

Russell O. Brackman Middle School

600 Barnegat Boulevard North
Barnegat, NJ 08005
609-698-5880
Fax 609-698-0761

Student/Parent Handbook 2023-2024

Vision Statement: Produce educated, well-rounded, respectful students who are prepared for higher learning and become successful contributors to society.

Building Administration

Principal: Mr. Josh Toddings
Vice Principal: Mr. John Fiorentino

School Counselors

Mrs. Angela Wyckoff, Grade 7
Ms. Lindsey Opacity, Grade 8

Secretarial Staff

Mrs. Linda Sweet Mrs. Michelle Dengler Mrs. Samantha Rosa

Central Administration

Dr. Brian Latwis, Superintendent of Schools
Mr. Stephen J. Brennan, Business Administrator/Board Secretary
Mr. Jim Barbieri, Director of Curriculum and Instruction
Mr. Daniel Gundersen, Director of Student Services
Mr. Stephen Nichol, Director of Personnel & Operations
Mr. John Germano, Director of Athletics
Mrs. Carolyn Johnson, District Supervisor of Guidance
Mrs. Stacey Jakalow, Supervisor of Special Education
Mrs. Megan D'Arienzo, Supervisor of Special Education
Mrs. Mary Cammarata, Grades 5-12 ELA/Social Studies Supervisor
Mrs. Krystina Ozello, Grades 5-12 Math Supervisor
Dr. Krystyne Kennedy, Grades 5-12 Science/STEM/Technology Supervisor
Mrs. Sue Mayo, Supervisor of Elementary Curriculum

Barnegat Township Board of Education

Sean O'Brien, President
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Bruno Iamonte
Scott Sarno
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Lauren Washburn

WEBSITE: WWW.BARNEGATSCHOOLS.COM

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QUICK PHONE REFERENCE

Russell O. Brackman Middle School: **609-698-5880**

Main Office:	press 0	Attendance:	press 2
Nurse:	press 3	Athletics:	press 4
Registration	press 5	Guidance:	press 6
Library	press 7	Student Services	press 8
Special Announcements	press 9		
Transportation:	609-698-5816		

SCHOOL ARRIVAL AND DEPARTURE

Students who are dropped off can enter the building starting at 7:20 A.M. and will enter through the cafeteria doors where they will remain until 7:30 A.M. Homeroom begins at 7:40 A.M. Students who arrive after 7:45 A.M are to sign in with the Attendance Secretary immediately upon entering the building to receive a pass. Students are not permitted in the building after 2:30 P.M. unless supervised by a faculty member. Students are not permitted in any unsupervised area of the building before or after school hours. In order to ensure the safety of students and to avoid unnecessary confusion and congestion, we ask parents who pick up their children to cooperate with the following:

- Pick up your child at **2:20 P.M.** or immediately after any school activity.
- Follow all posted “one-way” and stop signs.
- Parents are required to follow all Security Guards’ directions regarding student drop-off and pick-up.
- Do not park in areas designated as faculty parking, fire hydrants, fire lanes, or bus parking only or on the grass.
- Please do not block the roadway to discharge or pick up passengers.
- Parents/Guardians, siblings, or friends who pick up students after school must remain inside of their cars while waiting.

EMERGENCY SCHOOL CLOSING

In the event school is closed because of inclement weather, or any other emergency, the following radio and television stations will broadcast school closing or delayed opening information. This information will also be posted on the district website at www.barnegatschools.com. **Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.**

100.1FM - 92.7 FM - News 12 NJ - E-Mail Alert/Global Connect

Please Note: In the event of an emergency closing, all school activities including athletics will be canceled. All school delays due to inclement weather will be a 2-hour delay.

DELAYED OPENING (2- HOUR DELAY)

Students who are dropped off can enter the building starting at 9:20 A.M. and will enter through the cafeteria doors where they will remain until 9:30 A.M. Homeroom begins at 9:40 A.M. Students who arrive after 9:45 A.M. are to sign in with the Attendance Secretary immediately upon entering the building to receive a pass. As with normal school days, attendance will be taken

during homeroom. Lunch will be served during this adjusted schedule and the dismissal time will remain the same, 2:20 PM.

The decision to close schools due to storms, heating problems or other emergencies during the school day will be made by the office of the superintendent. The school will make every effort to call parents and/or emergency numbers to indicate early dismissal. However, parents who do not expect to be home during the school day must make arrangements for some responsible person to receive their children if they are sent home. **PLEASE INSTRUCT CHILDREN WHAT THEY ARE SUPPOSED TO DO IF SUCH AN EMERGENCY ARISES.**

VISITORS

All visitors must report to the security desk and obtain visitor passes. **No guests will be permitted to enter the building without proper identification and purpose.** Student visitors are not permitted without prior approval of administration. All guests wishing to meet with a staff member or administrator should make an appointment before coming to the school.

ATTENDANCE

Student attendance is vital when learning is its ultimate aim; in order to learn, students must be in school. Regular attendance is necessary if a student is to maintain high scholastic standards. This policy encourages student attendance, maximizes home/school communication regarding attendance, and encourages integrity.

Attendance at school is required by state law (NJSA: 18A:38.25 and NJAC 1:20-1.3) except for illness or excused absence. Frequent absences do adversely affect a student's academic progress. The educational process requires continuity of instruction, classroom participation, learning experiences, and study in order for each student to obtain maximum educational benefits. Regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activities orchestrated by a competent teacher are vital to this purpose.

ATTENDANCE PROCEDURES

Parents should call the attendance office at 698-5880 (press option 2) regarding a student's absence. **Students who are absent must bring a note containing the student's name, the reason for the absence, the dates of the absence, and the signature of the parent or guardian.** Any student who is absent from school due to illness, may not participate in any school-related activity during the days of absence. (Medical documentation may be needed for excessive absences)

REPORTING AN ABSENCE OR TARDY

The school should be notified if a student will be absent for any period of time. Parents should leave a message on the Attendance Office answering machine. The answering machine will be checked at certain times during the day. For emergencies, please contact the Main Office. When calling out via the attendance number (press option 2), please include the following information:

1. Brackman Middle School Student's Name
2. Your name and relationship to student
3. Reason for absence
4. Probable date of return
5. Any other pertinent information

ATTENDANCE POLICY

According to Board Policy, the acceptable reasons for absences are personal illness or injury, medical appointments, family emergencies, court appearances, serious illness or death in the immediate family and religious holiday as prescribed by the New Jersey State Department of Education. A Principal's meeting may determine other acceptable causes for absence.

1. Any child who is absent from school due to a communicable disease (regardless of the number of days) must present a doctor's certificate before they may return to school.
2. All students with pediculosis (lice infestation), ringworm, scabies or conjunctivitis are not permitted in school and may return only after examination by the school nurse or upon receipt of a doctor's certificate.
3. After five (5) unverified absences; parents receive a letter explaining attendance policy guidelines and return a signed acknowledgement.
4. After ten (10) unverified absences, a parent in-school conference may be requested.
5. If a student is absent from school in excess of eighteen (18) days, his/her parents will be notified that **attendance will be used as one of the criteria for promotion/retention**.
6. Disciplinary action, consistent with the established code of conduct, will be taken in the event of excessive absences as well as **truancy charges being filed** unless extenuating circumstances are present.

If no valid written statement detailing the reason for the absence is submitted on return to school, the student may be considered truant, and the parent/guardian will be notified. It is the responsibility of the Principal or designee to ensure that notification has been made. **Any student who is absent without a parent telephone call to verify the absence or who fails to bring in a written excuse may be subject to disciplinary action.**

MAKING UP WORK FOLLOWING ABSENCES

Students will be given an opportunity to make up work missed as a result of an absence. For every day the student is absent, they will receive one day to make up missed assignments **unless the student makes other arrangements with their teachers**. The student is responsible for making arrangements for make-up work immediately upon their return to school. Failure to complete make-up work in a timely manner may result in loss of credit for the assignment or loss of points on the assignment for a late submission. Teachers may reassign or adjust make-up work based upon individual student needs.

If a student is absent three or more days, you may contact the main office to request class and homework assignments. This material may be picked up in the main office. If absent for fewer than

three days, the student may check their teachers' websites during the absence and/or request assignments from their teacher upon return.

FAMILY VACATIONS

(Vacation days are chargeable to the attendance record as absences)

The following procedures regarding student make-up opportunities shall apply to absences for family vacations:

1. Students may request work they will be missing while absent prior to vacation through the Guidance Office; **this should be requested a minimum of 3 days in advance.**
2. The classroom teacher may provide the student with appropriate assignments prior to the absence if applicable and if so requested by the student, parent or guardian.
3. Failure to complete the assignments and/or tests within the specified time shall result in the issuance of a failing grade for the assignment and/or test.
4. Responsibility for making arrangements to complete missed assignments and/or tests shall rest with the student.

TARDINESS

In addition to attending school daily, it is imperative that students arrive at the school on time. Arrangements must be made to account for traffic in the morning and lines that accumulate during drop off to ensure students are in the building with enough time to arrive for homeroom- **before the 7:40 A.M. bell.** Any student arriving at school late must:

1. Present a written note from parent/guardian to the attendance secretary, OR;
2. Present the note to their homeroom teacher the NEXT day;

Disciplinary action, consistent with the established code of conduct, will be taken in the event of excessive tardiness.

SIGNING OUT STUDENTS EARLY

No student will be released after 2:05 P.M. Early Sign Outs of students are discouraged; however, the school will honor medical/dental appointments and extreme emergencies. To arrange for an Early Sign Out, parents are expected to write a note to the Attendance Office specifying the date, time and reason for the request. Students will be allowed to leave with another parent only if a note is presented to the administration and parental approval is confirmed. Parents/Designee will be expected to show identification.

If a student is ill, permission from the school nurse must be given prior to signing out. Parents must pick up ill students directly from the health office after sign out is complete.

- **In emergency situations, the administration may secure parent permission for alternative action**
- Notes must include a home phone number where the parent/guardian can be reached for verification purposes. If the parent cannot be reached to verify the early dismissal, the student will be refused permission to leave.

Students who sign out prior to the end of the regular school day may not attend or participate in any after-school activities if they don't have the required hours (4 hrs.) accumulated for the school day. Exceptions may be made only with the approval of the Middle School Administration.

SOME ATTENDANCE REMINDERS

- Students must be present in school for at least 4 hours to be marked present for the full day and participate in extracurricular activities.
- On early dismissal days, students must be in school for two (2) hours to be marked present.
- A note is required if the student is being signed out by a person other than their parent or guardian. **Photo ID will be required to sign a child out of school.**

PARENT PORTAL

Parents are encouraged and should monitor their children's grades via the parent portal which is accessible on the district website at www.barnegatschools.com. For any issues associated with the parent portal, parents may email tech support at helpdesk@barnegatschools.com.

GRADING POLICY

A+ = 97-100	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 65-66
B- = 80-82	F = Below 65

ACADEMIC INTEGRITY (CHEATING/PLAGIARISM)

Brackman Middle School is committed to the promotion of intellectual and moral development. The fulfillment of these goals depends largely on the personal honesty of each student and on the bond of mutual trust between faculty and students. All course requirements are expected to be fulfilled by work that is exclusively the product of the student's own effort, without unauthorized help from any other source.

Students should demonstrate integrity and honesty at all times. Simply stated, cheating is taking credit for work that is not one's own. Cheating will result in loss of credit for the assignment and may result in further disciplinary action as determined by the middle school administration.

Cheating is a violation of academic integrity.

1. Cheating is taking credit for any work that is not one's own.
 - Cheating is violating teacher guidelines for the production of assignments.
 - Teachers will define guidelines for independent and cooperative work in each class.
2. Cheating on any work produced for a grade will be penalized.

3. Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
4. If a student is found cheating, they will receive a zero. However, it is the teacher's discretion to allow the student to resubmit the work for partial credit.
5. The parents or guardians will be contacted by the teacher.
6. The office will be notified of each instance of cheating on an appropriate form with appropriate documentation. This information will be kept on file for the duration of the student's career.
7. National Junior Honor Society eligibility will be jeopardized.
8. **Plagiarism** is copying all or part of another person's work (ideas as well as exact words) as if they were the copier's own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing may face disciplinary action; plagiarized work will not be accepted and the student will be given a zero. However, it is the teacher's discretion to allow the student to resubmit the project for partial credit. The plagiarism incident will remain in the student discipline folder.

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA).

In addition, students must:

1. practice responsible note-taking,
2. understand the significance of copyright laws,
3. document all sources, and
4. give credit to others for their thoughts/ideas/opinions.

PARENT CONFERENCES

Students and parents may wish to see a school counselor and/or teacher about an educational or personal concern. Parents are urged to avail themselves of the opportunity to work closely with the school. Parents should request appointments through their student's school counselor.

INTERIM PROGRESS REPORTS

Interim reports of student progress are available at the midpoint of each quarter by utilizing the parent portal. These reports indicate student progress at that point in the course. Students and parents are urged to review progress directly with subject area teachers and for those courses in which progress is difficult. Progress reports may also be used to indicate commendable progress and/or outstanding work.

REPORT CARDS

Made available via parent portal at the end of each marking period, report cards show student progress in each subject. The report cards are data processed and will be available on the genesis computer programs for parents to access. Students and their families are encouraged to contact the School Counselor and teachers with questions and/or concerns at any time throughout the school year.

NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP REQUIREMENTS

The National Junior Honor Society (NJHS) elevates a school's commitment to the values of scholarship, service, leadership, character, and citizenship. Students may be invited to apply in the Spring of their 7th grade year if they have a minimum average of 93% or higher in all of their classes.

Each chapter is required to publish its qualifications for membership, which is based on the five pillars of NJHS:

Scholarship: Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)

Service: This involves voluntary contributions made by a student to the school or community, done without compensation.

Leadership: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

Character: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Citizenship: The student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

CRITERIA FOR CHANGING STUDENT SCHEDULES

Students who wish to change their schedules after the initial course selection process may be denied entry into a course if the class is overloaded or due to conflicts. A counselor will be available during the summer to assist students with schedule changes. Schedule changes may be made during the summer months with the approval of District Supervisors and Administration. Specific forms must be filled out in their entirety. After the school year begins in September, schedule changes will only be considered for the following reasons:

1. The correction of a clerical error in the schedule. Examples might include a missing course, a conflict between two or more courses, failure of a prerequisite course or a serious imbalance in the course load assigned for each marking period.
2. A recommendation from the Child Study Team.
3. A recommendation from the district supervisor or a building administrator for disciplinary, attendance, or instructional reasons.
4. A student wishes to take an additional course(s) which does not require dropping any other course(s).

5. A teacher recommends a change based on the fact that the student is misplaced in a particular course or that a change in level would be beneficial to the student. Teacher recommendations for changes according to this criterion must be made prior to the end of the first quarter of all courses, i.e. by the first progress report for year-long courses. This must be done with the approval of the Principal after recommendation by the Curriculum AND/OR Subject Supervisor as well as the School Counselor.

Schedule changes will not be considered for any of the following reasons:

1. Course content or standards differ from student expectations
2. Dropping a course because it is not needed for graduation
3. Inability of a student to relate well to a given teacher
4. Preference for some other subject
5. Preference for a different teacher
6. Dropping a course in order to lighten one's course load

NO schedule changes are allowed based solely on teacher preference. Only schedule changes that are educationally beneficial for students will be considered.

ROBMS STUDENT CODE OF CONDUCT

The Russell O. Brackman Middle School is striving to provide an educational environment of the highest quality, an environment that is safe & orderly, and one in which all students can learn and grow. To accomplish this we must maintain proper discipline. Our plan is to reward positive behavior and to remediate negative behavior. An essential element of this plan is that behavioral expectations are established and clearly understood by all students. The focus of student discipline is to have students accept the responsibility and the consequences of their actions.

Discipline procedures in all Barnegat schools will be progressive. The Board of Education is committed to full support of the administration in ensuring that each student adheres to the rules and regulations promulgated by the administration and comply with such disciplinary measures as assigned for the infractions of these rules.

Therefore, ROBMS will provide an environment which encourages each student to:

1. Be accountable for one's actions and realize that with privileges there are responsibilities;
2. Acquire the values and attitudes necessary for responsible citizenship;
3. Develop a positive attitude toward learning and the school environment;
4. Know and abide by the rules and decisions of those in authority;
5. Develop an appreciation for the rights of others, including respect for the rights of persons who belong to various cultural, social, religious and ethnic groups;
6. Develop a sense of responsibility to groups in which one participates.

At ROBMS we recognize that middle school is a time when students begin to take on more responsibilities and make increasingly important choices about their own behavior and academics. We know that children

need guidance and experience to make wise choices. Students make mistakes, and we allow for that, encouraging them to LEARN from their mistakes. We operate under the guiding principle that all students are responsible for their choices, actions, and behavior. If a student's choices, actions, or behavior are in violation of these established rules, there will be a consequence for such. Given an environment that encourages the student to acquire self-discipline, each student has the responsibility to:

1. Understand and work within the framework of the rules of the school;
2. Pursue the prescribed course of study to the best of one's ability;
3. Respect and respond to the authority of the teacher and other school personnel;
4. Attend school regularly and arrive on time;
5. Be courteous to fellow students and teachers;
6. Respect the rights of others;
7. Respect the property of the school and of others;
8. Behave in a manner that is conducive to a positive educational environment;
9. Attend school in the best possible state of health and cleanliness;
10. Dress in a manner that provides for personal safety and does not disrupt others.

*Teachers may choose to handle issues via their classroom procedures/rules and disciplinary actions.

All teachers are required to discuss their expectations, rules and discipline plans with their students during the first week of school, as well as their classroom restorative discipline plan to their site administration.

Additionally, all ROBMS students will be educated by the administrative team on these expectations during the first 2 weeks of school and as needed. The following are general policies for appropriate behavior in the classroom and throughout the school; a multilevel discipline system was established with the support of the ROBMS Disciplinary Committee. Data is shared at the beginning of the year from the prior school year as well as a how to document and implement classroom interventions prior to submitting referrals to the office.

CELL PHONE/ELECTRONIC EQUIPMENT USE

Student usage of phones during the school day is on an emergency basis only. Students may use the phone in the Main Office during the school day; cell phones may only be used with specific permission from a staff member. Communication regarding after school activities, etc., should be done prior to school at home, not during the school day. Student cell phones, i-pods, earbuds/headphones, internet and/or camera capable watches, etc. may not be used during the school day except for academic purposes as directed and approved by the classroom teacher; unapproved use is subject to disciplinary actions. If a student's cell phone, or other device, is seen or heard during the school day outside of these parameters, it may be confiscated and held in the main office until the end of the day. If the phone or device is confiscated a second time, and all subsequent times, the parent/guardian will be notified to elicit their support in reinforcing their child's cooperation with the policy; parent/guardian will also be made aware of any current, and future, disciplinary action(s) that are imposed. If a phone or device is confiscated a fifth time, the student will not be permitted to have possession of a cell during the school day, however, they may have one at school but it must be turned into the main office every morning immediately upon

arrival and pick it up at dismissal. A sixth offense should occur since on the 5th offense they no longer should be in possession of a cell phone; however, *if a student is seen with a cell phone after the 5th offense, this will be viewed as blatant defiance, therefore, resulting in a suspension*. Using a cell phone or other technology to take/send/post (or publish in any way) inappropriate or unauthorized photos, videos or texts during or from school or a school function, or on the bus is grounds for disciplinary action.

ROBMS CELL PHONE POLICY 2023-24 SY

Upon entering the school building...Cell phones should be packed away for the day; in the pocket of pants/short or jacket/sweater; however, it is recommended that they be placed inside their backpack.

*If a cell phone is out, without being granted permission by a staff member, whether it is "on" or "off," the cell phone will be immediately confiscated and given to the main office for the remainder of the day.

FIRST OFFENSE: WARNING (2 demerit points)

SECOND OFFENSE: WEEK OF LUNCH DETENTION (5 demerit points)

THIRD OFFENSE: EXTENDED DETENTION (5 demerit points)

FOURTH OFFENSE: EXTENDED DETENTION and WEEK OF LUNCH DETENTION (10 demerit points)

FIFTH OFFENSE: NO LONGER PERMITTED TO POSSESS A CELL PHONE DURING THE DAY

(10 demerit points)

- ◆ *Given this is the 5th offense, it should not be possible for a student to violate this policy since technically they no longer should be in possession of a cell phone; however, if a student is seen with a cell phone, this will be viewed as blatant defiance, therefore, resulting in a suspension.*

*Inappropriate use of cell phone or electronic devices is defined as: photos, video, or audio of classmates and/or teachers taken without their consent. This includes using BTSD staff members in social media applications, transferring photos, videos or any recordings of the staff member. This activity is strictly prohibited. Engaging in any of these actions is deemed a serious offense and may lead to police notification. **The Barnegat Township School District is NOT responsible for loss, theft, or damage to personal property.***

DRESS CODE

It is critical that both home and school cooperate in the matter of student attire. There is strong data to support that students who are dressed in clothing appropriate for the learning environment do better in school. Any inappropriate dress can be disruptive to the educational process. The

school administration reserves the right to make the final decision regarding appropriate dress in school. The regulations governing student attire are as follows:

1. Bandanas are prohibited from school. Bandanas are perceived to be a sign of gang affiliation. The Barnegat School District does not promote or allow students to recruit or promote gang activity at any time.
2. Hats, hoods, non-prescription glasses, or any items that are worn on a person's head are not allowed to be worn inside the building. Except for religious and/or cultural purposes, head coverings of any kind worn to school must be removed upon entering the building; in this situation, it is the parent/guardian's and/or student's responsibility to share this with administration and/or teacher(s).
3. Students must store outerwear in their lockers upon arrival to school; jackets should not be worn during the school day unless approved by teacher and/or administration.
4. Student attire shall be school appropriate – neat, clean and reflecting an appearance of modesty.
 - a. Bare midriff, crop tops that expose the abdominal area, or tops that expose cleavage or have open backs are also not permitted.
 - b. Tank top shirts with loose-fitting armholes are not permitted.
 - c. Clothing that is extremely ragged or transparent is not permitted.
 - d. Shorts, skirts, and/or skorts that do not fully cover the buttocks are not permitted.
 - e. Students are required to wear appropriate undergarments at all times. Undergarments should be properly covered at all times.
 - f. Bathing suits are not permitted.
 - g. Pajama pants are allowed at school as long as they do not violate the above aforementioned guidelines.
5. Footwear must be worn at all times. For safety reasons, flip flops, slides, and backless shoes are **NOT** allowed to be worn in school. Bedroom slippers are not acceptable school footwear.
6. The following can be perceived as offensive to others, or not adhering to the Anti-Drug School Zone. Clothing with inappropriate pictures, liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, obscene or offensive symbols, signs or slogans degrading any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug-related pictures and messages that support and/or condone drug use are also unacceptable. Buttons, pins, and other accessories are permitted as long as they comply with the above-mentioned regulations and do not cause any disruption, disorder, or danger.
7. Articles that can cause damage to other students and/or property are not permitted. Leather bands with studded or pointed metal filings are not permitted. Chains hanging from wallets or clothing are not permitted.
8. Any apparel or item which interferes with the identification of a student, i.e. hats, sunglasses, hoods, etc. is prohibited.

9. Backpacks are permitted to be carried in the hallways, however, they must be stowed safely within any setting when not in use.

Enforcement of Dress Code violations

Students who are in violation of this policy will be sent to the office and given an opportunity to change into a more appropriate dress. If a student does not have a change of clothing, they will be required to call home to change into clothing that is in compliance with the above policy. The administration will make the final determination as to whether clothing in question is in violation of the dress code. **Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school.** Dress Code applies during school hours and at any school-sponsored activities, events, or trips. In addition, some restrictions on attire may be prescribed for participation or implemented for reasons of safety during physical education, science, and elective courses. **All jewelry and body piercings must be removed during participation in physical education and athletics for safety reasons.**

***There will be times when parents/guardians will be unavailable to bring their children more appropriate attire, and therefore, the student will be provided school clothing or an alternative option. If a student is unwilling to cooperate, disciplinary action will be imposed and/or sent to All Day Detention.**

Violations of the dress code will result in progressive disciplinary action:

- **1st Violation** – Results in a warning and the incident is documented and a violation notification letter sent home to parents. Students must call home for or borrow alternate clothing.
- **2nd Violation** – Results in a referral to an administrator, lunch detention, and the incident is documented. Students must call home for or borrow alternate clothing.
- **3 or More Violations** – The incident will be documented and then referred to the administration with disciplinary action. Parents/Guardians may be called in for a conference. Students must call home for replacement clothing or borrow alternate clothing.

Additionally, the Administration reserves the right to remove students from any evening or co-curricular activities for dress code violations. The dress code applies to all school events.

ALCOHOL AND DRUG POLICY

The Board of Education believes that the possession, use or distribution of alcohol, drugs, nicotine/tobacco products and/or devices/paraphernalia in the school environment or any and all school-related activities or functions is a substantial danger to students and all other individuals in the school community. Therefore, such actions will not be tolerated. Copies of Board Policies on the use of alcohol and other drugs are available in the school office. The following information may help you understand the policies more clearly. (Board of Education Policy #5535, Passive Breath Alcohol Sensor Device.)

What are the consequences of a first violation of the policy?

If you are reasonably suspected of having violated the alcohol and drug policy for the **first time** you will be:

- Sent out to be drug tested by a physician;
- Suspended from school;
- Excluded from extracurricular activities for the duration of your suspension;
- Counseled by the SAC and/or guidance counselor to develop a plan of recovery.

The process may involve the Police, Security, or School Resource Officer.

If the violation is sufficiently serious, you may be recommended for Long-Term Suspension from school. Your parent/guardian and the principal must meet in conference prior to your return to school.

What are the consequences of a second violation?

If you **violate the policy a second time**, you will be:

- Sent out to be drug tested by a physician;
- Suspended from school;
- Excluded from extracurricular activities for the duration of your suspension;
- Mandatory parent meeting with administration;
- Required counseling with Student Assistance Counselor (SAC);
- Possible recommendation to the Board of Education for Long-Term Suspension.

All violations are cumulative.

What does “possession, use, or distribution” mean?

Being under the influence of alcohol or a controlled dangerous substance in school or at a school-sponsored event is considered a prohibited use, regardless of the time or place the substance was ingested.

Possessing alcohol or a controlled dangerous substance in school or at a school-sponsored event is prohibited.

Giving, providing, or making available to another student an alcoholic beverage or controlled dangerous substance is considered a prohibited distribution, regardless of

- whether an actual transfer of the substance was completed,
- whether anything of value was asked for or received in return, and
- the time or location of the distribution.

Where does this policy apply?

The policy applies on school premises, within the drug-free school zone, on school buses or other authorized transportation, and at any event away from school that is authorized or sponsored by the district. Even if you ingest the substance prior to your arrival at school or at a school-sponsored event, you will be considered to be in violation of the policy.

What happens if I am suspected of being under the influence?

- If you appear to be under the influence, you will be reported to the school nurse and the principal or their designee.
- An immediate evaluation will occur until you can be examined by a physician.
- Your parents/guardian and the superintendent will be notified.
- The parent/guardian must arrange for an immediate medical examination by the school medical inspector or by a physician selected and paid for by your parent/guardian. You will also be required to take a drug test at LabCorp. You may not return to school without proof of both examinations having been completed.
- If neither your physician nor the medical inspector is available, you will be transported by the emergency squad or the police to the emergency room of the nearest hospital. You will be accompanied by a member of the school staff and, if available, your parents/guardians.
- Your parents/guardian and the school should get a report from the examining physician within 24 hours. If the report is not received within 24 hours, you may not be allowed to return to school.
- The principal or his/her designee may institute a search if there are reasonable grounds to suspect that there will be evidence that you have violated the policy. Confiscated substances will be turned over to the police and/or medical personnel for analysis.
- Police assistance may be requested.
- If you are determined to have been under the influence, you will be suspended, as described above.
- **You will not be allowed to return to school until your physician submits a report to your parents/guardians, and the principal indicating that the potential substance abuse no longer interferes with your physical and mental ability to perform in school.**

What if I am suspected of being in possession or distributing alcohol or other drugs?

- If any staff member has reason to believe that you are in possession of, selling, or distributing alcohol or other drugs, you will be placed under the supervision of the principal or his/her designee.
- The suspected substance will be confiscated.
- The principal or designee may institute a search if there are reasonable grounds to believe that there will be evidence that you violated the policy.
- Your parents/guardians and the superintendent will be notified.
- If it is determined that you have violated the policy, a conference will be held with you, your parents/guardians, and the principal.
- Police assistance will be requested in all cases involving controlled dangerous substances.
- You will be suspended, as described above.
- You will be referred to the Student Assistance Counselor or other appropriate specialists for an evaluation. A follow-up plan that addresses your specific needs will be developed.

What if I think I have a drug or alcohol problem but have not violated the policy?

- If you confide in a staff member that you have a problem, or if another student contacts a staff member regarding your drug or alcohol use, or if a staff member suspects that you

have a problem because of academic, social, physical or psychological changes in behavior, the staff member should discuss his or her concern with the SAC or their designee.

- The discussion should focus on observed signs or symptoms.
- You will be referred to the SAC
- Fact-finding by program staff will be limited to discussion with you unless you agree otherwise.
- The Counselor will develop and evaluate a treatment plan that addresses your specific needs.
- If you voluntarily acknowledge your problem prior to having allegations made against you and if you successfully complete a rehabilitation program, the information you provide will not be used against you, providing that you do not violate the policy in the future.
- Your physician must provide a report that you are physically and mentally able to return to school.
- You cannot seek refuge under this policy if you are found to be under the influence, in possession of, or distributing alcohol or drugs in violation of the policy.

HARASSMENT/INTIMIDATION/BULLYING (HIB)

New Jersey's Anti-Bullying Bill of Rights Act was signed into law on January 5, 2011. The provisions of this law take effect on September 1, 2011. There are many new requirements in the Act requiring:

- Every school district to adopt a new harassment, intimidation, and bullying policy that is in compliance with the Act by September 1, 2011.
- Every school district to have an Anti-Bullying Coordinator and every school to have an Anti-Bullying Specialist and School Safety Team. The Coordinator, Specialist, and School Safety Team have very specific statutory responsibilities.
- The school district to provide training to current and new school employees, volunteers and contracted service providers who have significant contact with pupils.
- Every teacher is to complete at least two hours of instruction in harassment, intimidation, and bullying prevention in each professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d.

Definition of HIB:

Harassment, intimidation or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication as defined by NJSA 18A: 37-14, whether is a single act or a series of incidents that:

- Can be reasonably perceived as being 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.
- By any other distinguishing characteristic
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in the law, that substantially disrupts and/or interferes with the orderly operation of the school or the rights of other pupils; and that
 - a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
 - has the effect of insulting or demeaning any pupil or group of pupils
 - creates a hostile educational environment for the pupil by interfering with a pupil's education by severely or pervasively causing physical or emotional harm to the pupil.

Bullying may be physical, verbal, social, relational, and occur in cyberspace. There is a difference between teasing and bullying, which needs to be distinguished.

Teasing is poking fun and laughing with somebody when there is no intent to insult or demean and the receiver does not consider it to be such.

HIB is when the person intends to be hurtful, insulting, or demeaning to the target.

Once a complaint has been received, there is a specific process which must be followed. A prompt, thorough and complete investigation of the alleged incident shall occur within the boundaries of the following timeline.

HIB - Standard Operating Procedure:

1. Acts of HIB must be verbally reported to the Principal the same day that they are made known.
2. The Principal will inform the parent/guardians of alleged targets/accused students involved.
3. A Written Report will be completed by the reporter of the incident within 2 days of HIB report.
4. If the report meets criteria to launch an investigation, the investigation is initiated by the Principal within 1 day of the incident report.
5. Investigation is completed by the School Anti-Bullying Specialist within 10 school days of the Written Report.
6. Results of the investigation are given to the Superintendent within 2 school days of completion of investigation.
7. Results of the investigation are given to BOE at the next regularly scheduled meeting following the completion of investigation.
8. Results of the investigation are given to the parent/guardian within 5 school days after the results are reported to BOE of students involved.
9. Parent/guardian may request a hearing before the BOE via communicating to the Board Secretary within 60 calendar days of their written notification following the regularly-scheduled BOE meeting. If requested, such meeting will be held within 10 business days of the request in Executive Session, which is a confidential meeting.

10. At the next regularly-scheduled BOE meeting following receipt of the report, BOE issues a decision to affirm, modify, or support Superintendent's decision; this can be appealed to the Commissioner of Education no later than 90 days after BOE decision.
11. Parent/guardian may file a complaint with the Division of Civil Rights within 180 days of any incident

PROHIBITION ON REPRISAL OR RETALIATIONS

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or hazing. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator 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 ACCUSATIONS

Consequences and appropriate remedial action for a student 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.

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 determined in accordance with district policies, procedures, and agreements. 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 school administrator after consideration of the nature and circumstances of the act, including a report to appropriate law enforcement officials. In short, the major way to prevent bullying is to focus on mutually respecting one another.

Here is what RESPECT is about:

- Using polite language and displaying good behavior
- Listening and giving your full attention
- Being considerate and compassionate -caring for others
- Being fair in the treatment of others by following the Golden Rule (treat others as you yourself want to be treated)
- Accepting those who are different and appreciating those differences
- Being thoughtful of others and having regard for their feelings
- Recognizing that everyone makes mistakes. Be willing to apologize if you make a mistake.

For the district's complete policy, please refer to the HIB school webpage.

HAZING

Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including any willful action taken or situation created which recklessly or intentionally

endangers the mental or physical health of another. Under the New Jersey S84/2093 anti-hazing law, instances of hazing will be addressed with consequences based on the severity of the offense, up to and including detention, suspension, assignment to an alternative academic setting or possible legal action.

POLICE IN SCHOOL

Police may enter the school if asked by school officials if they suspect a crime has been committed or have a warrant to search or arrest. If you are questioned by the police, school authorities must see that all questioning takes place privately, in the presence of the principal, or his/her designee. If at all possible, your parents should also be present at the questioning. You are not required to answer any questions other than those concerning your name, age, address, or business in the school until a parent or lawyer is present. You have the right to be informed of your legal rights, to be protected from unnecessary force, and to remain silent, just as you would if you were out of school.

SEARCHES OF STUDENTS AND THEIR POSSESSIONS

School officials reserve the right to inspect school property which includes lockers, desks and storage areas. In addition, a student's person and/or possessions may be searched given a reasonable suspicion. Because of the responsibility of school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs to seize weapons; controlled dangerous substances, drugs, alcohol, evidence of a prior, pending or anticipated crime, or evidence of a violation of rules or policies of the Board of Education. Items confiscated from student lockers can be turned over to the police. Searches of students' purses, bookbags, or other belongings may be conducted when a "reasonable suspicion" exists that contraband items are being concealed.

FIRE & EMERGENCY DRILLS

Any student found tampering with the fire alarm system will be subject to suspension, long-term suspension, and a complaint signed in Juvenile Court. Any student who refuses to comply with any fire drill regulation will be referred to the office immediately.

FIRE DRILLS

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes out of the building to the designated areas. Students are to:

- **Leave in a quiet, orderly manner**
- Accompany their teacher to the designated area
- Remain with their class for the remainder of the drill

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. **Fire drills are for everyone in the building without exception.** If you are not in your room when the fire bell rings, join the nearest group via the closest exit. As per state law, one fire drill and one security drill (Lockdown/Shelter-In-Place/Evacuation) will take place monthly.

LOCKDOWN DRILLS

Students are expected to follow specific directions given for the protection of their safety and well-being and that of the school. These directives may include both lockdowns and evacuations. In the event of a Lockdown Drill, students should seek refuge in the nearest secure area, remain quiet, and immediately comply with safety directives given by those in authority. **A School Messenger will be enacted at the conclusion of all Lockdown drills.**

TRANSPORTATION POLICY

At present, our policy is to transport students living more than two miles from school. It is the sole responsibility of parents to ensure the safe conduct of their walking child and for the conduct of their child while waiting at bus stops. Bussed students are assigned to specific stops and bussed for reasons of efficiency and service. Safety is our utmost concern and for this reason, no requests will be honored for an alternate bus or stop assignments without approval from the director of transportation.

When a parent is requested to transport their student home; during the school day or after school, the school administration/designee will wait for the parent for a period of one hour. After this period of time, Barnegat Township Police will be notified and the student will be turned over to the police. The Division of Child Protection and Permanency may be contacted by the Barnegat Township Police.

TRANSPORTATION CONDUCT AND DISCIPLINE

Students are reminded to follow rules and regulations of proper behavior and conduct on the bus as well as at the bus stop. N.J. Statute 18A-25a Discipline on the School Bus: “The driver shall be in full charge of the school bus at all times and will be responsible for order; he shall report the unmanageable pupil to the principal of the school he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and/or designee, and their parents shall provide their transportation to and from school during the period of such exclusion.” **Students may not ride any other bus than the one they are assigned to without obtaining permission from the Transportation Director and/or building administration.** Students assigned to a bus may not take it upon themselves to walk to or from school, they must ride the bus or have other means of transportation.

BUS RULES

A majority of the students at Brackman Middle School are dependent upon bus transportation to get to and from school. This means that for everyone’s safety and comfort, a few reasonable and necessary regulations must be stated and enforced. Students must comply with the following:

1. Be on time at the designated bus stop. (It is suggested students arrive eight minutes early.)
2. Wait for the bus to come to a complete stop and for the door to open before attempting to board.
3. Sit in their assigned seat and remain seated while the bus is in motion.
4. Keep hands and head inside the bus at all times. Do not throw anything inside the bus or out of the window. Do not spit at any time.
5. Do not participate in horseplay.

6. Be courteous to other pupils and the driver. Use appropriate language and a quiet voice.
7. Use seatbelts where provided.
8. Remember that all school rules are in effect while on the bus. Follow all driver instructions.
9. Ride their assigned bus, including the activity bus, unless a written note has been received and verified by the Main Office. Changes are for emergency use only, not for social use.
10. Acknowledge the driver as the person of authority on the bus. Students who are uncooperative will be reported by the driver to the administration for disciplinary action
11. If referred to administration, a student is subject to disciplinary action, including seat change, central, extended, or all-day detention and/or out-of-school suspension, restitution for damages, or suspension from the bus. In the case that a bus suspension is warranted, parents or guardians are responsible for providing transportation to and from school. (NJ Statute 18A:25-2)

BICYCLE RULES

As of July 1992, N.J. State Law mandates that all bike riders or bike passengers under 14 years of age must wear an approved bicycle helmet bearing a sticker indicating that it meets safety standards set by the American National Standards Institute or the Snell Memorial Foundation. Students who wish to ride a bicycle to school must have parents fill out a permission slip that can be picked up in the main office. Bicycles must be parked in the racks which are provided on the school grounds. A locking device should be used by each pupil. All rules for bicycle safety must be followed.

SPECIAL SERVICES

The Brackman Middle School Child Study Team staff includes psychologists, social workers, and learning consultants. Their services are available for evaluative purposes to determine if students are eligible for classification.

GENERAL RULES AND STUDENT RESPONSIBILITIES

Students are expected to respect the rights of other persons, whether they be faculty members or fellow students. The correctness of one's conduct is determined in the final analysis by whether or not that conduct interferes with the rights and privileges of others. Students are expected to obey the reasonable classroom regulations established by a teacher and are subject to the direction of the teacher in matters of discipline and the enforcement of school regulations. Violations of school regulations will subject a student to disciplinary action. This may include classroom or office assigned detention, all-day detention or external suspension, or in extreme cases, a recommendation to the Board of Education for long-term suspension from school.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to grow in self-discipline.

Proper student conduct and behavior are fundamental to the educational process in a school system. Teachers will maintain and control a system of classroom management and discipline while utilizing effective communication with parents/guardians. Initial breaches of classroom rules and regulations will be handled by the teacher through the assignment of teacher detention.

The established school rules of conduct apply to after-school, evening and off-campus activities, such as field trips, athletic trips, class trips, banquets, dances, meetings and evening sports activities.

Students persisting in the violation of the rules will be referred to an administrator.

THE BOARD AND ADMINISTRATION RESERVE THE RIGHT TO NOT INVOKE THE DISCIPLINE CODE IN THE DISPOSITION OF THOSE REFERRALS THAT WARRANT SPECIAL CONSIDERATION. THE BOARD AND ADMINISTRATION ALSO RECOGNIZE ITS RESPONSIBILITY AND RIGHT TO TAKE REASONABLE DISCIPLINARY ACTIONS FOR STUDENT BEHAVIOR AND/OR CONDUCT THAT IS NOT SPELLED OUT IN THE CODE BUT IS JUDGED INAPPROPRIATE BY THE ADMINISTRATION.

LUNCH DETENTION

Administration and teachers may issue lunch detention. Students assigned lunch detention will be given a pass to go to the front of the lunch line. Students, with their lunch, should report directly to the cafeteria bathroom sign-out area in the hallway/entrance to the cafeteria; the supervising teacher will then escort them to the teacher's room or a location assigned by an administrator.

TEACHER DETENTION

Teachers may issue their own classroom detention. A notice will be provided at least the day before, so that the student who has been assigned to the detention, may inform their parents. Teacher detention may be given for such infractions as not completing assignments or not adhering to class regulations.

AFTER SCHOOL DETENTIONS

Central detention is held after school from 2:30 PM - 3:45 PM and extended detention is held from 2:30 PM - 4:30 PM on assigned days. Students are not permitted to leave the detention room. Restrooms and lockers should be utilized prior to reporting to the assigned detention room. The detention assignment must be served as scheduled. Students will not be excused from detention to attend interscholastic/co-curricular activities; however, if such activity is still in session after their detention, they may attend with the permission of the supervising staff member for that activity. Cutting any assigned detention is a deliberate act of defiance and will be treated as such. Students are expected to remain silent for the duration of the detention period. Students are encouraged to bring work to complete: book/paper and pencil only, no electronic devices may be used at this time. After detention, students must leave the building immediately. Students who take a bus to and from school may take the late bus home after central detention. For students who do not take the bus, transportation home from after school detention will be the responsibility of the parents/guardians. If, after a warning, a student does not comply with the teacher's instructions, a referral will be issued to administration and the student will not receive credit for attendance.

ALL-DAY DETENTION (ADD)

Students assigned to (ADD) will report to the entrance foyer at the start of the school day. The in-school detention assignment must be served as scheduled. Students will remain in the assigned ADD classroom for the duration of the school day and may only leave the classroom while escorted by school staff. Students will be escorted to the cafeteria and they may purchase food items. Lunch will be eaten in the classroom and bathroom breaks will be provided during the day. During ADD, students will reflect upon their mental, social, and academic responsibilities as a member of our school community. Academic assignments will be provided for the student and the assignments will be collected and returned to the student's classroom teachers/administration at the conclusion of the day.

OUT OF SCHOOL SUSPENSION (OSS)

Students who commit serious violations of the code of conduct will receive out of school suspension. Out-of-School Suspension excludes students from all school-related activities during the time of the suspension, including all co-curricular team and club activities, dances, etc. In some instances, students may not be readmitted to school until a parent conference is held at the discretion of the administration.

SOCIAL PROBATION/RESTORATIVE POINT SYSTEM

In an effort to deter disciplinary infractions and encourage students to take responsibility for their actions, a Social Probation program will be instituted. This program will directly tie disciplinary infractions to school privileges while establishing a system for providing students with assistance in making better decisions.

This system is point based according to the following guidelines:

Warning/Conference = 1 Point

Lunch Detention = 2 Points

Central Detention = 3 Points

Extended Detention = 4 Points

Character Academic Development Detention = 5 Points/day

Out of School Suspension = 10 Points/day

Bus Suspension = 4 Points/day

Points will be accrued for each assigned disciplinary measure, which will result in the following:

Progression of Point System

15 Points – A letter will be sent home notifying the student's parents of the repeated violations. If a student accrued 10 points or more points in one month they will be placed on Social Probation for that month (Example: Exclusion from pep rallies, dances, etc.).

25 Points – A phone conference with the family is required.

50 Points – An RTI or FBA referral may be made. **The student will be placed on co-curricular restriction and be prohibited from other school privileges** (e.g., in-school field trips/events, out of school field trips, dances, etc.) for the remainder of the year.

*All students begin each school year with ZERO points.

SOCIAL PROBATION APPEALS & CONDUCT POINT ELIMINATION

A student who is in danger of co-curricular restriction 30 days after the student's last infraction by writing a letter to the vice principal. If the appeal is granted, the student's point total will be reduced.

Students who have accumulated points may appeal to have additional points deducted from their total by requesting, in writing, to the Vice Principal. A point deduction may be granted after a one-month period where the student does not have any disciplinary issues or additional points.

If a student wishes to limit the number of disciplinary points obtained, they will need to refrain from inappropriate behavior. A student may decrease their overall point total by discussing options with the Vice Principal. The following procedure will be implemented to support students who are approved for lowering their point totals.

- The student must refrain from inappropriate behavior and not receive any additional referrals/detentions/suspensions.
- Students will (submit/email) a written request to participate in a restoration program to the Vice Principal.
- The Student will meet with the Assistant Principal to develop a restorative plan.
- The Vice Principal will contact the student's parents and review the plan that has been proposed (parental consent is needed).
- The Vice Principal will notify the student and participating staff members with a time schedule to support restorative measures.
- The Vice Principal will monitor the student's participation and restore the agreed point value deductions from the student's disciplinary record.
- The Vice Principal/Staff will monitor and support the student in making sound behavioral decisions.

PROVIDING ALTERNATIVE WAYS FOR SUCCESS (PAWS)

Entering PAWS

- The alternative education program will be an extension of the general education program.
The alternative school principal shall require verification from the appropriate home school that a student referred is suitable for placement. Before a student is removed and placed in the program, the Superintendent must determine that the disciplinary policy of the local district is being followed. The removal of a student requires a committee of appropriate professional personnel to determine if a student is eligible for PAWS.

- Students in grades 6-12 who struggle with the normal school day whether behavioral or medical reasons are eligible for the PAWS program:
 - Who have been suspended
 - Who have repeated (documented) disciplinary infractions
 - Whose presence in the classroom, in the determination of the school superintendent or principal, is a disruption to the educational environment of the school or detriment to the best interest and welfare of the students and teacher of such class as a whole.
 - Who have subject failures
 - Who acquire excessive absences
 - Who possess a criminal record
 - Who are referred for placement based upon a documented need by the parent, legal guardian or custodian because of disciplinary problems.
 - Who are referred by order of a chancellor or youth court judge, but only with the consent of the principal.
 - Who are identified as having specific handicapping conditions, such as school anxiety or other medical conditions.

For additional information regarding the PAWS program, please contact Mr. Zach Brebner, PAWS Academy Coordinator.

CARE OF SCHOOL PROPERTY

The school building and grounds are for student use and not abuse. Students are expected to keep the school property as clean as possible and take pride in the appearance of our building. Students help by:

1. Not chewing gum.
2. Keeping hallways and classrooms free of paper. (Please pick up scattered litter.)
3. Properly using pens/pencils. (When passing in hallways, all writing tools should be contained. None are allowed in lavatories.)
4. Politely waiting for classes to change. (Without shoes and hands resting on hallway walls.)
5. Reporting broken glass or dangerous objects found on the playground and school property.
6. Enjoying and reading posters/hallway bulletin boards. (Without marking or defacing them.)
7. Keeping books covered.
8. Keeping desks cleaned and not tipping chairs.

Appropriate fines and disciplinary actions will be assigned in cases of damage to, or loss of, school property.

HALLWAY DECORUM

Students are requested to keep to the right when walking in hallways. Running is never permitted. A pass is required for students in the hallway, except when changing classes. Students must use the most direct route to their destination. Homeroom teachers will acquaint pupils with the proper

order and procedure for passing in the corridors. Pushing, shoving and general horseplay will not be tolerated and could result in disciplinary action. **If any student is in constant violation of hallway behavior expectations, they may receive a hallway pass restriction as a consequence.**

CAFETERIA DECORUM

Students are assigned to the cafeteria on a daily basis for lunch. There is an expectation that students are to be in the cafeteria at the sound of the bell. Students must obey the rules of good conduct while in the cafeteria and remain seated throughout the lunch except when depositing trash in containers. In particular, students should be mindful of the following during their lunch periods:

- Students should be respectful and responsive to the directions given by the teachers, lunchroom workers, custodians, and other school personnel.
- Students are expected to help keep the cafeteria neat and clean. If a student is asked to dispose of trash or other refuse, they are expected to do so.
- Students should not borrow money. In cases where a student forgets their lunch money, there will be a one-time opportunity for them to charge lunch. However, the lunch will consist of specific items as determined by the lunch service and the money must be paid the next day.

FREE AND REDUCED LUNCH

Free and reduced-price lunches are available to students who qualify. A form must be filled out by the family and returned to school. Forms are available to everyone. Once processed and if they qualify, students will be sent a notification letter. During the month of September, students will be considered qualified for free/reduced lunch based on last year's list. Students must, however, complete a new application each year and only those who qualify will be eligible after September. Click here to apply: [F&R Lunch Application Info](#)

LAVATORY FACILITIES

The use of the facilities during the school day **requires** a pass from a specific teacher. Students must:

1. Properly sign out of classes (sign name and time) and
2. Always have a lavatory pass.

Students are not to bring: pens, pencils, crayons, markers, or writing utensils to the lavatories. As students sign out, writing instruments must be left in the classrooms. Students wishing to use the lavatories upon arrival to school must first report to homeroom and properly sign out. Parental contact may be made for any student who abuses this privilege.

LIBRARY – MEDIA CENTER

The main library has been provided for every student's use. Books may be "checked out" in much the same manner as books that are borrowed from a public library. Also, the same rules of etiquette apply.

All books may be checked out for two weeks and renewed. Magazines may be checked out for one week only. Students will receive overdue notices for late items. After notification, parental contact

will be made. If items are not returned after parental contact, the student will be referred to an administrator. Books, which are lost, must be paid for at the replacement price.

Students may not use the library unless they have a pass and an assignment from a teacher for a specified purpose. When entering the library, passes must be placed on the circulation desk.

Students may not go to lavatories with a library pass. Students wishing to use the lavatories, during assigned library periods, must obtain a lavatory pass from the librarian.

LOST AND FOUND

The Lost and Found section is located in the school lobby. It may be visited with your teacher's permission and/or a pass. Items not claimed at the end of the month will be donated.

INSTRUMENT STORAGE POLICY

Students are encouraged to store their band instruments in the band room cabinets during the school day. All instruments are to be taken home daily and are the responsibility of students participating in the program. *The school does not assume responsibility for lost, misplaced, or stolen instruments that are not maintained through this procedure.*

NURSE: MEDICATIONS AND PRESCRIPTIONS

A school nurse is on-premises in the event of student illness or injury. Students must possess a pass or have expressed permission from a teacher to visit the nurse. In the event of injury, students may be cleared from participating in physical education. These exemptions are cleared by the nurse's office. All sports physicals must also be cleared by the nurse's office. All Medications must be stored in the nurse's office at all times. If a student requires the administration of medication, they must report to the nurse's office at appropriate times for the administration of prescriptions and medications. The Board of Education permits self-administration of medication for asthma, other potentially life-threatening illnesses, or a life-threatening allergic reaction, both during school hours and during school-sponsored functions. In these cases, **parents must complete all necessary paperwork and follow all procedures outlined for permission outlined in the Self-Administration of Medication letter and medical forms.** Please contact the nurse's office or the main office for more information. Up to date or current immunizations are required by law for all students. Please contact the nurse's office with questions.

SCHOOL COUNSELING SERVICES

School counseling services are available to each student to facilitate their academic success in school to help them better understand their strengths and limitations, to identify their interests and to aid them in planning for and obtaining realistic goals. The emphasis is always on the individual. All students are encouraged to take advantage of the counseling facilities; self-referrals are greatly encouraged.

The procedures for using the school counseling office are:

1. If a counselor wishes to see a student, a pass is issued through the homeroom teacher.
2. If students wish to refer themselves to the department, they should fill out the form located in the school counseling office.
3. Students must have an appointment and a pass to be seen by a counselor.
4. Working paper applications available for 14-year-old students are available through the school counseling office.

SCHOOL ACTIVITIES

Brackman offers a variety of before and after school/extracurricular opportunities and activities for students. These include:

After School Assistance	LGBTQ Alliance
Art Club	Leaders in Training
Band Club	Literary Magazine
Bracktones	National Junior Honor Society
Bulldog Buzz	Optimist Club
Cyber-Patriot Club	Student Council
Drama Club	Thespian Club
Environmental Club	Voices in Diversity
Foreign Language Club	Yearbook Club
Gamers Club	YPAC/DART
Jazz Band	

*Transportation home from these activities will be the responsibility of the parents/guardians.

CO - CURRICULAR ACTIVITIES ELIGIBILITY

Russell O. Brackman Middle School offers a range of co-curricular activities and strongly encourages every student to participate in at least one. These requirements detailed below apply to all clubs, committees, teams, and activities provided by the school outside of the standard academic schedule. All students in good disciplinary and academic standing shall have equal access to all co-curricular activities regardless of race, color, creed, religion, sex, national origin, ancestry, social or economic status, or non-applicable disability. Good disciplinary standing shall mean that a pupil is eligible to participate unless serving a school detention, ADD (All-Day-Detention), or suspension.

Continuing good academic standing requires attainment of no more than two “D”s, and no failing grades during the previous and current academic quarters. Students achieving lower than a “C” average at mid-quarter will be placed on probation and will have two weeks to raise the grade average to a “C” level.

- 1) If after two weeks the average in question is still below a “C” level, the student will be removed from active participation in co-curricular activities. At this time, the Principal or

Principal's designee will coordinate with the individual teachers involved to develop academic intervention strategies for any subject(s) affected. Failure of academic intervention strategies to raise the grade average in question to a "C" or higher by the conclusion of the marking period will result in ineligibility status and subsequent removal of the student from co-curricular activities for the next quarter. If the student raises the grade average to a "C" or higher at the conclusion of the marking period, the student will become eligible to participate in co-curricular activities.

- 2) Adequate student attendance must be maintained to continue co-curricular eligibility.
 - a. Student attendance will be monitored by the assigned staff member.
 - b. Failure to attend three consecutive meetings without legal excuses for absence will result in removal from the co-curricular activity.
 - c. Failure to attend four meetings without legal excuses for absence in any one marking period will result in removal from the co-curricular activity.
- 3) Only extraordinary situations may be petitioned to the Principal for review and evaluation for exceptions to the above standards of academic eligibility. The superintendent shall direct development of detailed regulations to ensure implementation of this policy.

SCHOOL TRIPS

All students participating in any athletic contest, field trip, and class outing or other school-sponsored function must be transported to and from these activities by Board approved transportation. **Permission slips and releases must be signed in advance by a parent or guardian.**

All school-sponsored trips, dances, and activities are privileges; students are not entitled to attend these functions. **The Administration reserves the right to exclude students displaying inappropriate attitudes and behaviors, which may negatively impact fellow students and the Russell O. Brackman Middle School.**

Any student not attending school trips is still expected to attend school. An educational program will be planned for students remaining in school.

Students are not allowed to carry any medication unless they are inhalers for asthma or Epipen for anaphylaxis. Proper medical documentation from the doctor and parent is required to be on file with the school nurse.

AFFIRMATIVE ACTION

The Barnegat Township School District complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, N.J.A.C. 6A: 7 – 1, and their respective implementing regulations which prohibit discrimination on the basis of race, color, or national origin, sex, disability, and age, respectively. The District provides equal access and opportunity in employment as well as enrollment, in all of its programs

and activities, regardless of race, color, national origin, sex, disability, or age. Through the designated responsible personnel, the District will guarantee that no persons shall on the basis of sex, race, religion, creed, ancestry, national origin, affection or sexual orientation, social or economic status, and/or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity. The Affirmative Action Policy, Comprehensive Equity Plan and grievance procedures are located in the main office of the Barnegat Township Board of Education and in the main office of each school within the district.

Affirmative Action Grievance Procedure

Any student, parent, teacher, administrator, or staff member who has a grievance involving affirmative action may contact any of the following for information: **District Affirmative Action Team as follows:** Mr. Steve Nichol, Affirmative Action Officer

The Three P's:

Keep in mind the “**Three P's**”: ***Pride***—represent, and hold yourself, to the highest standards; ***Passion***—pursue everything with enthusiasm and purpose driven; ***Perseverance***—show grit, and don't let any barrier come between you and your goals.

If you have any questions or concerns, please do not hesitate to reach out to the Brackman Administrative team. We are here to partner with you to ensure an optimal educational experience. Dedicate yourself completely to taking advantage of everything Brackman Middle School has to offer!

In-School Expectations

Students will be expected to comply with all policies and procedures identified in both the ROBMS Student Handbook. Conduct by any student that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the District Code of Conduct, warranting appropriate forms of intervention that may include suspension from attendance.

- Students should respect all others differences, help foster an environment of encouragement and inclusiveness.
- Respect others property
- Attend school and classes regularly and punctually
- Work to the best of your abilities

Student Arrival and Dismissal

● **Arrival**

- Buses will arrive 10 minutes prior to start of the school day
- Students should report to school prepared with all of the resources that they will need for the day, including, but not limited to the following:
 - Pens/pencils

- Notebooks
 - District provided chromebook fully charged with charger
- Students will be dismissed off their bus in stages to avoid large groupings
- Students must go directly to homeroom
- Students will not be allowed to congregate in the hallway
- Students may grab a to-go kiosk breakfast to take to their homeroom/period 1 class
- **Dismissal**
 - Students must go directly to dismissal transportation or designated sport location if applicable.

Medical Needs

Students with special medical concerns and needs will be required to present an original doctor's note. The school will make accommodations, when possible, based on the medical needs of the student and the doctor's recommendation.

NJDOE FAQ regarding COVID:

In the event that schools face increased safety restrictions: District staff, students, and visitors may be required to wear face coverings except under the following circumstances:

- When doing so would inhibit the individual's health.
- When a student is in extreme heat outdoors.
- When a student is in water.
- If a student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- When a student is eating or drinking.
- If or when anyone has trouble breathing or is unconscious, is incapacitated, or is otherwise unable to remove the face covering without assistance (e.g., face coverings should not be worn by Pre-K students during nap time).
- The student is engaged in high intensity aerobic or anaerobic activities.
- During gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.
- When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task (for example, students operating machinery in which face coverings may get caught).

Barnegat Township School District

2023-2024 School Year

Key Dates

JULY							AUGUST							SEPTEMBER (18 5/19 T)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30

OCTOBER (21 5/22 T)							NOVEMBER (15 5/15 T)							DECEMBER (16 5/16 T)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			²⁴ / ₃₁	25	26	27	28	29	30

JANUARY (20 5/21 T)							FEBRUARY (20 5/20 T)							MARCH (19 5/20 T)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			²⁴ / ₃₁	25	26	27	28	29	30

APRIL (17 5/17 T)							MAY (22 5/22 T)							JUNE (12 5/12 T)						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		²³ / ₃₀	24	25	26	27	28	29

Schools & Offices Closed

- 7/4-5/2023
– Independence Day Holiday
- 9/4/2023
– Labor Day
- 11/6-10/2023
– N/EA Convention
- 11/23-24/2023
– Thanksgiving Break
- 12/23/2023 - 1/2/2024
– Winter Break
- 2/19/2024
– Presidents' Day
- 3/29- 4/5/2024
– Spring Break
- 5/27/2024
Memorial Day
- 6/20/2024 (12 month employees)
– Juneteenth

Early Dismissal Days

- 9/6-8/2023 – Students Only
- 10/18/2023 – Students Only/PM PD
- 11/20-21/2023 – Parent/Teacher Conf/Early Dismissal Students
- 11/22/2023 – Students/Staff
- 12/6/2023 – Students Only/PM PD
- 12/22/2023 – Students/Staff
- 2/7/2024 – Students Only/PM PD
- 3/28/2024 – Students/Staff
- 4/17/2024 – Students Only/PM PD
- 5/22/2024 – Students Only/PM PD
- 6/12-18/2024 – Students/Staff

Student No School / Teacher Full PD Days

- 9/5/2023
- 10/9/2023
- 1/15/2024
- 3/11/2024

Other Days

- 5/23-24/2024 - Built in Snow Days
- 6/13/2024 – Graduation
- 6/14/2024 – Graduation (Rain Date)
- 6/18/2024 - Last Day of School
- Admin/Office Personnel: District Closed
- Fridays in July/August, and last 2 Fridays in June

Board Approved: 1/17/23, 6/13/23

Note:
School Calendar is Subject to Change

School Hours

	Start Time	Dismissal	Early Dismissal
High School			
Barnegat High School Gr. 9-12	7:10 a.m.	1:50 p.m.	11:10 a.m.
Middle School			
Brackman Middle School Gr. 7-8	7:40 a.m.	2:20 p.m.	11:40 a.m.
PAWS Gr. 5-12	2:30 p.m.	6:30 p.m.	11:30-3:30 p.m.
ACES Gr. K-8	8:20 a.m.	3:00 p.m.	12:20 p.m.
Intermediate School			
Robert L. Horbelt I.S Gr. 5-6	7:40 a.m.	2:20 p.m.	11:40 a.m.
Elementary School			
Joseph T. Donahue School Gr. 3-4	9:00 a.m.	3:40 p.m.	1:00 p.m.
Cecil S. Collins School Gr. K-2	8:20 a.m.	3:00 p.m.	12:20 p.m.
Lillian M. Dunfee School Gr. PreK	9:30 a.m.	3:30 p.m.	1:30 p.m.

Barnegat Township School District
550 Barnegat Blvd N, Barnegat NJ 08005
(609) 698-5800

www.barnegatschools.com

ROBMS FULL DAY BELL SCHEDULE 2022-2023

	<u>A-Schedule</u>	<u>B-Schedule</u>	<u>C-Schedule</u>	<u>D-Schedule</u>
HR	740-745	740-745	740-745	740-745
1	748-831	748-831	748-831	748-831
2	834-917	834-917	834-917	834-917
3	920-1003	920-1003	920-1003	920-1003
4	A-Lunch 1006-1030	1006-1049	1006-1049	1006-1049
5	1033-1116	B-Lunch 1052-1116	1052-1135	1052-1135
6	1119-1202	1119-1202	C-Lunch 1138-1202	1138-1221
7	1205-1248	1205-1248	1205-1248	D-Lunch 1224-1248
8	1251-134	1251-134	1251-134	1251-134
9	137-220	137-220	137-220	137-220

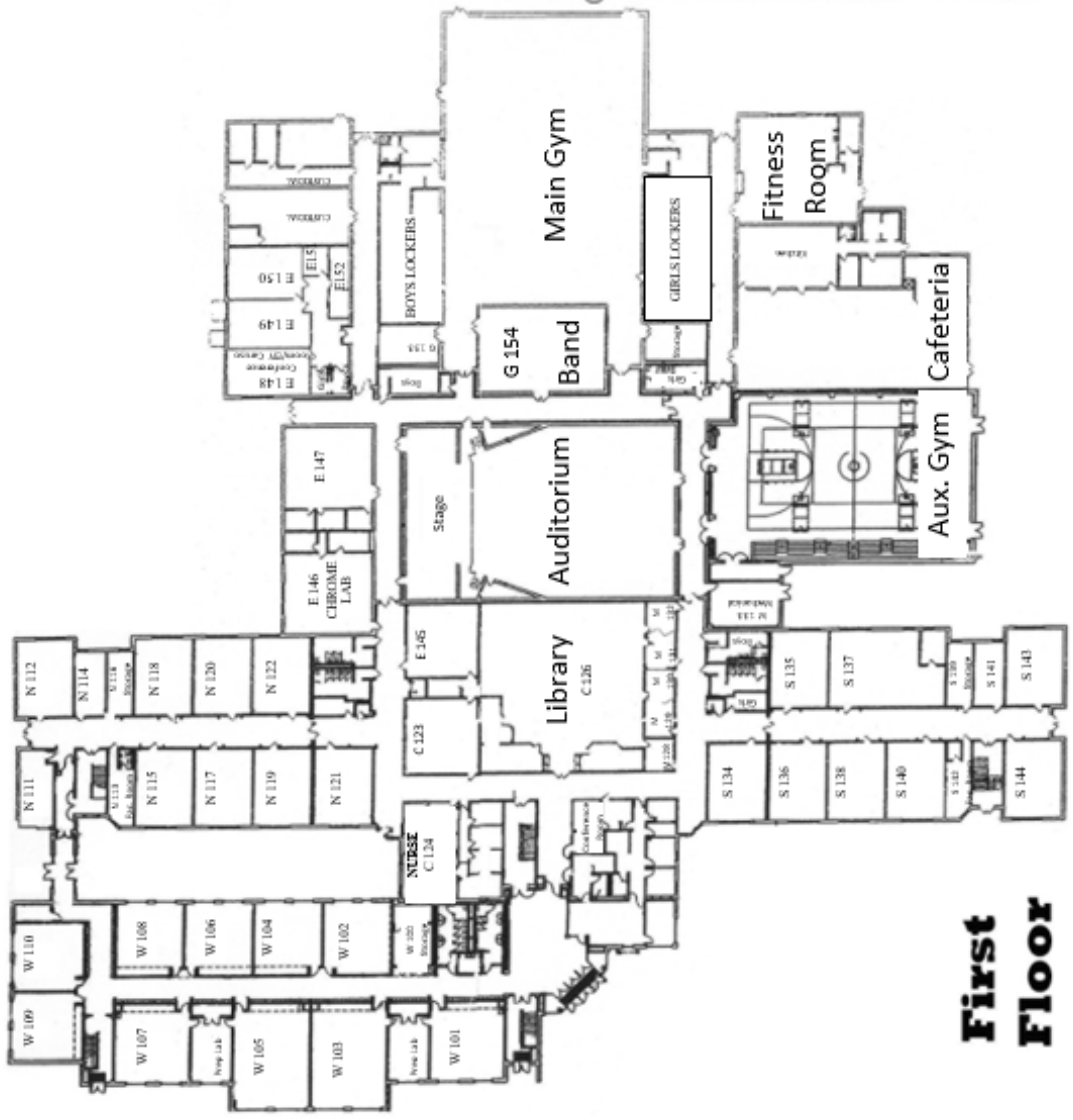
ROBMS DELAYED OPENING BELL SCHEDULE 2022-2023

	A-Schedule	B-Schedule	C-Schedule	D-Schedule
HR	940-945	940-945	940-945	940-945
2	948-1016	948-1016	948-1016	948-1016
3	1019-1047	1019-1047	1019-1047	1019-1047
4	A-Lunch 1050-1114	1050-1118	1050-1118	1050-1118
5	1117-1145	B-Lunch 1121-1145	1121-1149	1121-1149
6	1148-1216	1148-1216	C-Lunch 1152-1216	1152-1220
7	1219-1247	1219-1247	1219-1247	D-Lunch 1223-1247
8	1250-118	1250-118	1250-118	1250-118
9	121-149	121-149	121-149	121-149
1	152-220	152-220	152-220	152-220

ROBMS 1/2 DAY BELL SCHEDULE 2022-2023

	<u>A-Schedule</u>	<u>B-Schedule</u>	<u>C-Schedule</u>	<u>D-Schedule</u>
	HR 740-748	HR 740-748	HR 740-748	HR 740-748
	1 751-817	1 751-817	1 751-817	1 751-817
	2 820-846	2 820-846	2 820-846	2 820-846
	3 849-915	3 849-915	3 849-915	3 849-915
	4/5 918-944	4/5 918-944	4 918-944	4 918-944
	6 947-1013	6 947-1013	5 947-1013	5 947-1013
	7 1016-1042	7 1016-1042	6/7 1016-1042	6/7 1016-1042
	8 1045-1111	8 1045-1111	8 1045-1111	8 1045-1111
	9 1114-1140	9 1114-1140	9 1114-1140	9 1114-1140

***NO LUNCHESES SERVED ON EARLY DISMISSAL SCHEDULE!**



First Floor



Second Floor