

# STUDENT HANDBOOK 2021-2022



## ROBERT MORRIS SCHOOL

*One School, One Community*

122 Elizabeth Street

South Bound Brook, NJ 08880

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**This Handbook Belongs to:**

Name: \_\_\_\_\_

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## **DISTRICT DIRECTORY**

### **BOARD OF EDUCATION OFFICES**

732-356-0018

732-469-6000

FAX No. 732-356-0621

### **ROBERT MORRIS SCHOOL**

732-356-3018

FAX No. 732-469-5771

### **MEDIA SPECIALIST**

732-356-7707

### **SPECIAL SERVICES**

732-356-3018

FAX No. 732-356-2372

### **NURSE’S OFFICE**

732-356-7950

### **GUIDANCE**

732-356-3018 ext. 316

Welcome to a new school year at the Robert Morris School! A vibrant learning community that is committed to providing the best education for the children of South Bound Brook, our school is focused on providing our students with the tools to become successful this year and beyond. The dedicated and professional staff at RMS is deeply committed to doing whatever it takes to help a child succeed.

This was particularly evident through our transition to remote/hybrid learning last year. As this is being written and sent to print, we are looking forward to returning to the sound of students in our hallways.

This handbook was written with a traditional in-person classroom education in mind, one where all students attend school at the same time. Should we need to make adjustments for the 2021-2022 school year, there may be parts of this handbook that will need to be amended or revised. While a return to remote learning is not expected, we want everyone to be prepared to remain committed to their learning goals and reach for the stars! We know there is greatness inside of you!

This year more than ever, please know that we are committed to our vision, “One School, One Community,” and our mission, “We Lead, We Learn, We Make a Difference.”

Sincerely,

Lorise A. Goeke, Ed.D.

Principal

## SCHOOL HOURS

Children are not to be on school grounds prior to 8:16 a.m., since supervision of the children is not available until this time.

### PSD

8:26 a.m. – 10:56 a.m.

### Pre-K

A.M. – 8:26 a.m. – 10:56 a.m.

P.M. - 12:26 p.m. – 2:56 p.m.

### Grades K – 8<sup>th</sup>

8:26 a.m. – 3:00 p.m.

## Half-Day Session-LUNCH WILL BE SERVED

### PSD

8:26 a.m. – 10:56 a.m.

### Pre-K –

A.M. – 8:26 a.m. – 10:19 a.m.

P.M. - 10:45 a.m. – 12:34 p.m.

### Grades K – 8<sup>th</sup>

8:26 a.m. – 12:38 p.m.

## Delayed Opening

Inclement weather or unusual circumstances occasionally necessitate a delayed opening of school. Parents are notified of delayed openings via the Catapult Connect system. Delayed openings are also posted on our website. Delayed openings are also announced on WMGQ (98.3) and WKXW (101.5).

## Delayed Opening Schedule

### Grades K – 8<sup>th</sup>

10:00 a.m. – 3:00 p.m.

### PSD, Pre-K

A.M. 10:00 a.m. – 11:45 a.m.

P.M. 12:37 p.m. – 3:00 p.m.

## SCHOOL CANCELLATION

Severe weather conditions or unusual circumstances sometimes make it necessary to cancel school entirely. The decision is broadcast several times between 6:30 a.m. - 8:00 a.m. on radio stations WMGQ (98.3) and WKXW (101.5), and local television stations. Our Catapult Connect emergency contact system will contact each family by way of phone for school cancellations. **Please make sure that all current phone numbers are on file with the main office and that you update your Genesis account as necessary.**

## EMERGENCY CLOSING DURING THE SCHOOL DAY

Please make sure that your child's emergency information is updated throughout the school year. There may be times when weather related emergency and non emergency situations require a school closing. It is essential that we have accurate phone numbers for our Catapult Connect system. On emergency early dismissal days afternoon (PM) session of PK is canceled.

## ATTENDANCE AND TARDINESS PROCEDURES

School attendance has been proven to be correlated with student achievement. Thus, those who attend school more frequently have a more positive educational experience. Student attendance is an integral part of the total educational program, and a student's time on task is even a more relative indicator of achievement. Recently the state of NJ has revamped attendance requirements. Below please find the attendance policy of the South Bound Brook Board of Education as mandated by NJ state law:

### ATTENDANCE

1. "Attendance" is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities.
  - a. A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.
  - b. A pupil not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition, will be considered to be in attendance.
2. "Excused absence", as defined by the state of NJ, is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
  - b. Take Our Child to Work Day
  - c. Participation in observance of Veteran's Day or District Board of Elections Membership Activities
  - d. A college visit (up to 3 days per year for students in grades 11-12)
  - e. The closure of a busing district that prevents a student from having transportation to the receiving school
3. "Truancy" is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- a. Leaves school at lunch time without a pass,
  - b. Leaves school without permission when school is still in session,
  - c. Leaves class because of illness and does not report to the school nurse as directed, or
  - d. Is present in school but is still absent from class without approval. Such truancy from class is a “class cut.”
4. “Unexcused absence” is a pupil’s absence for all or part of a school day for any reason other than those listed in A2 above.

NOTICE TO SCHOOL OF A PUPIL’S ABSENCE

1. The parent(s) or legal guardian(s) is requested to call the school office the morning of the pupil’s absence. **The school should receive a telephone call from a parent before 9:00 a.m. indicating why the youngster is absent. Homework may be requested by emailing the student’s teacher.**
2. **Please note, that homework cannot be provided in advance of classroom instruction. Parents who anticipate prolonged absences should encourage reading and math practice to prevent loss of skills.**

READMISSION TO SCHOOL AFTER AN ABSENCE

1. A pupil returning from an absence of any length must present to the main office a written statement, dated and signed by the parent(s) or legal guardian(s), of the reasons for the absence.
2. A note explaining a pupil’s absence for noncommunicable illness for a period of more than three school days must be accompanied by a physician’s statement of the pupil’s illness.
3. A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

INSTRUCTION

1. Teachers are expected to cooperate in the preparation of home assignments for pupils who anticipate an excused absence of three or more school days duration. The parent(s) or legal guardian(s) or adult pupil must request such home assignments.
2. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with

Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction.

3. Pupils absent for any reason are expected to make up the work missed.
4. In general, pupils will be allowed one day to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.
5. A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

DENIAL OF COURSE CREDIT

1. The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil’s absences in determining a final grade, except that absences for the observance of a pupil’s religious holiday or for a suspension from school cannot adversely affect the pupil’s grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
2. An elementary pupil will be retained at grade level, in accordance with Policy No. 5410, when he/she has been absent seventeen or more school days, whatever the reason for the absence, except that absences for the observance of religious holidays and during a pupil’s suspension will not count toward the total. Exceptions to this rule may be made for pupils whose absences are excused and who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.
3. In accordance with Policy No. 5410, students may be retained at grade level if necessary.

SCHOOL DISTRICT RESPONSE TO UNEXCUSED ABSENCES DURING THE SCHOOL YEAR

1. For up to four cumulative unexcused absences, the Building Principal or designee shall:
  - a. Make a reasonable attempt to notify the pupil’s parent or legal guardian of each unexcused absence prior to the start of the following school day;
  - b. Conduct an investigation of the cause of each unexcused absence, including contact with the

- pupil's parent or legal guardian;
- c. Develop an action plan in consultation with the pupil's parent or legal guardian designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Building Principal or designee shall:
    - a. Make a reasonable attempt to notify the pupil's parent or legal guardian of each unexcused absence prior to the start of the following school day;
    - b. Conduct a follow-up investigation, including contact with the pupil's parent or legal guardian, to determine the cause of each unexcused absence;
    - c. Evaluate the appropriateness of the action plan developed pursuant to 1.C. above;
    - d. Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the pupil's needs and specify the interventions for achieving the outcomes, supporting the pupil's return to school and regular attendance that may include any or all of the following:
      - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:168;
      - (2) Conduct testing, assessments, or evaluations of the pupil's academic, behavioral, and health needs;
      - (3) Consider an alternate education placement;
      - (4) Make a referral to a community based social and health provider agency or other community resource;
      - (5) Refer to the court program designated by the New Jersey Administrative Office of the Courts; and
      - (6) Proceed in accordance with the provisions of N.J.S.A. 9:6 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or child abuse situation is detected.
    - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
  3. For cumulative unexcused absences of ten or more, the pupil between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:3827, and the Building Principal or designee shall:
    - a. Make a mandatory referral to the court program required by the New Jersey Administrative office of the Courts;
    - b. Make a reasonable attempt to notify the pupil's parent or legal guardian of the mandatory referral;
    - c. Continue to consult with the parent or legal guardian and the involved agencies to support the pupil's return to school and regular attendance;
    - d. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
    - e. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
    - f. If your child is out of school in excess of ten (10) days without a medical excuse signed by a physician, you will be required to re-register your child.
  4. For pupils with disabilities, the attendance plan and punitive and remedial procedures of N.J.A.C. 6A:16-7.8 and Policy and Regulation 5200 shall be applied, where applicable, in accordance with the pupil's Individualized Education Programs, pursuant to 20 U.S.C. §1400 et seq.; the Individuals with Disabilities Education Improvement Act; the procedural protections set forth in N.J.A.C. 6A:14; Accommodation Plans under 29 U.S.C. §§794 and 705(20); and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3.
  5. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(A) shall act in accordance with 1. above for each pupil with up to four cumulative unexcused absences.
    - a. For each pupil attending a receiving school with five or more cumulative unexcused absences, the absences shall be reported to the sending district by the receiving school.
      - (1) The sending school district shall proceed in accordance with the district Board of Education policies and procedures pursuant to 1 above and provisions of 1 through 4 above, as appropriate.

#### **ABSENCE RELATED DISCIPLINE**

1. Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Board Policy No. 2430.
2. Pupils may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
3. No pupil who is absent from school for observance of a religious holiday may be deprived of any

award or eligibility for or opportunity to compete for any award because of the absence.

4. In addition to the requirements as outlined in 3 a. through e. above, a pupil deemed truant shall be subject to appropriate pupil discipline.
5. The absence of a pupil missing from school for unexplained reasons will be handled in accordance with Regulation No. 8464.

### **STUDENT TARDINESS**

Pupils are expected to be on time for school every day. Students who are late disrupt not only their own education, but that of others around them. School begins at 8:26 a.m., and students are expected to be in school at that time. Students who are late for school and arrive after 8:26 a.m. must report to the main office for a late pass. The following Board policies will be followed concerning tardies:

- Beginning with third grade, students will be granted five excused tardies during the school year.
- Beginning with the sixth tardy, all tardies will be considered unexcused and a consequence will be given.
- Students who are unexcused will be assigned Friday Administrative Detention in the following time increments:
  - Students who arrive up to 15 minutes late must serve one 1/2 hour of Administrative Detention
  - Students who arrive 15-30 minutes late must serve one hour of Administrative Detention
  - Students who arrive 30-60 minutes late will serve two hours of Administrative Detention, and so on.
- Late arrivals will also be cumulative. For example, if a student arrives late on Monday for five minutes and late again on Wednesday for five minutes, he or she will serve one hour of detention. Additionally, students who are assigned this detention and do not serve it will automatically be assigned a full three hour Administrative Detention the following Friday.

### **RESIDENCY-PERTAINING TO MOVING**

Pupils whose parent(s) or guardian(s) have moved away from the school district prior to April 1<sup>st</sup> will be permitted to finish the school year in this district **with payment of tuition.**

Pupils whose parent(s) or guardian(s) have moved away from the school district after April 1<sup>st</sup> may petition the Board of Education, in writing, to remain in district without paying tuition for the remainder of the school year.

### **ARRIVAL AND DISMISSAL**

**ARRIVAL** - Students must be in their classrooms by 8:30 a.m., or they will be considered late to school. Students

should not arrive at their assigned entrances prior to 8:16 a.m. There is no supervision at school entrances before that time.

**Because of the number of students on school grounds before and after school, basketball, football, Frisbee, and other games, which may create a safety hazard, are not permitted.**

**Dogs are not allowed on school property.**

**EARLY DISMISSAL** - If it is necessary for a student to leave school early, a note from the parent must be presented to the office at 8:26 a.m. The note must state the specific reason for the time of dismissal. When it is time for the student to leave, he/she must report to the office. The student then signs out of the building along with the adult who is picking him/her up. If the student returns to school, he/she must report back in at the office before returning to his/her classes.

### **BEHAVIOR GUIDELINES**

As a Leader in Me school, it is the expectation of the staff at Robert Morris School that students will behave in a way that takes responsibility for their own individual learning and responsibility for creating a positive learning environment for their fellow students. In an effort to achieve this goal, we expect all students to be guided by the 7 Habits:

Habit 1: Be Proactive

I am a responsible person. I take initiative.

I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Habit 2: Begin with the End in Mind

I plan ahead and make goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Habit 3: First Things First

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

Habit 4: Think Win-Win

I balance courage for getting what I want with consideration for what others want. When conflicts arise, I look for a win-win solution.

Habit 5: Seek First to Understand; Then to be Understood

I listen to other people's ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting. I listen with my ears, my eyes, and my heart. I am confident voicing my ideas.

Habit 6: Synergize

I value other people's strengths and learn from them. I get



along well with others, even people who are different than me. I work well in groups, I seek out other people's ideas because I know that by teaming with others, we can create better solutions than any one of us can alone. I look for Third Alternatives.

#### Habit 7: Sharpen the Saw

I take care of my body by eating right, exercising and getting enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find ways to help people (soul). I balance all four parts of myself.

### **LUNCHROOM/RECESS BEHAVIOR**

Students are expected to enter and leave the lunchroom in an orderly manner under the direction of the Robert Morris staff. Students are to be seated during the lunch period. Soft talking is permitted. Students are expected to leave their tables and eating space neat and clean. No food may be taken from the lunchroom without the permission of an adult. Students must ask permission of the lunchroom/school staff to leave the lunchroom for any reason, including using the bathroom facilities. Students who need to see a teacher or counselor during lunchtime must have a pass. Students are responsible for helping to maintain the cleanliness of the cafeteria by placing all trash in the receptacles. Recyclable products should be placed in the appropriate containers.

**All toys, trading cards and fidget spinners are banned from recess/school.**

### **FOOD AND DRINK CONSUMPTION**

All food and drinks should remain in student cubbies/lockers until lunchtime. Aside from elementary snack time, students are not permitted to have any food or drinks in their classroom unless medically directed.

**Candy/gum/soda is not permitted during school hours.**

### **DISCIPLINARY PROCEDURES**

While our expectation is that students will behave in ways that support their success in the school community, there are occasions when a student makes a poor choice regarding their behavior. Students who choose to be uncooperative and/or unresponsive to staff direction can expect disciplinary action. Students will be disciplined according to the school's code of conduct, which can be found in Appendix A. It is important that both you and your child become familiar with these pages.

Behaviors that result in disciplinary actions include, but are not limited to:

#### Level 1 Infractions:

- Entering or leaving class without a pass
- Presence in the school building without permission
- Tampering with another's desk, cubby or personal belongings

- Tampering and/or violating another's locker
- Unauthorized use of electronic devices (cell phones, electronic games, iPods, etc.)
- Inappropriate behavior in the cafeteria, on school grounds, or at school events
- Disruptive behavior in the hallway
- Eating food outside the cafeteria
- Inappropriate attire
- Gum chewing/candy

#### Level 2 Infractions:

- Unacceptable language or gesture
- Cutting class
- Cutting recess timeout
- Cutting detention
- Forgery
- Plagiarism (academic dishonesty)
- Cheating
- Lying to a staff member
- Violating "Technology and Acceptable Use of the Internet" policy
- Disrespect/Insubordination
- Disruptive/disorderly behavior
- Selling goods for profit

#### Level 3 Infractions

- Physical contact/use of force with aggression (pushing, throwing objects, tripping, etc.)
- Stealing
- Fighting
- Vandalism (including defacing student work); possession of lighters or matches
- Sexual, Racial, Physical, Ethnic, Ancestral, Verbal, Gender or Religious harassment, Intimidation or bullying (HIB)
- Possession and/or use of alcohol, tobacco, vaping paraphernalia, and/or other drugs
- Possession and/or use of a weapon
- Using an electronic device inappropriately to record audio, video, or take images
- Unauthorized posting to social media during school hours
- Threatening a staff member

**PLEASE SEE APPENDIX "A" FOR A COPY OF THE CODE OF CONDUCT WHICH LISTS INFRACTIONS AND THEIR CONSEQUENCES.**

## FRIDAY ADMINISTRATIVE DETENTION – K-8

Friday administrative detention is a serious penalty and is only assigned for serious or repeated offenses. Detention will begin at 3:00 p.m. and may be a duration of one, two or three hours. Work will be assigned, and individuals are expected to work the entire time. If a student runs out of work, the proctor will assign work. There is to be no talking, no food, and no electronic devices. If the child does not attend or is removed from Friday detention by the proctor, the result will be a three (3) day out-of-school suspension. **Students must be picked up from Friday detention promptly. Parents may also give permission for students to walk home.**

## SUSPENSION POLICY

In all cases of suspension, a parent will be notified in writing and by phone when possible. A letter will be sent home explaining that the student has been suspended and the reason for the suspension. The parent may contact the school for a full explanation of the suspension. Whenever a student is directly involved in a disciplinary offense, any teacher who was present during the incident will relate both verbally and in writing what took place. The student subject to the disciplinary action has the right to know the nature of the infraction for which he/she may be penalized. This information is made known to the student in a hearing with the administrator before the penalty is imposed. During suspension, a student may not be on school property.

## CELL PHONE/HEADPHONE POLICY

The administration and staff of Robert Morris School understand the importance of cell phones for communication with home. However, during school hours, the following guidelines must be followed:

1. Pictures and/or video may not be taken while on school property.
2. Cell phones are to be turned off and out of sight throughout the entire school day. This includes lunch and recess and in the hallways and restrooms. They may be turned on at the conclusion of the school day outside of the school building.
3. Text messaging, recording or verbal communication on a cell phone during the school day is strictly prohibited.
4. The school will not be responsible for lost/stolen/broken cell phones.
5. During standardized testing, unauthorized electronic devices are not permitted in any testing room at any time before, during, or after testing, no exceptions. Unauthorized devices include cell phones, smart watches, or any other device capable of accessing the internet, taking a picture, or recording.
6. Personal headphones may be used for classroom related purposes only. At all other times, headphones

should be stored out of sight.

Students who must bring their cell phones on testing days must turn their phones off and put them in their locker or turn them into the main office. Time will be allotted during homeroom for those students wishing to have the main office keep their phone.

## CELL PHONE/HEADPHONE POLICY CONSEQUENCES

### **First Offense:**

- Device/accessory taken
- Parents must come to the office to pick up the phone
- One hour administrative detention-1 point

### **Second Offense**

- Device/accessory taken
- Parents must come to the office to pick up the phone
- Three hours administrative detention-3 points

### **Third Offense:**

- Device/accessory taken
- Parents must come to the office to pick up the phone
- 3 days Out of School Suspension-5 points

## VIDEO SURVEILLANCE

Please be advised that all activities on the campus are videotaped 7 days a week, 24 hours a day. These videos may be reviewed at any time.

## ELECTRONIC DEVICES

Electronic devices, such as but not limited to, iPods, cameras, and electronic games are not to be brought to school. If a student chooses to violate this policy, the school will not be responsible for the loss or theft of any electronic equipment.

**Beepers and lasers are illegal in public schools in the state of New Jersey. If they are found, they will be confiscated and turned over to law enforcement.**

## ACCIDENT INSURANCE

In accordance with Board of Education Policy 8760, the District will provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils. Information concerning this insurance will be sent home with the first day packet.

## DRESS CODE

Students at the Robert Morris School usually dress well and in good taste. However, at times, students need to be told that their clothing is inappropriate for school.

The following guidelines also apply:

1. Student attire shall be school appropriate, neat, clean and reflecting an appearance of modesty.
2. Students shall not wear clothing deemed to be a safety hazard while participating in activities so regulated.
3. Dress which restricts the student from doing his/her best work is discouraged.
  - a. Hats, hoods or any item worn on the head will not be permitted in the building. This includes visors, headbands and bandanas.
  - b. Pajama bottom pants and slippers are not acceptable school attire.
  - c. Hanging chains from belts or belt loops are considered dangerous and unacceptable.
  - d. Abdomens must be covered.
  - e. Shorts must come to the longest fingertip of an extended arm.
  - f. Tank tops must have a strap 1 inch wide.
  - g. Undergarments should remain covered at all times, including under racerback tank tops.
4. Styles that create or may create a classroom disturbance such as slacking or tight and revealing clothing, distracting hair styles and hair colors are not permitted.
5. T-shirts with inappropriate pictures, liquor advertisements, sexually suggestive messages, cursing, or drug-related messages are not allowed.
6. Students are not permitted to wear coats, hats, headwear or outerwear of any kind during school hours unless required by religious custom. Sunglasses may be worn on top of the head only while inside the building.
7. Safe footwear must be worn and securely fitted at all times. Footwear must be school appropriate. Rubber flip-flops, shower shoes/slides (Adidas), high heeled shoes or high heeled wedge sandals are prohibited.
8. Students may not wear sneakers to school that have wheels in the bottom. If you are wearing these shoes, you will be asked to remove the wheels.
9. For those special functions, such as dances, field trips, parties, etc., students are to conform to the type of dress deemed appropriate by the sponsoring

organizations.

Any questions concerning the above policy should be directed to the administration. Using their best judgment, parents should monitor the appearance of their children daily, keeping in mind health, safety, and styles that are most conducive to learning. If you, the parent, feel that your child's dress is inappropriate for school, it probably is.

**If a child is deemed to be dressed inappropriately, he/she will call home to arrange alternate clothing to be brought to school.**

## HARASSMENT, INTIMIDATION, AND BULLYING

In accordance with Board of Education Policy 5512.01, all acts of harassment, intimidation, or bullying are prohibited. 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 student's ability to learn and a school's ability to educate its students in a safe environment.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and 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 a 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 student or damaging the student's property, or placing a student in reasonable fear of harm to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

Consequences and appropriate remedial actions for students who commit an act of cyber-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. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the student to discipline and sanctions of Policy and Regulation 2361.

### **WEAPONS**

In accordance with Board of Education Policy 8467 the Board prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-2f and 18 U.S.C. 921.

Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Building Principal and/or designee and/or immediate supervisor. The Building Principal and/or designee and/or immediate supervisor shall conduct an appropriate search in accordance with Policy No. 5770 and confiscate any weapon discovered in the course of the search. He/she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Consequences for violation of this policy will be done in accordance with this policy or state law.

### **LOCKERS**

Lockers are assigned to students in grades 5 - 8 by their home room teacher. Students must use the locker assigned to them. It is required that all lockers be locked at all times. Lockers are the property of the Board of Education and, as such, may be inspected at any time.

1. Do not place personal locks on lockers. They will be removed and confiscated.
2. Do not reveal your combination to anyone.
3. Students are not permitted to share lockers.
4. Lockers may not be used between periods and only at times designated by the classroom teacher.
5. Students must accept full responsibility for

possessions maintained in their lockers. The school cannot assume responsibility for missing possessions.

6. Keep your locker clean and organized at all times.
7. Never force open a locker, kick a locker, slam the door, or damage the locker in any way.
8. Under no circumstances should you tamper with a lock or locker other than your own without specific permission.

### **HALL PASSES**

Students must have a pass with them anytime they are in hallway indicating where they are coming from/going.

Middle school students will be required to use their agenda for bathroom sign out procedures.

### **INSTRUMENTAL MUSIC LESSONS**

Students with instrumental music lessons must report to class prior to attending band. It is the student's responsibility to check in with their teacher to obtain any missed work. All students should remain in class unless noted on the band schedule or at the discretion of the band director.

### **BACKPACKS/PURSES GRADES 5-8**

Backpacks/purses must be kept in the locker throughout the school day. Backpacks that are carried from class to class in violation of this rule will be subject to a search.

Students will be permitted to go to their lockers to retrieve personal items if necessary.

### **GUIDANCE**

The school counselor in Robert Morris School works with students in grades K-8 to help them develop academically, personally, and socially. The school guidance department works to serve the needs, abilities, and interests of all students. The counselor also meets with small groups of students to provide information and assistance; promote productive study skills; help orient new students; provide conflict resolution when necessary; assists with the administration of standardized testing programs; and work with parents and guardians, teachers, and students to develop cooperative plans for solving student problems. Parents may contact the school counselor to arrange a group conference with their child's teachers. The counselor acts as a liaison for the Child Study Team and outside agencies.

#### **How do students go about seeing their counselor?**

- a teacher may refer a student
- a parent may call and request that his/her child meets with the counselor

- the building principal may refer a student
- a student may request to meet with the counselor at a mutually convenient time

### HOMEWORK

Homework can consist of reading, studying, and written work or a combination of all three. It may be given at the discretion of the classroom teacher. Students should strive to meet all homework deadlines.

### HOMEWORK REQUESTS

**Homework for students absent for the school day may be requested by emailing the student’s teacher.** The homework will be on the homework cart outside the school office and can be picked up after school.

### LEADER OF THE MONTH

Teachers at Robert Morris select a Leader of the Week every week that school is in session. These selections are then used to name a Leader of the Month for each grade level PreK-8. The students are honored at a School Spirit assembly, given award certificates and honored in a grade appropriate way.

### HONOR ROLL

Robert Morris School sponsors an honor roll at the end of each marking period for 5<sup>th</sup> through 8<sup>th</sup> grade students. First honors is achieved by earning all A’s (with the possibility of one B). Second honors is achieved by earning all A’s and B’s. The students are recognized at the end of each marking period with a breakfast and an award certificate.

### STUDENT COUNCIL

The purpose of Robert Morris School Student Council is to promote cooperation among students, faculty and administration, to encourage school participation, and to develop leadership. Robert Morris School Student council provides activities that include: academic, social, education, leadership and interactive activities with the community.

Robert Morris School Student Council is the governing body of our school. Elections are held in the fall to select officers:

President:	8 <sup>th</sup> grade
Vice President	7 <sup>th</sup> grade
Secretary	6 <sup>th</sup> grade
Treasurer	5 <sup>th</sup> grade

Three homeroom representatives are selected from grades 5-8. These representatives and officers attend monthly meetings and participate in the planning and executing of all Student Council activities.

A commitment of time and hard work is necessary to make Student Council successful. Good academic standing is required to remain an officer or representative for the school year.

### NATIONAL JUNIOR HONOR SOCIETY

The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

In order to be considered for membership a student must have attended Robert Morris School for four full semesters, be in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade, have a qualifying GPA of 3.4, complete a student information form, and receive a majority vote of the faculty council. Candidates become members when inducted at a special ceremony in May.

The chapter will have an executive committee consisting of the advisor and officers. The officers shall be President, Vice-President, Secretary and Treasurer. The chapter will meet once a week.

### REPORTING TO PARENTS

#### **Report Cards**

Report cards are issued 4 times during the school year for grades K-8. Marking period one progress will be discussed with parents at our annual Parent/Teacher Conferences held in late November.

#### **Progress Reports**

Grades K-8 teachers issue progress reports at the midpoint of each marking period to notify parents of the current status of their child’s grade.

#### **Non-custodial Parents**

Non-custodial parents wishing to be informed of their child’s academic status may receive a copy of their child’s report card by submitting a request in writing to Mrs. Santiago in our guidance office. This request should include the following:

- Current address and phone number
- Child’s or children’s name, grade level, and teacher.

Parents can also keep abreast of the activities and important dates at Robert Morris School by picking up a school calendar in our main office and referring to our monthly newsletters. As always, our website, [www.rmschool.com](http://www.rmschool.com) is an additional source of valuable information and a way of staying informed.

### PARENT CONFERENCES

Parent conferences will take place on half day sessions during the 3<sup>rd</sup> week of November. Conference days/times are as follows:

- Wednesday, 11/17/21 – times to be determined
- Thursday, 11/18/21 – times to be determined
- Friday, 11/19/21 – times to be determined

Parents in grade 6-8 will meet with their child's subject area teachers on a first come first serve basis.

**Please be advised that once students have entered the building to start the school day teachers are not available to conference with parents. Parents may meet with teachers before school hours, on a teacher's preparation period, and at the end of the school day. These conferences must be scheduled with the teacher and confirmed with the main office.**

**TESTING PROGRAM**

Students will be assessed in grades 3-8 through State mandated assessments. Parents will receive children's scores in a timely fashion.

**PERSONAL PROPERTY**

The responsibility for your personal property is your own. Large sums of money, jewelry, and electronic devices (which are prohibited) should be left at home. If you lose an article, check to see if it has been placed in the lost and found box. Smaller items may be found in the main office. **IT IS NOT THE RESPONSIBILITY OF SCHOOL PERSONNEL TO LOCATE LOST ITEMS.**

**BICYCLE USE**

Bicycle riding to school is permitted for students with consent of their parents. When students reach school property, they are required to walk their bikes to the bike rack. Please make certain that the bike is chained and locked. At the end of the school day, bicycles must be walked off of school property. **The school is not responsible for theft or damage.**

**Scooters and skate boards are not permitted to be ridden to school.**

**CARE OF SCHOOL PROPERTY**

In accordance with Board of Education Policy 5513, the District believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The District charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.

3. Students will care for school textbooks and are required to keep them covered. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
4. Students are financially responsible for all textbooks and other materials which have been issued to them. Students will be required to pay for damaged or lost materials, including library books. **Any unpaid fines will result in the withholding of report cards and diplomas until all debts are honored or materials returned.**
5. Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.

<b>New Books – under two years old:</b>	
Lost book	replacement cost
Serious damage to binding	\$10.00
Torn pages – full or half	\$ 5.00
Ink or water damage (over 5 pages)	\$ 5.00
Ink or water damage (under 5 pages)	\$ 2.00
Student Agendas	\$5.00
Replacement or repair cost of a Chromebook	\$50.00

**AFTER-SCHOOL HOURS**

Students should not remain in the building after school is dismissed unless the student has an appointment with a teacher and his/her parent has been notified or is participating in an approved after school activity. Students should return to their homes immediately after dismissal at 3:00 p.m.

**EMERGENCY PREPAREDNESS**

In accordance with Board of Education Policy 8420 the district has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools
2. The practice of such a preparedness drill twice monthly in accordance with law

Children are given instructions as to what they must do during each drill. At the doorway to each room, a sign has been posted telling students and staff what exit to use and where to go. Each child must be concerned with not only his/her safety, but with the safety of others. To facilitate the evacuation of the building during fire drills or other emergencies, the following directions must be followed:

1. Listen for directions from your teachers.
2. No talking is permitted during evacuation.
3. Students should move into the corridor in single file.
4. Walk - do not run.
5. The teacher will leave the room last, turning off lights, closing the door, and carrying the class registers for attendance purposes.
6. Leave the building through designated exit.
7. Once your class is outside the building, students must stay together. **There should be no talking.**

### WORKING PAPERS

State law requires that any person between ages 14 to 18 who desires to work must have working papers. You may secure the Promise of Employment form from the board office. Upon completion, this form must be brought back to the board office in order to secure working papers. The guidance office will assist in completing this process.

### TELEPHONES

There are times when students may need to use the school phones to notify a parent that they will be remaining after school for extra help, detention, or meetings. When this is the case, students are to report to the office, politely ask to use the phone, and state the reason why. Outside calls for pupils will be accepted only in case of illness or emergencies. **Children will be called to the phone during class time ONLY if it has been established as an emergency by their parents.**

**Telephone use requires prior permission from a staff member.**

### TRANSFER PAPERS

Students who are moving to another school district must return all South Bound Brook school property, and their parent/guardian must come into the school and sign the forms necessary to complete the transfer properly. No transfers will be issued until all property has been returned or the lost and/or damaged material paid for.

### STUDENTS SOLICITING FUNDS FOR STUDENT ACTIVITIES

The South Bound Brook Board of Education recognizes the desire for the student body to raise funds for student activities. It is the board's desire that such fund raising endeavors be carried out in a manner that benefits the students without any

disruptions to their academic program or compromising their personal welfare. Student fund raising activity is defined as an activity which involves collecting monies from the general public to support activities and other endeavors from which the students will benefit. All student fund raisers must be approved by the superintendent. Student fund raisers which involve door to door solicitation require that the student be accompanied by an adult. This policy will be given to all faculty sponsors. Faculty sponsor is defined as a member of the professional staff. It is the duty of the faculty sponsor to assume overall responsibility for the fund-raising event.

### BIRTHDAY CELEBRATIONS

Students in our self-contained elementary classes, PK – grade 4, may bring cupcakes and juice to celebrate individual birthdays with the approval of the teacher. **Candy or goodie bags of any kind may not be sent home as it is a violation of our nutrition policy.**

Parents/students must obtain permission from the classroom teacher prior to this celebration. **PARENTS MUST ADHERE TO ANY CLASSROOM RESTRICTIONS DUE TO FOOD ALLERGIES AND/OR DIETARY RESTRICTIONS.** In classes where there are dietary restrictions, cupcakes and juice must be store bought **with clearly labeled ingredients.** In some cases where allergies are particularly severe, it may be necessary for the classroom teacher to prohibit edible treats. Bookmarks, stickers, pencils, or a book donated to the celebrant's classroom in his honor are acceptable alternatives.

**BIRTHDAY PARTY INVITATIONS MAY NOT BE DISTRIBUTED AT SCHOOL. GOODIE BAGS MAY NOT BE HANDED OUT DURING SCHOOL BIRTHDAY CELEBRATIONS OR HOLIDAY CELEBRATIONS.**

In an effort to maintain our strong academic commitment and optimal classroom environment, students in grades 5, 6, 7 and 8 may not supply treats for personal birthday celebrations.

### SCHOOL BREAKFAST PROGRAM

Our school breakfast program will continue for the 2021-2022 school year offering a cold breakfast option. Breakfast will be served on all days that school is open. Our cafeteria will open at 8:00 a.m. where students will have a daily selection based on a monthly menu of cold breakfast options. Students in grades 5-8 will be dismissed to their grade level line outside the school building when they have finished their breakfast. Students in grades K-4 will remain in the cafeteria until school begins. Only students purchasing breakfast will be allowed in the building. Food or drink may not be brought into the breakfast program. The cost for a breakfast will be \$1.60. Students eligible for reduced lunch will pay \$.00 for breakfast. A monthly breakfast menu will be sent home.

**Students attending our breakfast program should enter the building thru the gymnasium door located on the side of the building to the right of the middle school science room. Madison Street provides the best access. The cafeteria will stop serving breakfast at 8:20 a.m.**

Lunch Entrée & Bread	\$2.50
Faculty Lunch	\$3.50
Faculty Premium Lunch	\$4.30
Faculty Breakfast	\$2.10
Side of Soup 8 oz.	\$2.25

**Our breakfast program is an extension of the school day. Therefore, parents are not able to accompany their children to this program. Adult supervision is always present to assist our younger students with this process.**

### **LIBRARY/MEDIA CENTER**

The Library/Media Center seeks to be a welcoming environment that offers a range of services to the Robert Morris School community. These services are established to develop thinking skills, help patrons find information, and encourage students to discover the wonder and joy of reading. In order to provide these services, the library media center asks patrons to care for books, furniture, and equipment and to be considerate of others. Books and other library materials are lent free of charge, although fines are charged for lost/damaged items. Students are expected to return borrowed items when they are due. Most items may be renewed at the student's request. All overdue items must be returned by the end of the marking period or their replacement costs paid before report cards will be issued.

### **SCHOOL LUNCH PROGRAM**

Students may bring lunch from home or purchase lunch at school. The cost of a student lunch is \$3.00 and the reduced price will be \$.00. Monthly school lunch menus are given to all students. Reduced price lunches are available to children who qualify. Applications are sent home and processed during the first month of school but may be requested at any time throughout the year. Students are to remain in school for lunch. Occasionally, a parent may request that his/her youngster leave the school during lunch time. The procedure requires the following:

### **CONTROLLED SUBSTANCES**

1. The student must be met by the parent or guardian in the school office. The parent or guardian must sign their child out.
2. When the child returns, **the parent and student** must report to the office to be signed in.

The use, sale, transmission and/or possession of alcoholic beverages, cigarettes, e-cigarettes, vaping paraphernalia and other controlled substances while attending school or any school related function is prohibited.

Although lunch is a time for students to relax and socialize with their peers, we do maintain rules and regulations to insure an orderly and safe environment. Teachers and cafeteria assistants are responsible for enforcing cafeteria and playground rules.

### **SMOKING**

New Jersey law requires all schools to maintain a smoke free environment; therefore, smoking of cigarettes or e-cigarettes is prohibited on school property at anytime. This policy applies to students, staff, visitors, members of the public and any other persons.

### **2021-2022 Price Guide**

Student Lunch Price	\$3.00
Reduced Lunch Price	\$ .00
Student Breakfast	\$1.60
Reduced Breakfast	\$ .00
Milk	\$ .90
Fresh Fruit	\$1.25
Trix Yogurt	\$1.50
Welch's Fruit Snacks	\$1.00
Cookie	\$ .75
Chips/Baked snacks	\$1.10
Hot Soft Pretzels	\$1.25
Baked French Fries	\$1.50
Nachos w/cheese	\$1.95
Rice Krispies Treat	\$1.35
Ice Cream	\$1.55
Fresh Popcorn	\$1.50
Juice – 4 oz.	\$ .90
Apple & Eve Juice 8 oz.	\$1.25
Spring Water – 10/16 oz.	\$1.00/\$1.25
100% Juice, Sparkling	\$2.00

### **CAUSTIC SUBSTANCES**

Students should not bring the following substances into school.

- Hair dyes or sprays
- Spray deodorants
- Colognes
- Perfumes
- Any other spray canisters

### **PARENT/GUARDIAN VISITS**

Parents and guardians are welcome to visit the school to confer with teachers and the principal, as well as assisting teachers. Conferences with teachers should be scheduled in advance. Should you decide to visit during the school day, we require all visitors to first report to the main office on Elizabeth Street to sign in and obtain a visitor's pass. This policy allows school personnel to monitor who is in the building at all times. While permissible, interruptions concerning routine matters like forgetting a lunch or lunch money, a musical instrument, sneakers, or homework, does



disturb a class and should be facilitated through the main office. **According to Board Policy #9150, the Principal reserves the right to maintain quality instruction for students according to that policy, and therefore may need to limit parent/guardian visits.**

### DANCES

Dances are held several times throughout the school year. Rules for dances are as follows:

1. Dances are from 6:30 p.m. to 8:30 p.m. Parents should arrive for pick-up promptly at 8:30 p.m.
2. The school dress code is enforced during dances.
3. No student may leave a dance early without written parental permission.
4. Outside guests may not attend the school dances.
5. All school rules apply to students, including cell phones and electronic devices. Any violation of the above rules may result in exclusion from future dances.
6. Students absent from school, regardless of reason, may not attend dances that are held on the day of the absence.

### EXTRACURRICULAR ACTIVITIES

Extracurricular activities are held throughout the school year. The dates and times of these activities can be located in our school calendar.

- Students must obtain a permission slip from the sponsoring teacher to participate.
- Students will be expected to adhere to the behavioral code of conduct during these activities.
- Parents will be notified by the sponsoring teacher if their child is excluded from any activity due to behavioral difficulties.
- **Students must maintain at least a C average in each class in order to participate in intramural and inter-school activities.**

### SCHOOL/CLASS FIELD TRIPS

School trips taken throughout the year play a vital role in the well rounded education of our students. To ensure the best experience for all students, guidelines will be set as the particulars of the trip indicate. These guidelines include permission slips, dress requirements and responsible behavior. **Students with a history of unacceptable behavior will have to be accompanied by a parent or may lose their privilege of participating in class trips.**

### INTERNET/TECHNOLOGY ACCESS PROCEDURES

South Bound Brook Board of Education maintains a strict policy concerning procedures of internet access and computer use. Students and parents acknowledge this protocol by signing the Student Chromebook Policy and Take-Home Request Form, as well as the South Bound Brook Student Technology Acceptable Use Agreement.

Personal headphones may be used for classroom related purposes only. At all other times, headphones should be stored out of sight.

Our policy including violation consequences will be sent home in September in first day packets.

### “2<sup>ND</sup> FLOOR” NEW JERSEY’S YOUTH HELPLINE

**The New Jersey Youth Helpline, 2<sup>ND</sup> Floor, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youths can call 2<sup>ND</sup> Floor at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. You can visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and to try the message board.**

**By no means is this manual all inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation.**

**As new policies or regulations are developed by the school board, the State or Federal Statutes, additions/deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.**

## Health Services and Regulations

The services of a State Certified School Nurse are available in Robert Morris School. When a child becomes ill at school or is injured, the child will be sent to the nurse's office. If necessary, the school nurse will contact a family member to transport the child home. Parents are required to provide the school with up-to-date telephone numbers and emergency information for use in such instances.

### Requirements for Health Examinations and Immunizations

All students who enter or transfer into the school district are required to provide proof of a physical exam from their private physician. The physical examination must have taken place within the last 365 days prior to entry into school, or a new exam is required.

<b>All students who enter or transfer into the school</b>	<b>ADMINISTRATION OF MEDICINE</b>
<p>1. If your child has a temperature of 100 degrees or more or is vomiting or has diarrhea, please keep your child home for at least 24 hours after the symptoms subside.</p> <p>If your child has one or more of the following symptoms in the morning or the previous evening, please keep him/her home from school:</p> <ul style="list-style-type: none"><li>a. Sore throat or difficulty swallowing</li><li>b. Headache</li><li>c. Cough</li><li>d. Earache</li><li>e. Rash</li></ul> <p>2. Be prepared to provide transportation home if you are notified that your child has become sick at school. Please update all phone numbers if they change throughout the school year.</p> <p>3. When a child is going to be absent from school, a parent/guardian should call the school absence line before 9:00 a.m. and write a note upon child's return.</p> <p>4. When a child is absent from school for five or more consecutive days, a doctor's note is required on his/her return to school.</p>	<p>Medication will be administered in school only when necessary for the health and safety of students. In order to protect all the children in school, these guidelines must be followed:</p> <ul style="list-style-type: none"><li>1. Parent/guardian provides written permission for the administration of the prescribed medication at school.</li><li>2. Written orders from the private physician must be provided, detailing the diagnosis or type of illness, name of medication (prescription or over-the-counter), dosage, and time to be given.</li><li>3. Medication must be brought to school by an adult, in the original container, labeled by the doctor or pharmacist.</li><li>4. Only a nurse or parent/guardian may administer medications at school.</li><li>5. Only medications which need to be given at least four (4) times a day should be sent to school.</li></ul>

### PHYSICAL EDUCATION EXCUSES

The school nurse will accept a written excuse from a parent for a single-day health problem. All such requests must be presented to the nurse at the start of the school day. If a pupil's request for a gym excuse is because of serious illness or injury or is for an extended period of time (3 days or more), a note is needed from a doctor.

### HEALTH SCREENINGS

Throughout the school year the nurse provides the following services:

Auditory Screening, Blood Pressure Screening, Immunization Screening, Measurement of Height/Weight, Scoliosis Screening, Tuberculosis Screening, Vision Screening

## APPENDIX "A"

### SOUTH BOUND BROOK SCHOOL DISTRICT GRADES K-4 SCHOOL CODE OF CONDUCT

The South Bound Brook School District expects pupils to treat others with civility and lead by setting positive examples. The following elementary student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades K-4. Each infraction has been assigned a specific consequence based upon the type of behavior. Staff members will issue a Disciplinary Form for a student misbehaving and submit the form to the Teacher Coordinator.

**LEVEL 1 INFRACTIONS:** The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary forms for students misbehaving and submit the form to the Teacher Coordinator.

- **First Offense: Written Warning**
- **Second Offense: Written Warning**
- **Third Offense: Recess Timeout**

**Any additional Level 1 infractions will result in a Recess Timeout and may result in the development of a behavior plan through I&RS**

INFRACTIONS	CONSEQUENCE
Arriving late and/or leaving class without a pass	Warning – recess timeout
Presence in school building without permission	Warning – recess timeout
Tampering with another’s desk, cubby or personal belongings	Warning – recess timeout
Unauthorized use of electronic devices (e.g., paging devices, electronic games, music playing devices, etc.)	Device taken. Parents must come to office to pick up the item Warning - recess timeout
Inappropriate behavior on school property or at school events	Warning – recess timeout
Disruptive behavior in hallway	Warning – recess timeout
Eating food outside the cafeteria	Warning – recess timeout
Inappropriate attire	Change clothes Warning – recess timeout
Candy/Gum chewing	Warning – recess timeout

**SOUTH BOUND BROOK SCHOOL DISTRICT  
GRADES K-4 SCHOOL CODE OF CONDUCT**

**LEVEL 2 INFRACTIONS:** The following infractions have been designated as level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the Teacher Coordinator.

- **First Offense: Recess Timeout (unless noted below)**
- **Second Offense: Recess Timeout**
- **Third Offense: Administrative Detention after school and may result in the development of a behavior plan through I&RS**

**Four or more violations at this level may result in In School Suspension and modifications to the existing behavior plan**

<b>INFRACTIONS</b>	<b>CONSEQUENCE</b>
Unacceptable language or gesture	Administrative Detention – one hour
Cutting class	Administrative Detention – one hour
Cutting Recess Timeout	Missed Recess Timeout rescheduled. Additional Recess Timeout added.
Forgery	Administrative Detention – one hour
Plagiarism (academic dishonesty)	Administrative Detention – one hour
Cheating	Zero Credit for assignment. Plus counseling intervention. Recess Timeout  Administrative Detention – one hour
Lying to a staff member	Administrative Detention – one hour
Violating “Technology and Acceptable Use of the Internet” policy	Loss of privileges for period to be determined by the principal or his/her designee. Plus restitution for damages.  Administrative Detention – one hour
Disrespect/Insubordination	Administrative Detention – one hour
Disruptive/disorderly behavior	Administrative Detention – one hour

## SOUTH BOUND BROOK SCHOOL DISTRICT GRADES K-4 SCHOOL CODE OF CONDUCT

**LEVEL 3 INFRACTIONS:** The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the Teacher Coordinator immediately. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

Grades K, 1, 2: Handled at administrative level

INFRACTIONS	CONSEQUENCE
Physical contact/use of force with aggression (pushing, throwing objects, tripping, etc.)	Restitution - Administrative Detention – two hours
Stealing	Restitution - Administrative Detention – two hours
Fighting	Restitution - Administrative Detention – two hours
Vandalism (including defacing student work)	Restitution - Administrative Detention – two hours
Sexual, Racial, Physical, Ethnic, Ancestral, Verbal, Gender or Religious Harassment, Intimidation or bullying (HIB)	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Possession and/or use of alcohol, tobacco, vaping paraphernalia and/or other drugs	1-10 days OSS, medical clearance to return to school, mandatory re-entry conference, possible child study team referral. Police notification.
Possession and/or use of a weapon	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police Notification.
Using an electronic device inappropriately to record audio, video, or take images.	Restitution, ISS, and loss of electronic device use for a length of time determined by administration. Device may be subject to an electronic search for inappropriate material related in incident.
Threatening a staff member.	Conference with parent.  Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration.

## SOUTH BOUND BROOK SCHOOL DISTRICT GRADES 5-8 STUDENT CODE OF CONDUCT

The South Bound Brook School District expects pupils to treat others with civility and lead by setting positive examples. The following middle school student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades 5-8. Each infraction has been assigned a point value and assigns specific consequences based upon the type of behavior. School Administrators or Teacher Coordinator will issue disciplinary points for students misbehaving. A student may earn point reduction through positive behavior (See Points Accrual pg. 31).

**LEVEL 1 INFRACTIONS:** The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary points for students misbehaving and submit the form to the Teacher Coordinator.

- **First Offense: Written Warning**
- **Second Offense: Written Warning**
- **Third Offense: Administrative Detention after school**

**Any additional Level 1 infractions will result in an Administrative Detention after school**

LEVEL 1		
INFRACTIONS	POINTS	CONSEQUENCE
Arriving late and/or leaving class without a pass	1	Warning - One hour Administrative Detention
Presence in school building without permission	1	Warning - One hour Administrative Detention
Tampering and/or violating another's locker	1	Warning - One hour Administrative Detention
Unauthorized use of electronic devices (e.g. paging devices, electronic games, music playing devices, etc.)	1	Device taken. Parents must come to office to pick up the item Warning - One hour Administrative Detention
Inappropriate behavior on school property or at school events	1	Warning - One hour Administrative Detention
Disruptive behavior in hallway	1	Warning - One hour Administrative Detention
Eating food outside the cafeteria	1	Warning - One hour Administrative Detention
Inappropriate attire	1	Change clothes Warning - One hour Administrative Detention
Candy/Gum chewing	1	Warning - One hour Administrative Detention

**SOUTH BOUND BROOK SCHOOL DISTRICT  
GRADES 5-8 STUDENT CODE OF CONDUCT**

**LEVEL 2 INFRACTIONS:** The following infractions have been designated as level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the Teacher Coordinator. Offenses at this level have been assigned specific consequences indicated below.

<b>LEVEL 2</b>		
<b>INFRACTIONS</b>	<b>POINTS</b>	<b>CONSEQUENCE</b>
Unacceptable language or gesture	3	Detention – two hour Administrative Detention
Cutting class	3	Detention – two hour Administrative Detention
Cutting Detention	3	Missed Detention rescheduled. Additional Detention added.
Forgery	3	Detention – two hour Administrative Detention
Plagiarism (academic dishonesty)	3	Detention – two hour Administrative Detention
Cheating	3	Zero Credit for assignment. Plus counseling intervention. Detention – ISS
Lying to a staff member	3	Detention – two hour Administrative Detention
Violating “Technology and Acceptable Use of the Internet” policy	3	Loss of privileges for period to be determined by the principal or his/her designee. Plus restitution for damages  Two hour Administrative Detention
Disrespect/Insubordination	3	Detention – two hour Administrative Detention
Disruptive/disorderly behavior	3	Detention – two hour Administrative Detention
Selling goods for profit.	3	1 <sup>st</sup> offense – warning/parent phone call  2 <sup>nd</sup> offense – 2 hour Administrative Detention

**SOUTH BOUND BROOK SCHOOL DISTRICT  
GRADES 5-8 STUDENT CODE OF CONDUCT**

**LEVEL 3 INFRACTIONS:** The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the Teacher Coordinator immediately. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

<b>LEVEL 3</b>		
<b>INFRACTIONS</b>	<b>POINTS</b>	<b>CONSEQUENCE</b>
Physical contact/use of force with aggression (pushing, throwing objects, tripping, etc.)	5	Restitution - Administrative Detention – three hours
Stealing	5	Restitution - Administrative Detention – three hours
Fighting	5	Handled at administrative level. Consequences begin with Administrative Detention-three hours
Vandalism (including defacing student work); possession of lighters or matches	5	Restitution - Administrative Detention – three hours
Sexual, Racial, Physical, Ethnic, Ancestral, Verbal, Gender or Religious Harassment, Intimidation or bullying (HIB)	5	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Possession and/or use of alcohol, tobacco, vaping paraphernalia and/or other drugs	5	1-10 days OSS, medical clearance to return to school, mandatory re-entry conference, possible child study team referral. Police notification.
Possession and/or use of a weapon	5	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police Notification.
Using an electronic device inappropriately to record audio, video, or take images.	5	Restitution, ISS, and loss of electronic device use for a length of time determined by administration. Device may be subject to an electronic search for inappropriate material related to the incident.
Unauthorized posting to social media during school hours.	5	1 <sup>st</sup> offense - Administrative Detention – three hours  2 <sup>nd</sup> offense – Suspension
Threatening a staff member.	5	Suspension



**SOUTH BOUND BROOK SCHOOL DISTRICT  
GRADE 5-8 STUDENT CODE OF CONDUCT**

**POINTS ACCRUAL**

**An accrual of points will result in the following additional consequences. Points will carry over from one marking period to another until the end of the current academic year. At any time, point totals can be reduced through our Point Reduction Program.**

**CURRENT POINT TOTAL: 6-10 points**

**Students will be assigned the following consequences:**

- Restricted Recess (2 days for every point 6-10)
  - Work will be completed in the cafeteria
- Restricted Lunch

**CURRENT POINT TOTAL: 11-15 points**

**Students will be assigned the following consequences:**

- In School Suspension
- Referral to I&RS for creation of a behavior plan

**Students will lose the following privileges:**

- School Dances
- Spectatorship or attendance at any after school function)

**CURRENT POINT TOTAL-Over 15 points**

**Students will be assigned the following consequences:**

- In School Suspension (replaces Administrative Detention)

**Students will lose the following privileges:**

- Participation in all extracurricular activities (sports teams, chorus, band, Student Council, etc.)
- Graduation
- 8<sup>th</sup> Grade Dance
- 8<sup>th</sup> Grade Field Trip

**DISCIPLINE COMMITTEE REVIEW**

A student is subject to a discipline committee review to determine eligibility for future school events, if the student accumulates 20 or more points during the course of the year. The points are calculated by the total number of points a child receives throughout the course of a single academic year, regardless of any point reductions. Out of School Suspension (OSS) and/or Child Study Team involvement may result upon the committee review. Parent(s) must attend a meeting with an administrator and CST to have their student re-enter school.

**POINT REDUCTION PROGRAM**

Students may initiate point reduction plans through school community service provided said plans are worked out in advance and approved by school administration and guardians. An hour of volunteer community service will equal three (3) points. Sample services may include but are not limited to assisting a teacher before or after school with an activity or volunteering time at a school function.

Point reduction will be made on an individual case basis upon data review prior to loss of privileges.

Up to 3 points per marking period will be deducted for positive behavior.



**ROBERT MORRIS SCHOOL  
STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM 2021-2022**

*Please complete form and return to your home room teacher*

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Student Name (please print)

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Grade

*Our signatures indicate that we have received, read, and understand  
The 2021-2022 Robert Morris School Student Handbook*

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Student Signature

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Date

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Parent/Guardian Signature

---

Date

