without prior approval from the administration,
- Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.),
- Spamming, in regards to sending mass or inappropriate emails,
- Using other student's accounts or gaining access to other student's accounts, files, and/or data,
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity,
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger,
- Students are not allowed to give out personal information, for any reason, over the [SEP]Internet. This includes, but is not limited to, setting up internet accounts including those [SEP]necessary for chat rooms, Ebay, email, etc.,
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior,
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, [SEP]including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed,
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients, and
- Bypassing the Bound Brook web or Chromebook filter through a web proxy. [SEP]

Bound Brook School District reserves the right to modify the above list at any time. ***Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.***

Repairing and/or Replacing Chromebook

Students will be held responsible for **all** damages caused to the Chromebook including but not limited to broken screens, cracked plastic pieces, missing/damaged keys, water damage, inoperability, etc. Students will be assessed a “fine” which will include the price of the part and shipping/handling costs. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for the full replacement value.

The fines for the repair/replacement are the following:

PART	FINE
Complete Replacement of Chromebook	\$350
LCD Display	\$40
Display Bezel	\$7
Mainboard / Motherboard	\$140
Top Case	\$7
Bottom Case	\$7
Keyboard	\$27
Touch Pad	\$22
Touch Pad Cable	\$5
Hinge	\$5 per Hinge
3-Cell Battery	\$35
USB/Headphone Jack	\$14
Charger (45W Power Supply)	\$35
Speakers	\$7
Protective Carrying Case	\$30

Guidance Regarding the Anti-Big Brother Act
New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44)

A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.

SCHOOL POLICY ON GUM CHEWING

Gum chewing is at the discretion of the instructor. Students may be asked to discard gum if there is the potential for safety concern or if it becomes a distraction in the classroom. Students are expected to comply if asked to discard gum. Failure to comply with the teachers' request will be considered insubordination. See the Progressive Discipline Chart in the back of the manual for details regarding insubordination and discipline.

STUDENT ATTENDANCE

The Bound Brook School District requires that its students attend school regularly in accordance with the laws of the state. A high value is placed on student attendance because regular school attendance is a primary factor in a student's academic and social development. Frequent absences of students from the regular classroom learning experiences disrupt the continuity of the instructional process.

N.J.S.A. 18A:38-25 requires children between the ages of 6 - 16 to attend school regularly.

Students shall attend school daily AND ON TIME

- A) Parents must notify the school the morning of an absence by telephone by 8:00am. In addition students must return to school with a written note verifying absence.**
- B) Parents of the Community Middle School students should call **(732) 852-1130** and then Select Option 1, to leave a message, which includes the following:
 - 1. Their child's name
 - 2. Grade level
 - 3. Reason for absence
 - 4. Phone number to reach the parent during the school day
- C) In accordance with statute 18A 38-27-31 the Board will require from the parent or legal guardian of each student who has been absent from school a written statement giving the reason for such absence. This note must be submitted to the main office secretary the day he/she returns from the absence. The note must contain a verification telephone number where a parent can be reached between the hours of 7:45 AM and 4:00 PM. Notes received without such a telephone number will not be accepted.
- D) Absences for a disabling illness, recovery from accident, court order, quarantine, death in the family, and religious observances approved by the Commissioner of Education are exempt provided that appropriate documentation is received and approved. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.
- E) A student must present a doctor's note upon return to school after an absence of three or more successive days.
- F) The principal/designee may also require additional verification from the parent/student, such as a doctor's note or a court subpoena, to substantiate the reason for an absence.
- G) Students absent from school for any reason are responsible for the completion of missed assignments. Students will have one school day to make up assignments and/or tests for every one day of absence. Failure to make up assignments and/or tests will result in "no credit."
- H) Unverified absences from school or from classes during the school day (class cuts) constitute trancies and shall be subject to disciplinary actions.

- I) Students who are absent from school may not attend after school activities or evening school sponsored activities. Students who are absent from school **may not** compete in any interscholastic sporting event, practice or extracurricular activity that day. A student must be present at least four hours on the day of a school activity in order to return for a school-sponsored activity or game.

TARDY TO CLASS

Any lateness to class is defined as 0 minutes up to 9 minutes late from the late bell.

Students arriving late to class will be issued an after school detention for the following day. If a student is late more than 10 minutes, the student is truant from the class and further disciplinary action will take place.

SCHOOL TRUANCY

School Truancy is defined as intentionally missing or “cutting” a school day. Students are required to report to school and parents are legally responsible to make sure that their children attend school. The district’s attendance officer will investigate every student who is absent from school without a parent/guardian phone call to the office. Violations may result in disciplinary and legal action taken, against the parent/guardian of the student.

CLASS TRUANCY

Class Truancy is defined as intentionally missing or “cutting” a scheduled class. Students are required to report to their scheduled classes on time and are not permitted to leave that class unless given written permission from the teacher in the scheduled class. Students arriving to class more than 10 minutes after the bell are considered truant. When a class truancy results a parent/guardian will be notified of the measures to be taken to properly address the violation.

TARDY TO SCHOOL

- **FIRST** lateness = warning
- **SECOND** lateness = 30 – Minute detention (Each subsequent lateness will result in a 30 – Minute detention and additional actions listed below)
- **THIRD** lateness = student conference with Guidance
- **FIFTH** lateness = parent/guardian called to discuss repeated lateness
- **SEVENTH** lateness = **MANDATORY** parent conference regarding chronic lateness
- **TENTH** lateness = **Referral to Family Crisis Intervention Unit Truancy Program**

ATTENDANCE PROCEDURE

At four cumulative absences, each parent and student will have:

- Letter sent
- Parent phone call
- Student meeting
- Action plan (Attendance contract)

Between five and nine cumulative absences, each parent and student will have:

- Parent phone call
- Letter sent
- Parent/student meeting
- Revised action plan (Revised attendance contract)
- IR&S referral WHICH MAY RESULT IN:
 - Conduct testing, assessment or evaluations of students academic behavioral and health needs
 - Consideration of an alternative educational placement
- Referral to family crisis intervention unit
- Possible Court referral

Between 10 and 16 cumulative absences each parent and student will have:

- **Mandatory referral to court**
- Parent phone call
- Letter sent
- **Mandatory referral to Department of Children and Families**
- Revised action plan (Revised attendance contract)
- IR&S review meeting

At 19 cumulative absences a student will have all credit withdrawn and each parent and student will have:

- **Mandatory referral to court**
- Parent phone call
- Letter sent
- **Mandatory referral to Department of Children and Families**
- Revised action plan
- IR&S review meeting
- Referral to Child Study Team

PROMOTION, RETENTION AND ACCELERATION (Policy #5410)

The Board of Education supports an educational program of high academic standards. The program shall provide maximum opportunity and challenge for each student to progress according to his/her own needs and abilities. Students shall be placed at the grade level most appropriate to their academic, social, and emotional development. The educational program shall provide for the continuous progress of students from grade to grade. Most students will spend one year in each grade.

I. Retention

Some students may benefit from staying another year in the same grade. The following are criteria for retention:

1. The student is not achieving minimum proficiency levels in language arts literacy and mathematics skills.
2. The student is achieving significantly below grade level.
3. Retention would not cause an undue social and emotional adjustment.
4. Retention would have a reasonable chance of benefiting the child totally.
5. Violation of the district's attendance policy.

The Superintendent shall assure that the school principal takes particular care to assign not more than one retention during a child's elementary or middle school experience. This limitation in no way suggests a compromise of district academic standards. The Superintendent must approve any assigned student retention.

Bound Brook Community Middle School Grades 7 - 8 Retention

1. Any student who fails to complete satisfactorily at least five courses throughout the year shall be considered for retention. (The total cycle program shall be considered as one course.)
2. At the end of marking period two, students whose grade average indicates that they are failing more than two courses shall be considered "in danger of failing."

The principal shall notify parents/guardians in writing of the poor academic standing of their child at the end of marking period two and request a conference.

3. Students identified as in danger of failing shall be monitored by the Principal's Student Progress Committee (school counselor, nurse, child study team, assistance principal, and principal), which meets at least twice a month. Monitoring shall begin during marking period 3 and continue for the remainder of the year.

4. During the fourth week of the last marking period the principal shall send a letter to the parents/guardians of any student who remains “in danger of failing”, inviting them to a conference to discuss the student’s progress.
5. In early June, the Student Progress Committee, reviewing all pertinent data, shall recommend to the principal any students to be retained.
6. The final recommendation of retention shall be made by the principal based on recommendations of the teaching staff members and evaluation of student progress.

II. Acceleration

Some students may benefit from grade skipping or full grade acceleration. Acceleration is progress through an educational program at a faster than usual rate or at a younger than typical age.

The following general criteria should be followed when considering acceleration:

1. The student is achieving advanced proficiency levels in language arts literacy and mathematics consistent with a grade level beyond the current placement.
2. The student is achieving significantly above grade level in all academic areas.
3. Acceleration would not cause an undue social and emotional adjustment.
4. Acceleration would have a reasonable chance of benefitting the child totally.

One or more of the following options might be appropriate for students and could be explored by parents/guardians, teachers and administrators if in the best interest of the student.

A. Grade-Skipping

A student is considered to have grade skipped if he or she is given a grade-level placement ahead of chronological peers. If a parent or teacher believes that his or her student has already mastered the curriculum of a particular grade and request advancing to a higher grade, he or she should bring the request to the attention of the building principal. The principal would make this recommendation to the Superintendent for final approval.

B. Subject-Matter Acceleration/Partial Acceleration

This practice allows students to be placed with classes with older peers for a part of the day in one or more content areas. Subject-matter acceleration or partial acceleration may be accomplished by having the student physically move to a higher-level class for instruction or using higher-level curricular or study materials within the grade level classroom. Subject matter acceleration may also be accomplished outside of the general instructional schedule through additional classes taken after school hours or in summer school. Parents/guardians who are interested in acceleration through summer programs should seek pre-approval from the content area supervisor. Summer school acceleration can take place through on-line courses as well as through traditional site-based programs. Parents/guardians who are interested in this type of acceleration should begin the process of pre-approval by speaking first with the school counselor assigned to their child and then to the curriculum supervisor for the subject(s) under consideration. This type of acceleration is most common in BBSD when students are moving from 8th grade into 9th grade. Parent/guardians and/or students who are interested in subject-matter acceleration through outside courses (including summer and on-line course) should become familiar with *Option Two for High School Graduation even if the student is not yet in High School. Information about Option Two is also available on the BBSD website here: www.bbroad.org More information on Option Two appears later in this document.*

STUDENT LOCKER POLICY

Every student will be assigned a locker with a combination lock and both the lock and locker are the property of the Bound Brook Board of Education. Students are not allowed to switch their assigned locks with other students. Locks that are replaced without permission of the school will be cut and the cost to replace the lock will be the responsibility of the student assigned to that locker. The price of the lock is \$10.00. **Lockers will also be subject to random searches at any time.** All combination locks must be returned to the school at the end of the year, or a fee will be charged to the student.

Students will be allowed to go to their lockers only at times that are set by the Principal. Depending on hall traffic, locker visit times may be adjusted.

During the 2021-2022 school year, trained canine police dogs and personnel from local, county, and state law enforcement authorities will be used throughout the building at times without any further notification.

LEAVING THE SCHOOL BUILDING

Students may not leave the building without permission from the office. Violations will result in an administrative action that will lead to suspension.

DRUG FREE SCHOOL ZONES

The Bound Brook Board of Education recognizes its responsibility to ensure continuous cooperation between school, staff, and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property, including planning and conducting law enforcement activities and operations.

SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes the student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of the substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and exposure to harmful substances.

A student who uses, possesses and/or distributes alcohol, tobacco or other dangerous substances, on or off school premises, will be subject to discipline. This includes over the counter medicines (cough syrup, Tylenol, etc.) The parent/guardian and the local law enforcement agency will be notified immediately. Discipline will be graded as to the severity of the offense, the nature of the problem and the student's needs. Discipline may include suspension or expulsion. Students not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors will be subject to discipline.

SUSPECTED STUDENTS OF INVOLVEMENT WITH SUBSTANCES

Any educational staff that suspects a student of being involved with substances and appeared to be under the influence **MUST** report the child to the school nurse and notify the principal. **BY NEW JERSEY STATE LAW**, the student **MUST** receive a medical examination and be removed from the educational setting until the results of the medical examination are received (within 24 hours) and reviewed by the appropriate school official.

Any educational staff that suspects a student of being involved with substances outside of school and appeared to be having school related problems to this involvement shall refer the student to the substance awareness program.

1. Staff members shall complete a referral form and forward it to the substance awareness program.
2. The student assistance counselor will monitor student's attendance, grades, and behavior in school.
3. The SAC may choose to interview the student and/or the parent and request permission to complete a random urine analysis on the student.

That SAC will present the findings to the Administration team for further analysis and recommendations.

In medical and non-medical emergencies the following steps will be taken once the student returns to school after being suspended for a positive substance abuse test result:

1. The student is to be interviewed by a member of the substance awareness program. Parent or Guardian is requested to sign a random urine test permission form. The student may sign for himself if over eighteen years of age.
2. A member of the substance awareness program will inform the core team of the student's position, and the Administration team will evaluate the situation. Evaluation may include monitoring of students attendance, behavior, school performance, disciplinary record, and personality changes.
3. Based on the outcome of the evaluation and the results of numerous (one or more random urine analysis, the core team will determine if further action is required.
4. If the Administration recommendation is an intervention then the parents/guardians of the student will be requested to attend a core team meeting to review the recommendations of the team. The student may be required to be further assessed by the Somerset Medical Center addiction treatment services or by other approved agencies of the legal guardians' choice.
5. When an assessment from an approved program is secured, the appropriate releases allowing the school to be informed of the findings and recommendations shall be provided to the SAC.
6. If the parents are unwilling to accept an appointment and/or refuses permission for an assessment for the student, or if the student refuses to help, the principal based on the facts, and the advice of the administrative team shall take appropriate action as outlined by the existing discipline policy, which may include suspension or expulsion. In addition the Division of Child Protection and Permanency (DCPP) will be notified.

STUDENTS RETURNING FROM TREATMENT

1. Any student returning from treatment must be registered as active and attending an approved aftercare program.
2. A copy of the students' after care plan and discharge summary must be provided to the SAC with the appropriate release authorization.
3. The student is required to provide random urine tests upon request.
4. The student may be required to participate in support groups or individual counseling by the Substance Awareness Program.
5. Failure of the student to adhere to his or her aftercare program because of his or her actions or inactions shall be subject to disciplinary action, which may include suspension or expulsion.
6. Refusal or failure by a parent to comply with this policy shall be deemed a violation of the compulsory education and/or child neglect laws and the Division of Child Protection and Permanency (DCPP) shall be notified.

POSSESSION OF A SUBSTANCE

The following steps will be taken if a student is suspected of being in possession of a substance and/or drug paraphernalia or selling and/or distribution of a substance:

- Staff member shall report that suspected incident to the principal or his designee
- The principal or his designee will remove the student from other students and detain him/her in his office or other appropriate place
- The principal or designee shall request a student to empty pockets
- If the student is found to be in possession: The parent/guardian and police or appropriate authorities shall be notified
- Only the principal or designated assistant principal shall have the authority to suspend students
- The parents of a suspended student must be notified by the school of the suspension. Every attempt will be made to contact the parent by phone at the time of the suspension. Written notification will be sent on the day of suspension and a copy of this notification will be maintained by the school while the student is enrolled.

- Before any suspension is lifted, a parent/guardian and student conference must be held with the administrator. A suspended student will be readmitted only after a satisfactory conference has been held. The suspended student must be afforded every opportunity to make up missed schoolwork.
- Chronic violators of any rules (and their parent(s)/guardian(s) may be referred to outside supportive agencies, an interim alternative education setting, or to the Intervention and Referral Service (I&RS)
- Students on out-of-school suspension are prohibited from entering any district property while on suspension. Students who violate this regulation will be charged with trespassing
- Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, graduation / promotion ceremonies, etc.

KNOWLEDGABLE ASSOCIATION WITH VIOLATORS OF SUBSTANCE ABUSE AND/OR OTHER BEHAVIORAL REQUIREMENTS

The Board of Education believes that students are responsible for the integrity of their own social environment and consequently must pro-actively avoid situations and circumstances where improper behavior is, or may be occurring.

Students and/or staff who willfully associate with others while the others are violating disciplinary or acceptable behavior policies or regulations, may be subject to the same disciplinary consequences described in those policies or regulations.

ADMINISTRATIVE PROCEDURES FOR SUSPENSIONS

In order to maintain a student's due process rights, incidents of misconduct must first be handled at the school level. Efforts must be made by the principal/designee to use building and district resources to effectively handle disciplinary problems prior to a consideration of suspension. A principal/designee may suspend a student up to ten (10) consecutive days. Students who are suspended for nonviolent or non-criminal actions shall be suspended at the end of the school day. A student who presents a danger to persons or property may be immediately suspended and removed from the school following an informal hearing. An informal hearing is a meeting with an administrator, the parent/guardian and the student to inform the student of the charges, and give the student a chance to reply to the charges.

Students who demonstrate conduct grossly inappropriate to the educational setting, and have a history of consistently breaking the rules in the Student Expectations Manual, may be removed from the school setting and placed on a Superintendent's Suspension for no more than 30 days or until an expulsion hearing with the Board of Education is completed.

A student's discipline file shall be destroyed upon graduation from high school. If a student leaves school without graduating, the discipline records will be kept for one year and then destroyed.

GENERAL REGULATIONS

- Violations referred to the administrator for disciplinary action must be accompanied by a written statement from the teacher or the staff member. All prior actions taken by the teacher must be indicated and documented in Genesis.

- Students will be assigned before or after school supervised detention for infractions of the school rules. Silent constructive schoolwork is a necessity for this period of time. Parents/guardians will be notified of assigned detention.

- Only the principal or designee shall have the authority to suspend students.

- The parents of a suspended student must be notified by the school of the suspension. Every attempt will be made to contact the parent by phone at the time of the suspension. Written notification will be sent on the day of the suspension and a copy of this notification will be maintained by the school while the student is enrolled.

- Before any suspension is lifted, a parent/guardian and student conference must be held with the administrator. The suspended student must be afforded every opportunity to make up the missed schoolwork.

- Chronic violators of any rules (and their parents/guardians) may be referred to outside supportive agencies, an interim alternative educational setting, or the Intervention and Referral Services Team.

- Students on out-of-school suspension are prohibited from entering any district property while on suspension. Students who violate this regulation will be charged with trespassing.

- Students on out-of-school suspension may not participate in any school activities such as field trips, clubs, plays, concerts, athletic events, graduation / promotion ceremonies, etc.

DISCIPLINARY ACTION GUIDELINES FOR STUDENTS WITH EDUCATIONAL DISABILITIES

Short Term Suspensions: Students with educational disabilities are subject to the same disciplinary procedures as non-disabled students (unless stated otherwise in their Individual Education Plan-IEP) for short-term suspension.

Short-term suspensions mean a period of 10 consecutive or cumulative school days in a given school year. The disabled students can also be placed in an **Interim Alternative Educational Setting (IAES)** following the same procedures used for non-disabled students for a period of no more than 10 consecutive or cumulative school days in a given school year. At the time of removal, the principal or his/her designee must forward written notification and the reasons for the action taken to the disabled child's case manager. The disabled student is afforded the same due process procedures as the non-disabled student. These due process procedures consist of the following:

The student must receive:

- oral or written notice of charges
- an explanation of the charges and the evidence that supports them
- an opportunity to present his/her side of story

Generally the notice and hearing requirements should precede removal from school, however in emergency situations; the student may be removed from school immediately. The notice and hearing requirements should follow as soon as possible.

Long-Term Suspensions - Removal To An Interim Alternative Educational Setting For Weapons, Drug Offenses or Expulsion. Long-term suspension can constitute a change in placement without benefit of the IEP process. A long term suspension may be suspension from the student's educational program for a period of 10 or more consecutive school days in a given school year, a series of lesser suspensions that result in 10 or more cumulative school days during a given school year, or placing a student in an IAES for a weapons or drug offense. Disabled students can be removed to an IAES for a period of not greater than 45 school days when:

- The child carries a weapon to school or to a school function
- The child knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function (IDEA, 1997)

Any disciplinary action that removes the student from his/her educational program for more than 10 days is considered to be a change in placement and cannot proceed until the following three events are conducted:

- A Manifestation Determination hearing is convened by the IEP team
- A Functional Behavioral *Assessment* (FBA) is conducted
- A Behavioral Intervention Plan (BIP) is developed

Therefore, whenever any such action that constitutes a long-term suspension (and possible change in placement) is being considered, the case manager of the disabled student must be provided with written notification immediately so that the parents can receive the mandated written notification to convene a Manifestation Determination hearing as required under N.J.A.C. 6A:14.

ADMINISTRATIVE PROCEDURES FOR EXPULSIONS

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student. No student will be expelled from this district before other reasonable and appropriate means of discipline have been exhausted. No student below the age of sixteen years will be expelled from school without provision for an alternate educational program.

For the purposes of this policy, "expulsion" means the permanent exclusion of a student from the schools of this district. A student may be expelled from this district only on formal action of the Board of Education.

The Board of Education shall not act to expel any student, previously determined to be disabled or who has exhibited behavior that may be considered to be classifiable, before the report of the Child Study Team has been issued to the Board of Education.

The parent/guardian will be notified in writing and in conference of the recommendation for expulsion. A student and parent/guardian for whom expulsion is recommended shall be offered the opportunity for a formal hearing before the Board of Education, which shall include written notice of the date, place, and time of the hearing and of the specific charges against the student; an opportunity for the student to be heard in his/her own behalf and to cross-examine adverse witnesses; representation by the student's counsel; a written record of the hearing; and, a copy of the transcript of the proceedings. Hearings will be held in private, except that a student and parent/guardian may request and the Board may, in its discretion, grant a public hearing. The student and parent/guardian shall be informed of the right to appeal the decision of the Board of Education to the Commissioner of Education.

WEAPONS OFFENSES

Any student convicted of possession of a weapon or committing a crime while in possession of a weapon or found knowingly in possession of a weapon on any school property, on a school vehicle, or at a school-sponsored function shall be immediately removed from the school's regular educational program for a period of not less than one calendar year, pending a hearing before the Board of Education. The parent/guardian and the local law enforcement agency will be notified immediately.

HARASSMENT, INTIMIDATION AND BULLYING

(Policy # 5512)

The Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. All reported incidents of bullying will be investigated, reported and recorded per New Jersey State law.

Definition:

"Harassment, intimidation or bullying" means any gesture, written or verbal or a physical act that takes place on school property, at any school-sponsored function or on a school vehicle that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or mental, physical, or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property
4. Has the effect of insulting or demeaning any pupil or group of people in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over: another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassment; intimidating behavior (e.g., bullying).

Community Middle School is taking steps to prevent harassment, intimidation, and bullying in our school. In the event bullying or harassment does occur, Community Middle School will follow New Jersey State law. The Community Middle School has adopted the Restorative Practices model to improve our school climate. In addition, the Community Middle School has implemented the School Climate and Culture Initiative, which is implemented through a partnership between the College of Saint Elizabeth Center for Human and Social Development and the United Way of Northern New Jersey Youth Empowerment Alliance. The initiative's stated goal is to provide school districts in northern New Jersey with the means to improve their culture and climate resulting in an environment where children can thrive emotionally, physically, and academically, and where students, the family, and the wider community are engaged in the schools.

HAZING (Policy # 5512)

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board of Education prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school vehicle.

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates substantial risk of causing mental or physical harm.

All staff members, students and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. All such incidents must be reported to the building principal.

Expected Behavior The Board of Education expects pupils to conduct themselves in a manner that keeps with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, school district and community property on the part of pupils, family, staff and community members.

The Board believes the school & students' families should help pupils learn to assume and accept responsibility for their behavior and the consequences of their actions. Staff members shall apply the best practices designed to prevent problems and encourage pupils' abilities to grow in self responsibility.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see they constructively attempt to stop them, and report these acts to the principal or his/her designee.

Reporting Procedure Complaints alleging violations of this Policy shall be reported to the principal or his/her designee. All school employees are required to report alleged violations of this Policy to the principal or his/her designee. All other members of the school community, including pupils, parent(s) or legal guardian(s), volunteers and visitors are encourage to report any act that may be a violation of this Policy. While submission of an Incident Report Form to the principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the principal of each building or available at the school district office. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

Investigation The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The principal or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The principal or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

Response to an Incident of Harassment, Intimidation or Bullying Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator will consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidence(s), past or continuing patterns of behavior, and the context in which the alleged incidence(s) occurred. The school districts responses can range from school and community surveys, to mailings, to focus groups, to adoption of research based bullying prevention program models, to training for certificated and non-certificated staff. The district's response may include participation of parent(s) or legal guardian(s) and other community members and organizations, to small or large presentations for fully addressing the actions of the school district's response to the actions in the context of acceptable student behavior or the consequences of such actions and involvement of law enforcement officers, including school resource officers.

Reprisal and Retaliation Prohibited. The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation, or bullying shall be disciplined in accordance with district policies and procedures.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the principal or his/her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

INTERNET OR CYBERBULLYING

Definition

According to the advocacy website Stopcyberbullying.org, cyberbullying is defined as any act or gesture where "a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones." Due to the ever-broadening range of technologies readily available to today's youth, cyberbullying can be difficult to track and contain, giving today's bullies more of an opportunity and ability to cause harm to another than before. Cyberbullies also do not necessarily fit the profile of more traditional schoolyard bullies; they can also switch roles from moment to moment, being the bully at first and then the victim in the next.

Acts of cyberbullying can include but are not limited to the following:

(Direct Attacks)

- Any sort of hate message, anonymous or signed.
- Sending of tormenting text messages via mobile phones or interactive gaming.
- Bashing of students on websites.
- Internet polling with the intention of demeaning another student.
- Sending death threats, whether anonymously to a child or posted online about a child.
- Stealing of a child's password or sharing it with others.
- Hacking into another person's computer and wiping out the hard drive.
- Pretending to be someone the child knows and tricking them to give private information.
- Posting provocative things or pictures on websites.
- Impersonation of another student.
- Sending pornography or other junk email and IM's.
- Posting another student's picture on a pornographic or sexual deviant's website.
- Sending malicious code.

(Cyberbullying by Proxy)

Cyberbullying by proxy is when a cyberbully uses someone else, usually unwitting accomplices who are not aware that they are being used, to harass another. The website www.stopcyberbullying.org gives the following situation as a common example of cyber bullying by proxy:

"Warning' or 'Notify Wars' are an example of cyber bullying by proxy. Kids click on the warning or notify buttons on their IM screen or e-mail/chat screens, and alert the ISP or service provider that the victim has done something that violates their rules. If the victim receives enough warnings or notifications, they can lose their account."

Disciplinary Action Guidelines for Cyberbullying

The negative impact of cyber bullying cannot be underemphasized. In all cases, the bullying results in emotional pain, which can be long lasting. In some cases, children have killed each other and committed suicide after having been involved in a cyberbullying incident. Cyberbullying may also result in law enforcement charges of cyberharassment and juvenile detention. Therefore Bound Brook Public Schools takes the following stance regarding Internet bullying:

As with harassment, intimidation and bullying in general, the Board of Education prohibits acts of bullying of *any* kind via the Internet or other interactive technologies, whether in an isolated or repeated occurrence.

As with harassment, intimidation and bullying in general, the district also prohibits active and passive support for acts of harassment, intimidation and bullying of *any* kind via the Internet or other interactive technologies, whether in an isolated or repeated occurrence.

Schools have limited authority over disciplining cyberbullies within school since many cases of cyberharassment take place off school grounds. However, Bound Brook Public Schools reserves the right to call the parents in to try to mediate the situation. The district may also institute an educational and awareness program to help stop further cyberbullying by students, and to help educate parents about the problem. The district also reserves the right to discipline students who participate in such bullying off-campus if it is having a negative and disruptive effect on the well-being and safety of a student(s) while in school.

Procedures for Incidents, Which Occur On School Grounds:

For Students: If the cyberbullying is taking place within the home and you are aware of it, notify a parent immediately. Students should not give in to the temptation to retaliate against internet bullying by perpetuating further acts of bullying but rather seek guidance and support from a school resource officer, teacher or administrator.

For Parents: Parents should be a trusted place where children can go to in dealing with the pain, which results in cyberbullying and should therefore take any knowledge of such activity seriously. For more information on how to put a stop to cyberbullying towards and from your child, please go to <http://www.stopcyberbullying.org/parents/guide.html> for a list of steps in how to handle incidents of cyberbullying.

For Teachers and Other School Staff: If the incident(s) is taking place on school grounds and during school hours, you are responsible for reporting it immediately to administration. Procedures must be followed in accordance with district policy #5512 for Harassment, Intimidation, and bullying. Administration then will take action pursuant to the Expectations Violation Chart in this Expectations Manual.

Because cyberbullying incidents can vary greatly from each other, acts of such bullying will be dealt with on a case-by-case basis under the guidance of the principal, in accordance to the Expectations and Violations chart included in this handbook and, if necessary, in cooperation with the parents/guardians of the individuals involved. The school principal will be responsible for determining the course of action needed to resolve the matter(s) at hand.

Consequences for cyberbullying within school can include but are not limited to the following:

- Loss of computer or internet privileges in school
- Confiscation of mobile or portable electronic devices
- Prohibition of student bringing any portable or electronic device to school for a set period of time
- AM/PM detentions
- Conferences with the parents/guardians
- Out-of-School Suspension
- Behavior contracts/plans

As in other cases of rule violations, expulsion will be considered only if other means of discipline have been exhausted.

The most effective way to prevent further occurrences of cyberbullying is for administration to couple negative punishment with mediation between the students involved with parents where the underlying problems and conflicts can be discussed and agreements can be made.

Prevention and Education

Due to there being an ever-widening range of acts done via electronic and interactive devices which fit the definition of internet or cyberbullying, schools and students are advised to study this issue further by learning more about this problem at anti-bullying and internet safety websites like the following:

<http://www.wiredsafety.org/>

<http://www.stopcyberbullying.org/>

As with other more traditional forms of harassment, intimidation and bullying which take place in school and pursuant to N.J.S.A. 18A.37-17a., the district is encouraged to establish internet bullying prevention programs and other initiatives involving school staff, pupils, administrators, volunteers, and parent(s) or legal guardian(s), law enforcement and community members.

Pursuant to N.J.S.A. 18A.37-17b., the district is also encouraged to, and to the extent that funds are appropriated for these purposes, provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with pupils and develop a process for discussing the school district's harassment, intimidation and bullying policies with pupils.

HEALTH SERVICES

The Role of the School Nurse

“School nursing is a specialized practice of professional nursing that advances the well-being, academic success, and lifelong achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy and learning.” National Association of School Nurses.

The Health office provides:

- Assessment and treatment of illness and injury
- Medication Administration (see policy)
- Limited Counseling
- Health promotion and education
- Referrals
- Health Screenings including:
 - Vision Screening
 - Auditory Screening
 - Blood Pressure Screening
 - Height and Weight
 - Scoliosis Screening

School Health Screening Programs are designed to identify students who may need further evaluation. Parents are notified when further evaluation is indicated.

Exclusion from school due to illness or injury

Students who become ill or injured while at school may see the school nurse at any time. If the student becomes too ill to stay at school, the parent, guardian or adult listed on the emergency card will be contacted and asked to pick the student up at school and sign them out. Students using cell phones to contact parents when they are ill are in violation of the use of communications policy and will be disciplined.

911 will be called if an emergency occurs. Parents will be contacted by the school and advised where the child will be transported.

Communicable Diseases

Strep Throat, Scarlet Fever, and Scarlatina: The incubation period is 2-7 days. The student will be excluded from school for 24 hours after treatment/medication has been started.

Conjunctivitis (pink eye) Excluded from school for 24 hours after treatment/medication has been started.

Pediculosis (Head Lice) Excluded until the hair is free of nits and lice

Impetigo Excluded until cleared by a physician to return

Please inform the Health Office of any of the above occurrences so that we may take proper precautions.

Medication Policy

The school nurse is permitted to administer medication, in school, only when authorization is given in writing from the parent and student's physician. The medication must be labeled with the student's name and be in the original container. This includes prescriptions as well as any over the counter medications i.e. cough drops or Tylenol. No student is allowed to carry medication in school unless it is for a life-threatening condition and authorization has been given. Emergency Medications includes Asthma inhalers and Epi Pens. Medication Administration and Self Medication forms are available in the health office. If you have any questions concerning this policy, please do not hesitate to call the nurse's office at **732-852-1132**.

Physical Education Excuses

Students excluded from physical education by a physician must have a doctor's note detailing how many days the student may be excused. If in the opinion of the nurse a student needs to be excluded from physical education, a one-day physical education excuse may be given. Further days out of physical education will need a doctor's note. Physical education excuses will not be granted after the conclusion of 1st period without a doctor's note.

Cheating/Academic Dishonesty/Plagiarism

Cheating is an act of deception by which a student misrepresents or misleadingly demonstrates that he/she has mastered information on an academic exercise that he/she has not mastered, including the giving or receiving of unauthorized help in an academic exercise. Examples include, but aren't limited to:

- Copying from another student's test paper, computer program, project, product, or performance or providing any information.
- Collaborating without authority or allowing another student to copy one's work.
- Using the course textbook or other material not authorized for use during a test.
- Using unauthorized materials during a test; for example, notes, formula lists, cues on a computer, photographs, symbolic representations, and notes written on clothing.
- Resubmitting substantially the same work that was produced for another assignment or course without the knowledge and permission of the instructor.
- Taking a test for someone else or permitting someone else to take a test for you.
- Use of electronic devices to give or receive information.
- Cutting and pasting from an Internet source without proper citation.

Students who engage in cheating will receive no credit for the work. Teachers will notify the administration and the parents/guardians of the infraction. Students will receive detention in accordance with the progressive discipline chart.

Policy On Public Display Of Affection

It should be understood that the primary purpose students have in coming to school is to learn. With that in mind, hugging, kissing, and intimate touching and other public displays of affection are considered to be inappropriate displays of affection during the school day. Students who are asked by staff members to refrain from public displays of affection should regard such redirection as constructive and an effort to maintain the educational and respectful atmosphere of the school.

OPERATION CHILD FIND

Is your child, between the ages of 3 through 21, having difficulty at school and/or home? Does your child have a disability or do you suspect he/she may have one that might interfere with learning? Assistance is available! Reach out to your child's school and request assistance from the **Intervention and Referral Service (I&RS)**. Please speak with your child's teacher or contact a Child Study Team (CST) member in your child's school building. For preschool aged children (3 and 4 years old) who do not attend school, parents can contact Mr. Marc DeMarco, the Director of Special Services at **732-652-7980**.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

New Jersey Law requires that students show respect for the flag of the United States of America. If the student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies; **however, all students must stand**, remain silent, and do not move in the hallways. Failure to do so will result in disciplinary action.

PROGRESSIVE DISCIPLINE

BOUND BROOK PUBLIC SCHOOL EXPECTATIONS VIOLATION CHART

In the Bound Brook Public Schools, we believe that effective learning begins with classroom management. Effective teaching with proper procedures and routines will ensure a high-quality education for all students. Classroom expectations will be written and permanently posted in the classroom, each student will be given a copy of these rules. It is the teacher's responsibility to set up an effective plan that allows for rewards and consequences for appropriate or inappropriate behaviors. The following Expectations Violation Chart is a tool for students, parents, teachers, and administrators.

A parent/guardian will be contacted at the discretion of the Administration when their child has violated an expectation. They will be contacted in one of the following ways: a phone call, written note, or some other means of communication i.e. email etc. Please make sure that the school district has an updated personal contact sheet from you, the district can not be responsible for being unable to contact a parent or guardian because of outdated personal information in our system.

The Following violations chart provides examples of most discipline offenses that could occur in the school. Upon violation of an offense, the student will be referred to an administrator for disciplinary action. You will find that the first offense will be listed for each violation. Progression of consequences for varying offenses will be determined by the administrator on a case-by-case basis. Refer to the disciplinary progression chart for a complete listing of consequences.

CLASSROOM LEVEL:

- **LEVEL 1:** *Warning, Conference, and/or Teacher Detention; Parent notification by teacher.*

ADMINISTRATIVE LEVEL:

- **LEVEL 2:** *1-Hour detention*
- **LEVEL 3:** *2-Hour Detention*
- **LEVEL 4:** *3-Hour Detention*
- **LEVEL 5:** **PACE** (**P**ositive **A**lternative **C**lassroom **E**xperience) Program
- **LEVEL 6:** *OSS (See Re-entry Plan)*
- **LEVEL 7:** *Superintendent Hearing or Expulsion Hearing*

RE-ENTRY PLAN: When a Student re-enters the building after a suspension, a meeting will take place with the stakeholders involved where the incident is discussed and a contract is set between the student and the school moving forward.

PLEASE NOTE: For egregious instances of the listed offenses, or for any unlisted offenses, consequences may be issued at the discretion of the school administration. In addition, depending upon the severity and nature of the offenses, school officials may have to report the offenses to the appropriate civil authorities such as local or state law enforcement agencies or the New Jersey State Division of Child Protection and Permanency. Conduct that appears to violate principles of equal educational opportunity or implicate status-based discrimination, including bullying and harassment, will be referred to an AA/EEO officer for investigation and possible intervention.

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
ATTENDANCE	Tardy to School	Students who are not in school at the prescribed time.	30-Minute Detention	30-Minute Detention	30-Minute Detention + Truancy + Parent contact	30-Minute Detention + truancy every 3 rd tardy
	Tardy to Class (not first period)	Students who are not in class prior to the bell ringing to start the class.	(1 st /2 nd time) Level 1_	(3 rd time) Level 2 + truancy	(6 th time) Level 3 + 2 nd truancy	(9 th time) Level 4 + 3 rd truancy/loss of credit for the class
	Class Truancy	Students who miss +10 minutes of class without permission.	Level 4	Level 5 (PACE) + Parent Contact	Level 6 (2 days) + Possible loss of credit as per attendance policy.	Level 6 (2 days) + Possible loss of credit as per attendance policy.
	School Truancy	Students who are not in school without parental permission and/or legitimately ill on a school day.	Level 4	Level 5 (PACE) + Parent Contact	Level 6 (PACE) + Possible loss of credit as per attendance policy.	Level 6 (PACE) + Possible loss of credit as per attendance policy.
	Missed/Cut Detentions	Not reporting to an assigned detention at the assigned time.	Progression to the next level on the violations consequence chart.	Progression to the next level on the violations consequence chart.	Progression to the next level on the violations consequence chart.	Progression to the next level on the violations consequence chart.

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
DISHONESTY	Cheating & Plagiarism	Any act of dishonesty that gives the student an undue academic advantage.	Level 1 + "0" on assignment	Level 2 + "0" on assignment	Level 3 + "0" on assignment & Parent Contact	Level 4 + "0" on assignment & Parent Contact
	Dishonesty	Acts of lying, giving false identification, or using trickery to obtain an undue advantage, other than cheating and forgery.	Level 1	Level 2	Level 3 + Parent Contact	Level 4 + Parent Contact
	Forgery and False Identity	Signing the name of or impersonating another person, including a parent, in connection with any school related document or activity.	Level 4	Level 4 (PACE)	Level 6 (2 days) + Parent Contact	Level 6 (2 days) + Parent Contact

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
ELECTRONIC	Cell Phone or other prohibited electronic devices	Use of a cell phone, or other one- way or two-way remote communication device without advance written permission.	Level 2	Level 3	Level 4	Level 5 (PACE) + Parent Contact
DEVICES	Chrome Book-Related Misconduct	Violation of District Acceptable Use Policy or any other behavior violating district or building code involving the use of a district issued Chrome Book.	Level 2	Level 3	Level 4 + Parent Contact	Level 5 (1 day) + Parent Contact
	School Computer-Related Misconduct (Not Egregious)	Violation of District Acceptable Use Policy or any other behavior violating district or building code involving the use of a district computer.	Level 2	Level 3	Level 4 + Parent Contact	Level 5 (1 day) + Parent Contact

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
FORCE	Fighting	An act of physical aggression against a person, intending to or causing physical injury regardless of the person's aggression or resistance. Claims of self-defense will not be recognized unless it is clearly shown that it was	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling
	Improper Assault	An act of physical aggression, against a person, who is not expecting or resisting.	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Conference + parent contact + counseling

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
HARASSMENT	Verbal/ Written Simple	An act of verbal harassment, not aggressive, that discomforts the victim or a reasonable observer, or includes use of profanity or obscenity in words or gestures or is based upon a protected status such as race, gender, or creed.	Level 2 May result in an HIB Investigation.	Level 3 May result in an HIB Investigation.	Level 4 + Parent Contact May result in an HIB Investigation.	Level 5 (1 day) + Parent Contact May result in an HIB Investigation.
	Verbal/ Written Threatening	An act of verbal harassment, aggressive in character that discomforts the victim or a reasonable observer, or threatens harm, or is based upon a protected status such as race, gender or creed.	Level 4 + Parent Contact May result in an HIB Investigation.	Level 5 (1 day) + Parent Contact May result in an HIB Investigation.	Level 6 (2 days) + Parent Contact May result in an HIB Investigation.	Level 7 (Superintendent Hearing or Expulsion Hearing) May result in an HIB Investigation.
	Bullying	Any gesture, words or act motivated by an actual or perceived characteristic or handicap that will have the effect of harming or causing fear of harm to the student or student's property, or that insults or demeans a student in such a way as to cause substantial disruption to or interference with the orderly operation of the school.	Discipline issued as a result of the HIB Investigation.	Discipline issued as a result of the HIB Investigation.	Discipline issued as a result of the HIB Investigation.	Discipline issued as a result of the HIB Investigation.

	Infraction	Descripti on	1st Offense	2nd Offense	3rd Offense	4th Offense
INAPPROPRIATE	Inappropriate/ Disruptive Conduct – Simple	Act(s) of misbehavior or disobedience that violate written school rules or accepted age- related norms of behavior, and/or that disrupt the classroom or other school functions for a brief time.	Level 1	Level 2	Level 3	Level 4 + Parent Contact
DISRUPTIVE	Inappropriate/ Disruptive/ Disorderly Conduct – Severe	Act(s) of disobedient and disorderly conduct that substantially disrupt the classroom or other school functions, except false alarms.	As determined by School Administration + Parent Contact + Counseling	As determined by School Administration + Parent Contact + Counseling	As determined by School Administration + + Parent Contact + Counseling	As determined by School Administration + + Parent Contact + Counseling
	Insubordination/ Defiance/ Disrespect	Acts of disobedient behavior in which a student shows disrespect and blatant disregard for a directive from a teacher or staff member.	Level 4	Level 5 (PACE) + Parent Contact	Level 6 (Administrator's Discretion)	Level 6 (Administrator's Discretion)

	Vulgar/Obscene Language	Use of language that is vulgar or obscene, such as profanity, not directed at a person.	Level 1	Level 2	Level 3	Level 4 + Parent Contact
	Vulgar/ Obscene Language	Use of language that is vulgar or obscene, such as profanity, directed at a person.	Level 5 (3 days of PACE)	Level 6 (5 days) + Parent Contact	Up to 10-Day Suspension + Superintendent Hearing + Counseling + Restorative Conference	Up to 10-Day Suspension + Superintendent Hearing + Counseling + Restorative Conference
	Vulgar / Obscene / Pornographic Material	Possession or display of obscene, vulgar, or pornographic materials while on school premises.	Level 5 (3 days PACE) + Parent Contact	Level 6 (4 Days OSS) + Parent Contact	Up to 10-Day Suspension + Superintendent Hearing + Counseling	Up to 10-Day Suspension + Superintendent Hearing + Counseling

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
MISCELLANEOUS	Wrongful Entry	Entering the building through any other entrance other than the designated entry doors.	Level 4	Level 5 (2 days PACE) + Parent Contact	Level 5 + Parent Contact	Level 5 + Parent Contact
	Enabling Unauthorized Entry	Opening exterior access doors to enable someone to enter the building.	Level 4	Level 5 + Parent Contact	Level 6	Level 6
	Leaving the Building Without Permission	Walking out of any school door to the outside during the school day without permission.	Level 5 (2 days) + Parent Contact	Level 5 (3 days) + Parent Contact	Level 6	Level 6
	Dress Code	Violation of district dress code Expectations *Parent/guardian bringing change of clothes to school on all offenses*	Level 1	Level 2	Level 3	Level 4 + Parent Contact
	False Alarms	Giving a false alarm, verbally or by mechanical means, or tampering with alarm equipment.	Up to 10-Day Suspension + Superintendent Hearing + Parent Contact	Up to 10-Day Suspension + Superintendent Hearing + Parent Contact	Up to 10-Day Suspension + Superintendent Hearing + Parent Contact	Up to 10-Day Suspension + Superintendent Hearing + Parent Contact
	Student ID	Failure to display one's own student ID card.	Level 1 + Temp ID	Level 1 + Temp ID	Level 2 + Temp ID	4 X and beyond Level 2

	Gambling	Betting money or possessions in violation of the laws of NJ	Up to 10-Day suspension + Superintendent's Hearing + Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Counseling + Parent Contact
	Criminal Gang-Related Activity	Commission of any offense on this chart while the student was involved in criminal gang related activity as defined by law.	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact
	Conspiracy to Commit Criminal Gang-Related Activity	Making an agreement or plan with another person that one or more of them will commit an act of criminal gang related activity.	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact	Up to 10-Day suspension + Superintendent's Hearing + Police Notification Counseling + Parent Contact

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
PROHIBITED SUBSTANCES	Tobacco – Possession	Possession of any tobacco or nicotine product containing the same while on school premises, including but not limited to any electronic or non-electronic delivery systems, such as e- cigarettes, “vapes,” Juuls, etc.	<u>First Offense:</u> Level 4- detentions, parent/guardian notification, referral to SAC, drug screen	<u>Second Offense:</u> Level 5-PACE, substance abuse prevention program (SAC), parent/guardian notification, referral to SAC, drug screen	<u>Third Offense:</u> Level 6-out of school suspension, parent /guardian notification, referral to SAC, drug screen	<u>Fourth Offense:</u> Level 6-out of school suspension, parent /guardian notification, referral to SAC, drug screen <u>Subsequent Offense:</u> As determined by school administration
	Paraphernalia	Possession of any product associated with tobacco, alcohol, or drugs that do not have contain any tobacco, alcohol, or drugs. Products such as lighters, rolling papers, baggies, canisters, etc.	<u>First Infraction:</u> Level 6-out of school suspension, parent/ guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen	<u>Second Infraction:</u> Level 6- Level 6-out of school suspension, parent/ guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen, periodic drug screens at the discretion of administration.	<u>Subsequent Infractions:</u> As determined by school administration	<u>Subsequent Infractions:</u> As determined by school administration

	Tobacco – Use	Use of any tobacco or nicotine product containing the same while on school premises, including but not limited to any electronic or non-electronic delivery systems, such as e-cigarettes, “vapes,” etc.	<u>First Offense:</u> Level 4-detentions parent/guardian notification, referral to SAC / drug screen \$250 fine,	<u>Second Offense: Level</u> 5-PACE, substance abuse prevention program (SAC), parent/guardian notification, referral to SAC, drug screen \$500 fine 2 nd offense,	<u>Third Offense: Level</u> 6-out of school suspension, parent/guardian notification, referral to SAC, drug screen \$1000 fine third offense	<u>Fourth Offense: Level</u> 6-out of school suspension, parent/guardian notification, referral to SAC, drug screen
	Drugs and Alcohol – Possession or Use	Possession or use of any non-prescribed drug while on school premises. (Any electronic or non-electronic delivery systems, such as e-cigarettes, “vapes,” etc. are included)	<u>First Infraction:</u> Level 6-out of school suspension, parent/guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen \$250 fine	<u>Second Infraction:</u> Level 6- Level 6-out of school suspension, parent/guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen, periodic drug screens at the discretion of administration. \$500 fine 2 nd offense	<u>Subsequent Infractions:</u> As determined by school administration \$1000 fine third offense	<u>Subsequent Infractions:</u> As determined by school administration

	Drugs-Intent to Distribute	Distributing or transmitting controlled substances or possesses with the intent to distribute, deliver or transmit.	<p><u>First Infraction:</u> Level 6-out of school suspension, parent/guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen</p> <p>Superintendent's Hearing</p>	<p><u>Second Infraction:</u> Level 6- Level 6-out of school suspension, parent /guardian notification, police notification, referral to SAC, substance abuse prevention program, suspension from school activities, drug screen, periodic drug screens at the discretion of administration.</p> <p>Superintendent's Hearing</p>	<p><u>Subsequent Infractions:</u> As determined by school administration Students found to be involved in distribution or intent to distribute will be subject to the same consequences as outlined above for first and second offenses, except for serving a ten (10) day suspension out of school, and may be compelled to attend a hearing before the Board of Education to determine the necessity of any further disciplinary action, including long term suspension or change of placement</p>	<p><u>Subsequent Infractions:</u> As determined by school administration Students found to be involved in distribution or intent to distribute will be subject to the same consequences</p>
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	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
PROPERTY	Trespass	Entering any area of school property prohibited to students.	As determined by School Administration + Parent Contact + Counseling	As determined by School Administration + Parent Contact + Counseling	As determined by School Administration + Parent Contact + Counseling	As determined by School Administration + Parent Contact + Counseling
	Robbery	Using verbal intimidation or physical force to take something belonging to another.	Up to 10 day suspension + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices
	Theft	Taking something that belongs to another without the owner's consent.	Up to 10 day suspension + Superintendent Hearing + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Superintendent Hearing + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Superintendent Hearing + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices	Up to 10 day suspension + Superintendent Hearing + Police Notification + Restitution + Parent Contact + Counseling + Restorative Practices
	Vandalism	Damaging, breaking, destroying or marking up school property or property belonging to another person.	Up to 10-Day Suspension + Police Notification + Restorative Practices + Parent Contact	Up to 10-Day Suspension + Police Notification + Restorative Practices + Parent Contact	Up to 10-Day Suspension + Police Notification + Restorative Practices + Parent Contact	Up to 10-Day Suspension + Police Notification + Restorative Practices + Parent Contact

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
UNLISTED	Building-Specific Offenses	Any substantive violation of a building code not otherwise covered above.	As determined by School Administration + Parent Contact	As determined by School Administration + Parent Contact	As determined by School Administration + Parent Contact	As determined by School Administration + Parent Contact

	Infraction	Description	1st Offense	2nd Offense	3rd Offense	4th Offense
WEAPONS	Firearms, Destructive Devices & Knives	Possession or use of any firearm including starter pistols, any explosive or other destructive device as defined by law, and any knife. This includes weapon-like items, or objects emulating weapons as well.	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Practices + Counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Practices + Counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Practices + Counseling	Up to 10-Day Suspension + Superintendent Hearing + Police Notification + Restorative Practices + Counseling

Please Note: Depending upon the severity and nature of the offenses, school officials may have to report the offenses to the appropriate civil authorities such as local or state law enforcement agencies or the New Jersey State Division of Child Protection and Permanency. Conduct that appears to violate principles of equal educational opportunity or implicate status-based discrimination, including bullying and harassment, will be referred to an AA/EEO officer for investigation and possible intervention.

**** With the signed permission form in Appendix B students will have the opportunity to serve community service hours in lieu of suspension****

Re-entry Plan:

- Completion of restorative re-entry form prior to returning to school
- At the re-entry meeting the stakeholders will review the answers to the questions
- The re-entry meeting will include a restorative conference that include:
 - Principal
 - Assistant Principals
 - Guidance Counselor
 - Parent
 - Student
 - Case Manager (if necessary)
 - Teacher (If necessary)
 - Student Support Representative (student's choice)
- Counseling sessions will be set up as needed:
 - Counselor
 - LCSW
 - SAC
- Behavior contract agreed and signed by the student, parent, and school official

BOUND BROOK PUBLIC SCHOOLS TELEPHONE DIRECTORY

DISTRICT MAIN TELEPHONE NUMBER	732-356-2500
BUSINESS OFFICE	732-652-7960
PAYROLL/BENEFITS	732-652-7926
REGISTRATION / PARENT LIAISON	732-652-7963
BOUND BROOK HIGH SCHOOL	
MAIN NUMBER	732-652-7950
PRINCIPAL	732-652-7959
ATHLETIC OFFICE	732-652-7964
BOUND BROOK COMMUNITY MIDDLE SCHOOL	
PRINCIPAL	732-852-1133
MAIN OFFICE (ATTENDANCE)	732-852-1130
MELODY LAVORNIA (MAIN OFFICE)	732-852-1131
DONNA BENNETT (NURSE'S OFFICE)	732-852-1132
ALYSSA DIGIROLAMO (GUIDANCE COUNSELOR)	732-852-1134
SMALLEY SCHOOL	
PRINCIPAL	732-652-7943
ASSISTANT PRINCIPAL	732-652-7922
MAIN OFFICE (ATTENDANCE)	732-652-7940
NORMA ROMERO (MAIN OFFICE)	732-652-7942
SCHOOL NURSE	732-652-7941
COUNSELOR	732-652-7954
LAFAYETTE ELEMENTARY	
PRINCIPAL	732-652-7939
AUREA DRISCOLL (MAIN OFFICE)	732-652-7933
SCHOOL NURSE	732-652-7931
COUNSELOR	732-652-7957
LAMONTE/ANNEX	
PRINCIPAL	
JATON BRIMAGE (MAIN OFFICE)	732-652-7934
SCHOOL NURSE	732-652-7932
SPECIAL SERVICES	732-652-7980
SUPERINTENDENT'S OFFICE	732-652-7920
SUPERVISOR OF TECHNOLOGY	732-652-7924

COMMUNITY & FAMILY RESOURCES

MIDDLE EARTH	(908) 725-7223
CATHOLIC CHARITIES- DIOCESE OF METUCHEN	(908) 722-1881
WOMEN'S HEALTH & COUNSELING CENTER	(908) 526-2335
SOMERSET COUNTY FAMILY CRISIS INTERVENTION UNIT	(908) 704-6330
FAMILY & COMMUNITY SERVICES OF SOMERSET COUNTY	(732) 356-1082
DEPARTMENT OF CHILDREN & FAMILIES	(877) 652-2873
THE INSTITUTE FOR FAMILY & ADOLESCENT SERVICES	(908) 526-7809
SOMERSET COUNCIL ON ALCOHOL AND DRUG DEPENDENCY	(908) 722-4900
ALCOHOLICS ANONYMOUS	(908) 687-8566
SOMERSET COUNTY OFFICE OF VOLUNTEER SERVICES	(908) 704-6358
SOMERSET COUNTY BOARD OF SOCIAL SERVICES	(908) 526-8800
CENTER FOR GREAT EXPECTATIONS	(732) 247-7003
PLANNED PARENTHOOD	(732) 246-2411
CASA DE ESPERANZA	(732) 748-1111
WOMEN HELPING WOMEN	(732) 549-6000

APPENDIX A

BOUND BROOK COMMUNITY MIDDLE SCHOOL *Student Pledge for Chromebook Use*

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook battery nightly and be prepared with a full charge each morning.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will protect my Chromebook by only carrying it while in the case provided.
9. I will use my Chromebook in ways that are appropriate, meet BOUND BROOK expectations and are educational.
10. I will not place decorations (such as stickers, markers, etc.) on the Chromebook. I will not deface the serial number Chromebook sticker on any Chromebook.
11. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the BOUND BROOK School District.
12. I will follow the policies outlined in the *Chromebook Handbook* and the *Use of Technology Resources Policy* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District Chromebook, case and power cords in good working condition.
16. I will not take Pictures, video, and audio recordings of any student or staff member without written consent.
17. I will not take Pictures, video, and audio recordings of any student or staff member at any time in locker rooms or restrooms.

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information, the Acceptable Use Policy, and Student Pledge for Chromebook Use.

Student Name (Please Print): _____ Grade _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

Individual school Chromebook computers and accessories must be returned at the end of each school year. Students withdraw, are suspended or expelled, or terminate enrollment at BOUND BROOK for any other reason must return their individual school Chromebook computer on the date of termination.

APPENDIX B

**PARENT CONSENT FOR COMMUNITY SERVICE IN LIEU OF
DETENTION**

Student Name _____

Grade _____

I give my child permission to serve _____ hours of community service in lieu of serving _____ days of suspension. I understand service hours may include helping the custodians clean around the building and help improve the school grounds/environment. I also understand the student will be responsible for writing a reflection on their experience as part of the process to return to class.

Parent Signature _____

Student Signature _____

Principal/Assistant Principal Signature _____