

BERLIN BOROUGH SCHOOL DISTRICT

“Where Students Discover Their Potential”



2020-2021

STUDENT/PARENT HANDBOOK

*The policies, regulations, procedures, and protocols are superseded by the
2020-2021 Berlin Borough School District Reopening Plan*

Revised Summer 2020

A MESSAGE FROM THE SUPERINTENDENT

Dear Berlin Community School Parents and Students,

The 2020-2021 school year is definitely going to be unique, with many unknowns with challenges. However, every challenge provides the opportunity for solutions. This year we will make a concerted effort to work collaboratively, with open communication and feedback loops as we provide instruction on-site and online. If I had to use one word to describe this school year, I believe it would be courage. Everyone will be in and out of their comfort zone in one way or another. Succeeding when being out of our comfort zone takes courage. In these unprecedented times, there is no doubt that missteps may occur along the way, but we will have the courage to make the changes and adjustments to do what is best for the students and the school community. Leading a successful and productive life, regardless of the path you choose, takes courage. Like everyone, you will make mistakes, but as Bruce Lee said, "Mistakes are always forgivable if one has the courage to admit them."

The late John Lewis stated, "If you see something that is not right, not fair, not just, you have a moral obligation to do something about it." It is easy to listen to that quote but takes courage to carry out. I hope that every student will have a mindset rooted in courage every day, whether on-site or remotely. I have stated previously that it is my sincere belief that we are all partners in our students' education. While there have been many changes, our dedication to educating the students of BCS at the highest level will never change.

The slogan "we are all in this together" has been spoken often over the past months. While this is more evident than ever, we have always been together to educate our students. We will continue to work together in partnership to provide the highest learning levels for the students of the Berlin Community School.

Sincerely yours,



Joseph S. Campisi,
Superintendent

MISSION STATEMENT

The mission of the Berlin Community School, in an active partnership between school and community, is to provide effective and comprehensive educational opportunities in a nurturing environment designed to challenge all students to strive for personal excellence and responsible citizenship. This will foster the pursuit of lifelong learning while achieving proficiency in the New Jersey Core Curriculum Content Standards and meet the challenges of an evolving global society.

EDUCATIONAL PHILOSOPHY

Our School shall be a vital community in which all individuals are encouraged to develop skills, knowledge, and awareness, in order to attain happiness through improving themselves, society, and the environment. Our school shall be designed primarily for the individuals in it, and then for the society at large, in that well educated citizens can contribute more effectively to society.

WE BELIEVE that education is a prime factor in maintaining, improving and perpetuating a democracy as the ideal way of life; each child can be inspired to strive for personal distinction with a democratic environment; children should be preparing to assume the full responsibility of American citizenship; children can gain in self-esteem and become contributing members of home, school and community when provided with democratic experiences.

WE BELIEVE that each child should be given worthwhile learning experiences based on our understanding of child growth and development; learning experiences should provide strength of character, moral integrity, and a keen understanding of the changing world in which the child lives; individual creativity should be the culmination of successful experiences in academic, as well as social, emotional and physical development.

WE BELIEVE that a teacher should be well trained, well informed and creative; the teacher provides the atmosphere, material, program and love required to help all children belong, achieve and grow; the professional responsibility of the teacher is a directive force of the educational process; the teacher's attitudes and practices toward other teachers, administrators, students and parents should be ethical; a high degree of intrastaff cooperation is essential.

WE BELIEVE that the school is an integral part of the community through which teachers, students, parents and administrators work together in a friendly, cooperative atmosphere; flexibility is essential to the instructional program in order to meet the needs of a changing society; dimension is given to the program by the schools using community resources to the fullest extent; planning which involves both faculty and members of the community not only aids in solving problems but also meets the needs of the individual and develops resources for an expanding school system.

THEREFORE, the goal of our school is to develop individuals to be as mature and as sufficiently competent as their potential permits, so that they can enter into society and fulfill themselves as happy, healthy, useful human beings.

Board of Education

Mrs. Jocelyn Lewis, President	Mrs. Jenine Del Palazzo	Mrs. Kristen Simone
Mrs. Rebecca Holland, Vice-President	Mr. Jeffrey Greenberg	Mrs. Brandy Titus
Mrs. Lisa Asare	Mrs. Lisa Kehoe	Mrs. Francine Viscome

Board Solicitor

Superintendent

Interim Business Administrator

Daniel Long, Esq

Dr. Joseph Campisi

Mr. John Scavelli

The Berlin Borough Board of Education has established the fourth Wednesday of each month for Regular Meetings (unless otherwise noted) in accordance with the following schedule.

All meetings will begin at 7:00 PM (unless otherwise noted).

All meetings will be held in the Berlin Community School Media Center,
215 S. Franklin Avenue, Berlin, NJ 08009 (unless otherwise noted).

July 22, 2020

August 26, 2020

September 23, 2020

October 28, 2020

November 18, 2020

3rd Wednesday

Thanksgiving

December 23, 2020

January 27, 2021

February 24, 2021

March 24, 2021

April 28, 2021

6:30 PM

Budget Hearing

April 28, 2021

7:00 PM

Regular Meeting

May 26, 2021

June 23, 2021

Board Approved: June 24, 2020

About the Board of Education

The Board of Education is charged by the state with the responsibility for providing educational opportunities for the students of Berlin Community and of directing those public school activities that the State entrusts to its care and supervision. The direct administration of the school is delegated to the Superintendent, who is directly responsible to the Board for the execution of its policies and for such other duties assigned to him by the Board. All questions and concerns regarding the school should first be directed to the Superintendent.

Agent of the State

A school board member, in reality, is an agent of the state and a representative of the people in the local district.

Membership & Election

The Board of Education shall be composed of nine members elected by the voters of the Berlin Borough at the school election in November of each year.

Powers & Duties of the Board of Education

It shall be the fundamental purpose of the Board of Education to act chiefly as a legislative body in formulating policies for the conduct of the school system at Berlin Community School.

Some responsibilities are as follows:

- To adopt a budget.
- To approve the placing of purchase orders.
- To authorize payment of bills.
- To approve courses of study.
- To approve textbooks.
- To pass upon requests to use school property.
- To hire teachers and other personnel after the consideration and recommendation of the Superintendent and to set salaries.
- To adopt a school calendar.

Role of Parents/Guardians

The Board believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness, and propriety of dress.

The Superintendent shall develop procedures and regulations to implement this policy. These regulations shall include use of the parent/guardian's native language when necessary.

Community Complaints & Inquiries

The Board of Education accepts comments, inquiries about, and constructive criticism of the district's programs, equipment, operations, and personnel. The Board will consider but not publicly respond to general comments. The Board will not permit unnecessary or undesirable identification of district pupils at public or board of education meetings, particularly when the pupil is subject to disciplinary action, or is educationally disabled.

The Superintendent shall develop procedures to investigate and solve problems in a reasonable timeframe, and to provide accurate factual information in answer to inquiries. Such procedures shall conform to state law, board policies, and applicable negotiated agreements.

Questions submitted to the Board of Education in writing shall be examined and investigated as appropriate. The response will be developed by the Board. The individual who submitted the question may receive the Board's written response in no more than 60 days. The written response will also be made available to the public at the next board meeting; any information that specifically identifies an individual student will not be included.

Parents/guardians and pupils will be informed of the proper avenues to follow. Such procedures shall be posted on the school website, included in the parent/student handbook, and made known at all Board of Education meetings.

Because individual board members have no authority to act as individuals, when a board member is made aware of an issue, he/she will withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the Superintendent.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent, communications and complaints be referred to the Board of Education for resolution.

The members of the Berlin Borough Board of Education wish to extend to each resident a cordial welcome to attend all board meetings.

BERLIN BOROUGH STAFF

ADMINISTRATION

Joseph Campisi, Ph.D.	Superintendent
Kim Cunningham	Administrative Assistant to the Superintendent
Phil Silva	Elementary School Principal
Cynthia Behnke	Elementary School Secretary
Kellilyn Mawson	Middle School Principal
Elizabeth Snuffin	Middle School Secretary
Kristin Braidwood	Supervisor of Special Education
Laura Behnke	Special Services & CST Secretary
John Scavelli	Interim Business Administrator/Board Secretary
Gina Squillace	Accounts Payable Coordinator
Karen Krowicki	Administrative Assistant to the Business Administrator
Diane Lang	Payroll and Benefits Coordinator

TECHNOLOGY

Joseph Hemphill	Director of Technology
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FACILITIES

Tom Pratt	Facilities Director
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PALS/CER

Christina Webber	CER & PALS Manager
Michelle Soj dak	CER & PALS Secretary

CHILD STUDY TEAM & COUNSELING

Mary Beth Cuffari	School Social Worker
Amanda Gauntt	School Psychologist
Kathryn Becker	Speech-Language Specialist
Kristina Mulcahy	Occupational Therapist
Lisa Neptune	Speech-Language Specialist
Michelle Sabia	Learning Disabilities Teacher Consultant
Marissa Furnari	Elementary School Counselor
Kristina Weiss	Middle School School Counselor

NURSES

Monica Shallow	Monica Shallow
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TEACHING STAFF

Ranell Baldino	Michelle Franchetti	Renee Murphy	Nicole Thomas
Leslie Banister	Sonia Francisco	Grace Nasto	Bevin Guinto
Lia Barry	Edward Goodman	Milissa Oltman	Andrew Viereck
Jennifer Basner	Frankie Anderson-Harris	Kaitlin O'Toole	Tracie Vitale
Laura Behnke	Allison Kaiser	Taylor Polimeni	Amelia Walker
Lori Benchoff	Anne Kessler	Kellie O'Brien	Stephanie Way
Eleanore Carrara	Dali Kilpatrick	Erin Rodriguez	Luke Weichmann
Barbara Caruso	Marilou Liedtka	Susanne Ruhf	Denise Weintraut
Jessica Chisholm	Nicholas Lipnitz	Roseanne Schuenemann	Christine Winkelspecht
Debra Ciala	David Madden	Andrea Scordo	Lindsay Wolf
Rachel Coolick	Marie Majuri	Jennifer Shannon	Brent Woods
Julie Conca	Stephanie Stiles	Kelly Gray	Erin Woods
Danielle Davies	Carolyn Martino	Amber Snyder	Alyssa Wortelman
Brigid Domin	Stephanie McClain	Andrew Snyder	Jennifer Zingaro
Lisa Dorris	Doreen McDevitt	Beth Snyder	Brielle Macaluso
Sara Durmala	Jeffrey Miller-McGrail	Skip Spratt	Jessica McGowan
Kristen Eckert	Christina McMenamin	Donna Stagliano	
Michael Ford	John Meo	Kelly Jo Stroemel	

ACADEMIC & ENRICHMENT PROGRAMS

Organization

The Pre-K through grade five classes are essentially self-contained; however, some changing from class to class may occur within the elementary grades when such changing enables a student to receive instruction better suited to meet their individual needs. The middle school program is departmentalized with students having several teachers; each highly qualified to teach their specific content area.

Instructional Program

As every student must learn to live in our society with some degree of efficiency and with adjustments to changes in that society, it is the aim of a sound instructional program to provide for each student within the scope of their abilities a proficient set of skills, attitudes, and concepts which will enable them to master life situations and enrich their experiences.

In establishing this instructional program, it must be remembered that as important as are computational and arithmetic skills, as vital as is reading with full comprehension and skill, today's society demands that every individual have a broad understanding of the people surrounding them and the world in which they live. Therefore, Berlin Community School offers music, art, Spanish, pre-engineering and computer literacy as a part of the total educational program.

Progress Reports

In order for home and school to work more effectively for the education and training of the student, a combination of report cards, interim progress reports and parent teacher conferences are scheduled during each school year. Report cards are sent home with each student four times per school year in grades 1-4 and can be viewed online via the OnCourse Parent Portal in grades 5 to 8. In grades 3-8, interim reports are sent home for each student in the middle of each report period. Additionally, the OnCourse Parent Portal allows families to review students' current progress in real time.

Conferences

Parent Teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding for the child's growth and development. Conferences are held in the fall and spring. All parents of students in grades K-5 are scheduled for conferences in the fall. Spring conferences are scheduled for all kindergarten students and by teacher or parent request for all other students. Conferences for students in grades 6, 7, 8 are scheduled by request only. To schedule a conference, please call either the elementary or middle school office depending on the age and grade of the student.

Literacy Lab

Literacy Lab is a class that students take in lieu of Spanish and provides opportunities to experiment with different reading and writing strategies while expanding their literacy skill sets. Students will be placed into this class based on teacher recommendations, MAP scores, and their report card grades. Students who received a final grade of a "D" or "F" last year and/or those who did not reach their growth target based on MAP scores for Language Arts Literacy will automatically be enrolled in this class. Students who earn an "F" on their report card for Language Arts or have two consecutive marking periods with a "D" average will automatically be enrolled in this class during the school year. Exiting this class may be considered after a student earns a "B" or higher in their regular Language Arts class for two consecutive marking periods.

Math Lab

Math Lab may be taken in lieu of two or three Related Arts classes each week. This class will provide students with an opportunity for small group instruction, in a blended learning format, in order to enhance their mathematical skill sets. Students will be placed into this class based on teacher recommendation, MAP scores, and their report card grades. Students who received a final grade of a “D” or “F” last year and/or did not meet growth target based on MAP scores will automatically be enrolled in this class. Students who earn an “F” on their report card for Math or have two consecutive marking periods with a “D” average will automatically be enrolled in this class during the school year. Exiting this class may be considered after a student earns a “B” or higher in their regular Math classroom for two consecutive marking periods.

Students who are in need of additional support in an advanced math class may also attend the Math Lab in lieu of their related arts classes. This is based on teacher recommendation, and subject to the Math teacher’s availability.

Academic Support Group

This will be a working lunch, in a small group setting, with a teacher present to provide support. This will take place at least four times a week, in lieu of going to lunch and recess. Regular education students will be automatically placed in this group if they received more than one “D” on their 4th marking period report card from the previous year, or if they have a “D” average in more than one class at any time during the school year. Students will be able to leave this group once they have established, for a period of at least three weeks, that they no longer meet the previously mentioned criteria.

Before/After School Program

The CER Program operates a latchkey program, called P.A.L.S. (Protect All Latchkey Students) each day when school is in session. For fees and further information call **767-0129 ext. 201** or check the website **bcsberlin.org** under the CER tab.

Gifted and Talented Program

At Berlin Community School, efforts are made to identify gifted and talented students in grades kindergarten through eight, and to provide enrichment classes and acceleration in all areas. Identified students demonstrating extraordinary academic excellence are offered opportunities in the Gifted and Talented Program. Appropriate learning challenges are instructed in pullout classes based on critical thinking and higher level thinking skills.

Kindergarten, First, and Second Grade - SPARKS

Students in kindergarten through second grade may qualify for the SPARKS program through a multi-criteria selection process which will begin in October and culminate with testing in December. Qualifying students will begin once-weekly classes in January.

SPARKS Gifted and Talented Program selection is based on student performance in the following areas:

- Teacher Recommendation
- Reading Assessment
- Creativity Test
- MAP Testing (if applicable)
- Classroom Testing
- Cognitive Ability Test Score (2nd grade)

Third through Eighth Grade - Gifted & Talented

Third through eighth grade students selected to participate in the Gifted and Talented program are identified using multiple criteria measures and must have the highest number of accumulated points on the gifted and talented matrix. Identified students will participate in a gifted and talented pull-out enrichment class. Students in grades 3 - 5 meet for two 45 minute periods a week while students in grades 6 - 8 meet once every six day cycle for one 45 minute period.

Selection for the Gifted and Talented Program is based on the following areas:

- Teacher Identification
- State Assessment Scores (ex: NJSLA)
- Final average of an “A” in academic areas during the previous school year
- MAP Scores
- Cognitive Ability Test Score

Continuation in Program after Selection

Continuing to participate in the Gifted and Talented Program after selection is a privilege. Students are expected to meet each challenge to the best of their ability and maintain their academic standing by earning A’s and B’s in all subject areas. Each teacher of an identified student will stay in close contact with the Gifted and Talented teacher, so if there is any area of concern with the student, or if the student has received lower than a B in an academic area, necessary actions can be taken. Students receiving anything lower than a B in a subject area will be placed on probation for one marking period. A letter will be sent home to the parent indicating that the student is on probation. Any student who fails to maintain grade averages for two consecutive marking periods will not be permitted to continue in the Gifted and Talented Program. Interim progress reports will act as a warning for students that they may be placed on probation if grades do not improve. Gifted and Talented students on probation or removed from the program will be reviewed at the end of the marking period for reinstatement. Gifted and talented students are expected to adhere to the code of conduct. In the event, a behavioral infraction occurs, a meeting between parents, teachers, and administration must be held and the student is at risk of being removed from the program.

Appeal Process

Parents, teachers, and/or administration that challenge the identification process with warranted concerns may request that the individual child be reevaluated using the multi-criterion selection process. Students that are ineligible due to academic grades may be reevaluated, upon request, at the end of each marking period.

Instrumental Music

Students may choose to take up an instrument beginning in Grade 4. Band is offered as an elective in grades 6-8. Students have several opportunities to perform throughout the year in the following bands: Cub Band (4th & 5th), Lion Band (5th & 6th), Concert Band (6th-8th), and the award winning Jazz Band (audition required).

Musical Theater

Musical Theater is offered as an 8th grade elective. Seventh grade students are invited to audition each spring for Musical Theater. Performance opportunities for students in other grade levels depend on the availability of additional roles for the annual show.

Pre-Engineering

The Pre-Engineering curriculum for fifth, sixth, seventh, and eighth grades focuses on showing, not telling students how engineers use technology to solve everyday problems. The program comprises five units that are taught in conjunction with rigorous academic core courses. The primary focus is on developing stronger inquiry skills in math, science and technology.

ACADEMIC EXCELLENCE

In order to provide students with an incentive to achieve academic excellence the Honor Roll and Principal's List have been established for grades 4 - 8 following each marking period. Criteria for each distinction is listed below.

Honor Roll A student must receive A's, B's and S's with at least one A for the marking period.

Principal's List A student must receive all A's and S's for the marking period.

Superior Academic Achievement A student must receive all A's and S's for each marking period in the school year. Students who achieve the Principal's List all four marking periods will be recognized at an award ceremony.

Student of the Month

The intention of the Student of the Month award is to encourage students to demonstrate the characteristics and positive attributes valued by the school community, to foster personal and academic growth, and to recognize students who contribute to the creation of a positive school environment.

A Student of the Month exemplifies the 6 Pillars of Character, shows respect to all staff and students, does their best work, follows all school and class rules, and serves as a role model for others. In addition, a student may be nominated for outstanding performance in academics, athletics, visual and performing arts, technology, or contribution to the community. One student shall be selected from each grade, five through eight, throughout the academic school year based on teacher nominations. A student may only receive this award once during their academic career at BCS.

Superintendent's Award

The Superintendent's Award is designed to recognize students who go above and beyond the expectations of Student of the Month. Faculty members nominate students for this award by writing a brief statement explaining why they feel the student is deserving. Just one student in grades 5 - 8 is given this award each month and recipients are recognized on the morning announcements, at the monthly Board of Education Meeting, and on the BCS marquee.

All monthly award winners will be invited to a breakfast with the Superintendent for further recognition and to celebrate their accomplishments. A student may only receive this award once during their academic career at BCS.

ACADEMIC INTEGRITY

Academic Integrity is a core value supported through honesty, self pride, and ownership for one's own academic success. Each student at BCS will demonstrate Academic Integrity by ensuring all work is authentic, sources are credited, and individual work is not shared. Students will report any evidence of others not taking responsibility for their own Academic Integrity.

National Jr. Honor Society

The purpose of the National Junior Honor Society is to recognize students for high academic achievement and community involvement. During the year, members will be involved in various activities for the betterment of themselves, their school, and community. Seventh and/or eighth grade students are selected based on the qualities of service, leadership, character, citizenship and academic excellence.

The Berlin Borough Chapter of the National Junior Honor Society is under review by the administration.

ASBESTOS NOTIFICATION

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), parents and guardians of students attending Berlin Community School must be notified annually of this district's activities regarding asbestos found in the school. In the past year, a periodic surveillance has been conducted. This means that an inspector came to the school and visually inspected for potential asbestos material and found no such material containing asbestos to be present. This inspection in no way posed any harm to the students and/or staff. During the 1993-1994 school year, the New Jersey State Health Department inspected the school under a grant from EPA and found us to be in full compliance of the law.

The management plan and the inspection results can be found in the main office of the school and are available for your review during school hours.

ATTENDANCE

Attendance Policy

Students who attend school regularly are more likely to demonstrate better study habits, achieve high grades, and enjoy school to a greater degree than students who are often absent or late. Regular and prompt attendance is necessary in order for a student to progress with his or her class(es). A major factor in a student's lack of progress in school is often irregular attendance. Something important happens each period, each day. It is important that all students are here. Students and parents should be fully aware that what goes on in the classroom cannot be duplicated through make up work. When a student is absent, the educational experience of all the students in the class can be diminished. Regular and consistent school attendance helps develop responsibility and self discipline.

Excessive absenteeism/tardiness/early dismissal may preclude promotion to the next grade level.

An “excused” absence is any doctor's appointments, religious reasons, court mandated events, or funeral services, Take Your Child To Work Day, student suspensions, death in the family, student illnesses, and for any other reason deemed appropriate by the principal (i.e. educational opportunities). **All of the reasons listed above require parent notification to be considered excused.**

If there is not proper written documentation, or if the absence does not fit in any of the categories above it will be recorded as an “unexcused absence that counts toward truancy.”

Absence from School

Good attendance is essential to maintain high academic standards. However, a child who has any sign of fever, chills, sore throat, severe coughing, or earache should not be sent to school.

As mandated by the state, if a student is sick, they must return to school with a note from their parent or guardian documenting the illness in order for the day to be counted as an “Excused absence”. After a medical absence of five (5) consecutive days a doctor's note is required to be readmitted to school.

For safety reasons, parents of all students are requested to call the absentee line at 767-0129 9 (opt. 3 ES) or (opt. 4 MS), to report their child absent from school. The school will notify parents/guardians to verify absences.

According to the compulsory education requirements of the state of New Jersey, students are expected to be in school every day. The following procedures will be initiated in order to promote good attendance:

- Parents/Guardians will be informed of their child's attendance at or before 8 absences and/or tardies.
- 11 absences will result in a mandatory parent conference with the Principal and/or designee to establish and action plan.
- 15 absences will result in automatic conference with the Attendance Intervention & Referral Services to revise and further develop an action plan, which may involve loss of extracurricular privileges.
- 18 or more absences in a given school year requires a mandatory referral to the court program as stated by the NJ Administrative Office of the Courts as well as a phone call to the Division of Child Protection and Permanency Services (DCP & P).
- 21 or more absences will result in possible retention and/or enrollment in additional academic hours, approved by the Principal, at the Parent/Guardian's expense.

Furthermore, frequent or prolonged absences or repeated tardiness without satisfactory explanation shall be grounds for further disciplinary and/or legal action taken against a parent or guardian if excessive absenteeism continues.

As mandated by the state, any absence that does not fall in the category of “Unexcused absence that does not count toward truancy” and/or does not have proper written documentation will be counted as an “**Unexcused absence that counts toward truancy.**” The following procedures will be initiated in compliance with the state mandates:

For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- Make a reasonable attempt to notify the student’s parent of each unexcused absence that count toward truancy prior to the start of the following school day;
- Make a reasonable attempt to determine the cause of the unexcused absence that count toward truancy, including through contact with the student’s parent;
- Identify, in consultation with the student’s parents, needed action designed to address patterns of unexcused absences that count toward truancy, if any, and to have the child return to school and maintain regular attendance;
- Proceed in accordance with the provisions of N.J.S.A. 9:61 et seq. and N.J.A.C. 6A:1610, if a potentially missing or abused child situation is detected; and
- Cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- Make a reasonable attempt to notify the student’s parent of each unexcused absence that count toward truancy prior to the start of the following school day;
- Make a reasonable attempt to determine the cause of the unexcused absence that count toward truancy, including through contact with the student’s parent;
- Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:167.6(a)4.i.(3) and H.1.c. above;
- Develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences that count toward truancy and to specify the interventions for supporting the student’s return to school and regular attendance, which 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 student’s academic, behavioral, and health needs;
 3. Consider an alternate educational placement;
 4. Make a referral to or coordinate with a communitybased social and health provider agency or other community resource;
 5. Refer to a court or court program pursuant to N.J.A.C. 6A:167.6(a)4.iv. and H.4. below;
 6. Proceed in accordance with N.J.S.A. 9:61 et seq. and N.J.A.C. 6A:1610, if a potential missing or abused child situation is detected; and
 7. Engage the student’s family.

For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:3825, and the Principal or designee shall:

- Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:167.6(a)4.iv. and H.4. below;
- Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- Proceed in accordance with N.J.S.A. 18A:3828 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

Student Arrival Time

Middle School start time is 7:45 and the Elementary start time is 8:25. In the interest of safety and order, it is important that **Middle school students are not to be dropped off before 7:30 a.m. and Elementary school students (K - 4) are not to be dropped off before 8:00 a.m. as staff are not available prior to these times to provide supervision.** *Parents who need to drop off students earlier may sign their child(ren) up for the PALS program for a fee.* Adherence to this policy will ensure proper supervision of our students on the way to school and on school grounds. Your cooperation in this matter is greatly appreciated.

Tardiness

In order to benefit fully from their education, students are expected to report to school and class on time. If a student arrives to class after the opening bell he/she should report to the office upon arrival to obtain a late pass.

Students must spend a minimum of 4 hours in any single school day session to be eligible to participate in after school activities.

Excessive tardiness will result in a more formal action plan. Please refer to the Student Discipline Code of Conduct.

Please note, an excused tardy is a doctor's appointment, religious reason, court mandated event, or funeral service. Each instance must be accompanied with proper documentation.

The following procedures will be initiated for lateness to school AND early departure from school:

- On the 5th tardy and/or departure in any marking period, students will serve a lunch/recess detention on that day and any day after in which they are tardy or leave early.
- 10 tardies and/or early dismissals in a school year parents will be notified.
- 16 tardies and/or early dismissals in a school year may result in loss of extracurricular activities, class trips, and assemblies.

Early Departure

In the event that medical appointments cannot be made outside the regular school hours, students may be excused from school for such purposes. The parent must report to the office before the student can be released. Under no circumstances will a student be excused and taken from the classroom until the Superintendent, or person in charge, is certain that the student is being released to his or her mother, father, legal guardian, or other duly authorized person. Please contact the school in advance if you have given anyone authorization to pick up your child from school.

Early Dismissal

In the event that early dismissals occur throughout the school year, parents/guardians will be informed via the Global Connect messaging system, the school website postings, and/or through written notices sent home to parents/guardians. Please make sure that we have all current home and cell phone numbers to assist us in this process. Also, a copy of the school calendar is posted on the school website and included in this handbook where early dismissal days are denoted.

Entering and Leaving the Building

All students must leave the building and school grounds immediately after being dismissed from school. Elementary teachers will walk their classes to the appropriate exits. Middle School students can not hang around the school waiting for younger siblings. They can go to Homework Club or assist an elementary teacher until the elementary school is dismissed. Students going to the library, band, music, extra curricular activities, detention, or to receive extra help from a teacher, must remain with the teacher until dismissal.

Students whose parents/escorts are not present at the time of dismissal, and students who miss the bus, must report to the office. In the event your child is not picked up at dismissal, we will attempt to reach you on the phone numbers provided. If parent contact cannot be made, we will then call the child's Emergency contacts. A PALS registration fee of \$40.00 will be charged, as well as an hourly rate of \$5.00. Your child will be kept safely in PALS until they are picked up. If no contact has been made after 20 minutes post-dismissal, we will be placing a call to the New Jersey Department of Child Protection and Permanency.

Religious Holidays

In accordance with state law regarding student absence from school because of a religious holiday, Berlin Community School will follow the procedure below:

- No student who is absent from school because of a religious holiday may be deprived of any award or eligibility or opportunity to compete for any award because of such absence.
- If a student misses a test or examination because of a religious holiday, that student must be given the right to take an alternative test or examination.
- To be entitled to the privileges set forth for a religious holiday excuse, a student must present a written excuse signed by a parent or guardian prior to the observance of the holiday. This request is made so that the school staff does not interrupt the holiday observance with a call inquiring about the absence.

Family Vacations

As per Berlin Community School's attendance philosophy previously stated, we *strongly* discourage families from scheduling family vacations during the school year as these days are considered unexcused absences. We respectfully request that families schedule such important, often educational experiences during the school's vacation times. In the event that such arrangements are not possible, the office and respective teachers are to be notified in advance of the absence.

If possible the teacher will provide work for the student to complete while absent. Such requests often require a great deal of work on the part of the school faculty. When such work is requested it is expected that the work will be completed upon the student's return to school. If the student is unable to complete schoolwork while out, please wait until the student returns to collect the missing assignments.

CAFETERIA LUNCH ACCOUNTS

Parents have the option to place money in their child's account which can be used as a debit system for lunches and snacks. Please visit the school website (www.bcsberlin.org) under "Departments," then "Cafeteria/Food Services" for all relevant information.

CAFETERIA & LUNCH PROCEDURES

Students share in the responsibility of maintaining the cleanliness of this common area. This includes placing all trash in provided containers and returning any school cafeteria material to their proper locations. A clean and comfortable area must be left for the next group. Taking other food out of the cafeteria is prohibited unless there is special permission granted from the administration. Failure to follow directions from any staff member on duty will follow the disciplinary guidelines for disrespect and misconduct. Students who do not report to the cafeteria during their assigned lunch period will be subject to the penalties for cutting and/or leaving school grounds.

All food, drink, and snack items must be bought before taken to the table or eaten. Students who do not comply will face suspension for stealing. Please refer to the Student Discipline Code of Conduct.

Elementary students will be escorted by their teachers to the cafeteria or recess, and middle school students will walk themselves calmly to the cafeteria. No student is permitted to leave the cafeteria or recess without a pass. Recess passes must be presented to the staff person in charge of that student before that student can be released from lunch or recess.

Students will sit in the same designated table/seats for lunch every day unless permission is granted otherwise by the certificated teacher in charge of the cafeteria at that time.

All students are to enter the cafeteria and sit down at their assigned seats until a staff member sends their table to the lunch line. Students must stay in their seats until they are called to line up for recess. In the event of inclement weather, an administrator or designee will decide if the students can go to the gym for indoor recess. If the gym is not available, students will participate in quiet activities in the cafeteria.

Students in grades 3-8 may have the choice to visit the media center in the library during recess time. There, they may complete academic activities/games utilizing computers, while supervised by media center staff. Students are required to receive permission from their lunch supervisor before attending each day.

Additional Cafeteria Rules

1. Talking is permitted at appropriate times, but please do not shout.
2. Do not throw food or other objects.
3. Walk at all times in the cafeteria.
4. Students are responsible for returning their trays to their respective places, and for cleaning their tables and surrounding floor area of trash and messes.
5. Gum, glass bottles, scissors, electronic devices, etc. are not permitted in the cafeteria or playground.
6. Food, straws, and eating utensils must remain in the cafeteria.
7. Students should place personal belongings under the seats or tables; not in the aisles.
8. Students must bring their jackets or coats to the cafeteria unless otherwise informed.
9. Appropriate manners should be utilized at all times (i.e. yes, please, and thank you).

Additional Playground Rules

Students must use the playground equipment properly and in a safe manner; no running, pushing, jumping off, etc. The playing of any contact sport and wall ball is not allowed. Baseball bats and hard balls are not permitted on the playground.

1. Students are to play in the specific area(s) designated by the playground aides. The area to be utilized will be dependent upon ground and weather conditions.
2. No one is to leave the play area without permission from the aide or adult on duty. Students will not be discharged to parents or relatives from the playground. This is done through the school office only.
3. Students who fail to practice appropriate playground conduct will be denied playground privileges. Examples of conduct which is not acceptable include the following:
 - a. Fighting and other inappropriate physical actions such as pushing, shoving, hitting, grabbing, kicking another student, etc.
 - b. Offensive language.
 - c. Throwing any object with reckless or injurious intent.
 - d. Intentionally disrupting an organized game.
 - e. Insubordinate behavior to an adult supervisor.
4. Students are not permitted to bring personal sports equipment to school for use at recess without prior permission.
5. Physical restraint of students by adult supervisors may be used under the following circumstances:
 - a. The student is in danger of hurting himself or other children.
 - b. The staff member is acting in self defense.
 - c. The student is attempting to destroy school property.
6. All games and activities must end when the whistle is sounded to finish the play period. Students are to move quickly and in an orderly fashion to return to the building.
7. Students are expected to enter the building quietly and in good order after their play period.

CHANGE OF ADDRESS/PHONE NUMBER/EMERGENCY CONTACT

Students moving to a new address, having a change in phone numbers or changing their emergency phone number and/or contact, must notify the school office of the change immediately. The school must have accurate and up to date information in case of an emergency.

CHARACTER EDUCATION

Character Education is an instructional approach that is used to enhance learning and make school more meaningful for students. Today, the vast majority of Americans share a respect for fundamental traits of character: respect, caring, trustworthiness, fairness, citizenship, responsibility, compassion, empathy, honesty and loyalty. Yet, in today's world, all children face great uncertainties in a complex and sometimes troubled society. These traits are not always readily apparent and easy to grasp or learn; therefore, our challenge is to provide youth with the self-esteem, stamina and support they need to be successful and develop into strong, competent, caring and responsible citizens.

Students at BCS are recognized daily for demonstrating qualities within the six pillars of character (respect, caring, trustworthiness, fairness, citizenship, responsibility). This recognition of good character is important to promote whenever possible. Good character is doing what is right, even when you think no one is watching. The staff at BCS encourages you, as parents/guardians to recognize students when you see them at local businesses or anywhere in the community for supporting the pillars. A simple statement recognizing what they have done such as, "Thank you for holding the door for me" is beneficial in promoting a positive feeling in a child. You may also email silvap@bcsberlin.org or mawsonk@bcsberlin.org with the student's name and the act of kindness demonstrated, and their good effort will be celebrated during the morning announcements.

The Six Pillars reinforced at BCS:

- **Respect:** how your words and actions affect others and yourself.
- **Caring:** showing concern about yourself and others.
- **Trustworthiness:** showing you are honest, reliable and dependable.
- **Fairness:** showing you know, can follow and accept the rules.
- **Citizenship:** showing you are a positive member of our community.
- **Responsibility:** showing you know what the right thing is and that you can do it.

CLASS/FIELD TRIPS

Trips are considered to be part of the curriculum offered at Berlin Community School. Requirement for attendance is the same as for any other regular school day.

Participation Policy for Field Trips

1. Students under school suspension are not eligible to attend field trips.
2. Permission slips are required. No student may participate in a field trip without a permission slip signed by parent/guardian.
3. All students who have 15 or more unexcused absences or 16 or more tardies in a given school year may be deemed ineligible to attend any class trips.
4. Middle School students who have two or more “D’s and/ or an F” in their academic subjects, or who have been suspended two or more times during the school year, will not be eligible to attend any class trips. The teacher(s) shall provide an alternative means for obtaining credit for the information provided on the field trip.
5. All students and chaperones that ride a bus to any field trip location must return home on the bus.

Non-Student Participation on Field Trips

Parent(s) or legal guardian(s) may serve as chaperones on field trips.

A non-parent or legal guardian may attend or accompany a student provided they are 18 years or older and have signed written permission from the student’s parent or legal guardian.

CODE OF CONDUCT

The Berlin Community School community is one in which adults and students can flourish in an atmosphere of mutual respect. Students will be guided in a positive manner to develop their full potential academically, socially, and emotionally. The Berlin Community School community is a peaceful one in which differences are settled through negotiation and problem solving. Everyone has a right to be shown respect, kindness, and courtesy and to live and learn in a safe environment.

Student Discipline Code of Conduct

The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities. Therefore, a procedural manual known as the Student Discipline Code of Conduct has been developed for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline at school. The Student Discipline Code of Conduct can be found at the end of this handbook.

Students Rights & Responsibilities

I have the right to:

1. Be treated with respect and kindness (no one will tease me, demean me, or insult me.)
2. Be myself: (no one will treat me unfairly due to looks, abilities, beliefs or gender.)
3. Be safe: (no one will threaten me, bully me, or damage or remove my property.)
4. Be heard: my opinions will be considered.
5. Be free to express my feelings and opinions appropriately and to learn about myself through constructive feedback.
6. Learn and to be provided assistance to do so.
7. Expect that all rights will be mine in all circumstances and to receive assistance from those in charge when that is not the case.

I have the responsibility to:

1. Treat all others with respect and kindness by not teasing, demeaning, or insulting them.
2. To honor individual differences by treating all others fairly regardless of looks, abilities, beliefs, or gender.
3. To help make the environment safe by not acting dangerously, by securing my property, by not threatening or bullying others, and by respecting the property of others.
4. To listen to others, consider their opinions, and allow others to be heard.
5. To express myself respectfully in ways others can hear me and to allow others to express themselves, and to provide others with constructive feedback.
6. To accept assistance when given in the spirit of increasing my opportunity to learn and grow.
7. Assist in maintaining a clean school environment.
8. To unconditionally provide assistance to others whenever I can do so.

Daily Procedures

1. Students must have a pass issued by their teacher in order to use the bathroom. In addition, they must sign out on the bathroom sign out sheet.
2. Students must have a pass to go to the nurse's office. The nurse will sign the pass so that the student can re enter the classroom.
3. Middle school students should report **directly** to the cafeteria in the morning and are not allowed to visit lockers or classrooms unless they are working directly with a teacher for curriculum based instruction.
4. At the end of the day all students should go directly home. Middle school hallways are cleared by 2:30 p.m. and elementary hallways cleared by 3:00 p.m. Middle school students who wait for elementary siblings to be dismissed may not remain in the building unless they attend the PALS program, homework club, or make arrangements to assist a Teacher until elementary dismissal time.
5. Students must have a pass issued by the counselor in order to go to that office.
6. All students must go outside for recess unless they have a lunch detention or are working directly with a teacher for curriculum based instruction. They must report to the cafeteria for attendance and present a teacher issued pass to the lunch aides before going to the teacher's classroom.
7. Students remaining after school must have parental permission in advance. Parents of students who are required to stay after school will be notified at least 24 hours in advance. Students should remain with the teacher until dismissal time. Walkers and students getting picked up will be dismissed by 3:25 p.m.
8. Students in band, choir or school athletics are in a special category and should be supervised by their coaches or activity director. Coaches/Advisors are responsible for these students until they are picked up by their parents.

COMMUNICATION

Communication among the BCS community is vital to the continuing success of our students. OnCourse, our student management system provides information regarding attendance, discipline, and academics. This can be accessed by parents at any time. Email blasts via OnCourse are sent often with pertinent information regarding the Happenings within the school. Additionally, a weekly email will go out to the school community showcasing events that have taken place during the week. Parents may also contact any staff member using the district email directory found on the BCS website www.bcsberlin.org.

Blackboard Connect is our most effective means of communication. Blackboard Connect allows us to send messages quickly and conveniently to parents regarding schedule changes, early dismissal, sport cancellations or an emergency situation. Any questions please contact the school.

Our most frequent means of communication with parents is through notices sent home with the students. For that reason, it is vital that you check with your child on a day to day basis regarding notes from the teacher or office. Please check folders daily. It might be helpful to keep school information in a convenient and accessible location in your home. We hope that this simplifies the process of information brought home and checking for information from school. Notices will also be posted on the district website for efficiency and cost effectiveness.

The immediate delivery of notices to the home, followed by a prompt response carried back to school, serves as an excellent opportunity for children to learn responsibility. Your cooperation with exact and punctual notice is appreciated.

Please note: There will be a location on your child's emergency card for an email address that will eventually reduce the amount of written communication produced. A reduction in written communication will not only create a more efficient system of communication, but result in substantial savings. Please support our efforts by providing your current email address and remember to notify us if you change your email.

COUNSELING

Counseling and guidance is available for a child whose school performance is affected by external factors (i.e. family conflicts, divorce, loss, illness, and peer difficulties). Counseling services can be requested by a parent, student or teacher. Parent permission is required before the counselor can meet with a student on a regular basis. The counselor will determine an appropriate time to meet with the student and will issue a pass for the scheduled appointment. A student may not visit the counselor's office without a scheduled appointment or pass.

Should your child be in need of additional counseling services, the following agencies are excellent resources, in addition to your own preferences:

NJ's System of Care: Perform Care

They offer traditional services such as: counseling, outpatient treatment, evaluation (psychiatric & psychological), and residential treatment. In addition, they offer nontraditional services such as assessment and intervention, behavioral assistance and intensive therapy (in home/community), and mobile crisis intervention and stabilization services (available 24/7).

Tollfree Access Line: 8776527624

2NDFLOOR New Jersey's Youth Helpline

The NJ Youth Helpline, 2NDFLOOR, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all NJ young people, ages 10-24. Youth can call 2NDFLOOR at 18882222228 to speak with professionals and trained volunteers who listen attentively, nonjudgmentally and compassionately to issues and problems they are facing. Please visit www.2NDFLOOR.org for more information.

DISMISSAL PROCEDURES

(Elementary School)

1. No early dismissal for elementary students will occur between 2:40 and 3:00 p.m. (This is an effort to eliminate automobile traffic in the bus loop area at the time the buses are arriving and preparing for dismissal.)
2. All elementary students, who will ride the bus home, will be dismissed first. (This is an effort to allow the buses to exit the bus loop ahead of automobile traffic and allow the traffic to flow more efficiently.)
3. Students who are being picked up and transported home in parent vehicles will be dismissed as soon as the buses exit the bus loop. The students who are using the car line will be supervised by staff and the names of the students and the parent/guardian he/she is being discharged to will be recorded. (This will enable us to have a proper accounting of the supervision of this group of children.)
4. Students who are designated as “walkers” will be dismissed at 3:00.
5. If you choose to park along the curb on the roadway surrounding the campus, please observe all traffic regulations. **Please place safety before convenience.** Cross at designated crosswalks only. Follow the directions of the crossing guards and all supervising BCS staff.

Escort Dismissal

1. Parents requesting escort supervision of students in grades K-4 must complete the Request for Supervision at Dismissal Form
2. Students requiring escort dismissal will wait with the car line students under staff supervision until the car line students are dismissed.
3. Approved escorts (parent/guardian or designated escort) must pick the student up in the car line, be prepared to show identification, and must sign the dismissal log.
4. If a child is not picked up on time by the designated escort, the child will be placed in the PAL’s program at the parent/guardian’s expense.

Please understand that all our efforts are designed to insure the safety and appropriate education and supervision for your child and for all of the other children with whom your child shares Berlin Community School. Everyone’s cooperation, assistance and efforts are essential and are appreciated.

DRESS CODE

It is the responsibility of both the parent and the student to make sure that students are dressed appropriately for school. Appropriate dress is very important in creating an atmosphere conducive to learning.

Please check student dress before students leave for school on a daily basis. If there is doubt about the appropriateness of a particular piece of clothing, please choose to wear something else. Parents of students found in violation of the dress code will be notified and required to bring in a change of clothing. Moderation and neatness is expected. Since dress styles change drastically on a yearly basis, the following examples are **not** considered appropriate:

- Clothing that is dirty, frayed, has inappropriate holes/tears or clothing that is excessively tight, sheer, brief, low cut, revealing, or has undergarments showing. This includes bare midriff attire, spaghetti strap tops, pajama type pants, etc.
- Areas of the body considered private should be appropriately covered. No V-Neck and/or low cut tops that are excessively revealing will be permitted.
- Shorts are to be midlength (well past fingertips) or Bermuda style (just above the knee).
- Students are not to wear clothing that promotes violence, alcohol, tobacco, drugs, or other inappropriate behavior.
- Students are not to wear outdoor jackets or hats in the building. This applies to scarves, bandanas, head wraps (unless religious), hoods, sunglasses (unless under doctor's prescription), and visors.
- Students are not permitted to carry backpacks or bags of any kind throughout the school day.
- Footwear: For safety reasons, no "flip flop" shoes or athletic slip on shoes are permitted. Shoes should not have an excessively high heel and sneakers with wheels are not permitted.
- Accessories that can be considered dangerous, such as but not limited to, hanging chains, large/heavy medallion neck chains, spiked or sharp items, etc are not permitted.
- Safety and protective clothing, as well as athletic or gym clothing shall be worn as required by the subject area teacher or club instructor.

Students will not be permitted to attend school functions or class unless properly attired. The administration will make the final determination on the appropriateness of a student's clothing in accordance with the guidelines set forth above.

DRUGS & ALCOHOL

The Berlin Borough Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any school sponsored event/activity. Compliance with a drug free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated and reported in accordance with the law. (N.J.A.C. 6:296.5).

EDUCATIONAL SUPPORT PROGRAMS

The Educational Support Program provides assistance to students experiencing academic difficulties. Students may receive individual or small group instruction in order to improve their skills.

Intervention & Referral Services (I&RS)

When a student is identified as having a problem within the general education program, the teacher requests an intervention process through the I&RS Committee. This committee includes teachers and/or resource personnel who may assist with each student's specific concern. The committee meets to brainstorm and develop strategies for remediation. It is a process by which concerns can be corrected without the provision of services through 504 or special education. Intervention plans can be more effective when school personnel and parents work together with a positive attitude and give each student every opportunity to be educated within the regular school curriculum. If interventions are deemed unsuccessful over time, then a referral to the Child Study team may follow.

Special Education Programs

The Supervisor of Special Services administers district programs for special education under the Individuals with Disabilities Education Act (I.D.E.A.), The rules and regulations which govern the provision of programs and services for identified pupils from birth to age 21 are embedded in the New Jersey Administrative Code 6A:14. This legislation specifically requires special education and related services for all students with disabilities between the ages of three and 21. If eligible, these students are provided with an appropriate education program.

The **Child Study Team** consists of a School Psychologist, Learning Disabilities Teacher/Consultant, and a School Social Worker. For pupil's ages three to five, the Child Study Team includes a Speech-Language Specialist. The Child Study Team, at the time of referral, may consult with a physician, other professional staff members or consultants deemed appropriate by the team and parents in the identification, classification, and development of an individual educational program (I.E.P).

The building Principal and members of the staff communicate with parents at the pre-referral levels through the I&RS Committee. A referral can be initiated by instructional, administrative, and other professional staff of Berlin Community School, the parent, and agencies concerned with the welfare of the student. Referrals to the Child Study Team require formal parental notification and written consent; electronic mail are not accepted. Upon receipt of a referral, the parent participates in the evaluation planning/identification meeting.

Prior to any decision regarding referral to the Child Study Team, interventions shall be provided in the general education setting to students exhibiting academic difficulties. A direct referral may be made to the Child Study Team if the educational problem is such that its critical nature can be supported and documented.

Berlin Community School provides a full continuum of programs and related services in order to meet the needs of pupils with educational disabilities. For grades kindergarten through eight, programs include in-class and pull out programs. Berlin Community School also maintains two programs for preschool aged children as well as special classes for elementary and middle school aged students.

In addition, related services including speech-language, occupational therapy, physical therapy, and counseling are available on a pullout basis individually or in a small group, integrated within class lessons, or on a consultative basis, in accordance with students' IEPs. All programs encourage parent involvement and provide frequent opportunities for parents to participate in activities and events.

General Education Preschool Class (PM) This program is designed for students 3-5 years of age. This class consists of approximately 16 children; approximately 6 students who have been determined to be eligible for special educational services and 10 students who are developing typically and who were chosen through a districtwide lottery system. The goal in the classroom is to provide academic instruction that prepares students for kindergarten.

Preschool Disabilities Classroom (AM):

This program is designed for students 3-5 years of age who have been identified as having an educational disability whose nature and severity is such that education in the student's general education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily. The class size is eight students with a teacher and a classroom assistant and can increase to 12 students with two classroom assistants required.

Parents can request a consultation with the Child Study Team or submit a written request for an evaluation to determine eligibility for services. Please contact Dr. Joseph Campisi, Director of Student Services, at 8567670129 ext. 217 for more information. Information is also available on how and where to obtain services for developmentally delayed children, birth to three years of age by calling Project Child Find at 1 800 322 8174.

Special Education Parent Advisory Group (SEPAG)

The purpose of this group is to provide input to the district on issues concerning students with disabilities. Our group consists of parents, teachers, staff, administrators, and community members all working together toward a common objective: to enhance and improve the educational experience of students with disabilities at BCS.

Section 504 of the Rehabilitation Act of 1973

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who: has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such impairment, or is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Berlin Borough School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

School District Responsibilities

The School District has specific responsibilities under the Act, which include the responsibilities to: identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The Berlin Borough School District has a grievance procedure that asks that initial notice of any discrepancies be directed to the building's Compliance Officer. If the parent or guardian disagrees with the determination made by the professional staff of the School District, he/she has a right to a hearing with an impartial hearing officer.

Parental Rights

Parents have the right under Section 504 to:

- Have their child take part in, and receive benefits from, public education programs without discrimination because of his or her disabling condition.
- Have the school district advise them of their rights under federal law.
- Receive notice with respect to identification or evaluation of, or service to, their child.
- Have their child with a disability receive a free appropriate public education. This includes the right to be educated with students without disabilities to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the child an equal opportunity to participate in school and school related activities.
- Have their child with a disability educated in facilities and receive services comparable to those provided to students without disabilities.
- Have their child receive special education and related services if the child is found to be eligible under the Individuals with Disabilities Act or Section 504 of the Rehabilitation Act.
- Have evaluation, educational and service decisions made based upon a variety of information sources and by persons who know the student, the evaluation data and service options.
- Have transportation provided for their child to and from a program not operated by the district if the district places their child in the program.
- Have their child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding their child's identification, evaluation, educational program and services.
- Obtain copies of educational records at reasonable cost unless the fee would effectively deny them access to the records.
- Receive a response from the school district to reasonable requests for explanations and interpretations of their child's records.
- Request amendment of their child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of their child's privacy rights. If the school district refuses this request for amendment, it shall notify the parents in writing in a reasonable time and advise them of their right to a hearing.
- Request mediation or an impartial due process hearing related to decisions or actions regarding their child's identification, evaluation, educational program services. The parents and the student may take part in the hearing and have an attorney represent them. Hearing or mediation requests must be made to the District 504 Compliance Officer.
- Ask for payment of reasonable attorney fees if they are successful on their claim.
- File a local grievance or citizen complaint with the school district, the state board of education, and/or the Office for Civil Rights.
- Appeal the impartial hearing officer's decision.
- Receive all information in their native language and primary mode of communication.
- Expect periodic re-evaluations and an evaluation before any significant change is made in their child's program.

Section 504 Compliance Officers

Phil Silva and Kellilyn Mawson

Berlin Community School
215 S. Franklin Avenue Berlin, New Jersey 08009
(856) 767 0129

EMAIL

Students are not allowed to send an email to a staff member's personal email account. Students may send an email to a staff member's school email account. If a student is a relative of a staff member, advanced written approval by the principal is needed for this rule to be waived.

EMERGENCY SCHOOL CLOSING (579)

Regular sessions of school are cancelled only in the case of an emergency. Severe weather conditions (snow or extreme heat) or a breakdown in the heating system are principle reasons for emergency closing. The school closing number is **579**. This number will be broadcast on **Channel 19** for those families who have cable television. Parents will receive a recorded message using the Blackboard Connect System as notification of emergency closings. In the event that it becomes necessary to send students home early, *parents are asked to make arrangements for emergency early dismissal so students have an alternate place to go in case parents are working or not at home.*

EQUAL EDUCATION OPPORTUNITY

Berlin Community School shall provide an equal opportunity for all enrolled children to achieve their maximum potential through the programs offered regardless of race, color, creed, religion, sex, ancestry, and national origin, place of residence within the district, social or economic condition or handicap.

EXTRACURRICULAR ACTIVITIES

In general, extracurricular activities are defined as any activity beyond the classroom, including, but not limited to the following activities: School Play; Intramural/Interscholastic Sports; Student Council; Peer Mediation; Musical Theater Production; National Junior Honor Society; Future Act; Concert Band; Jazz Band; Choir; attendance at school sponsored events; and more.

Student Participation

Students are permitted to attend and/or join extracurricular activities provided that they gain parental/guardian permission, remain in good academic and behavior/disciplinary standing, and pay any required fees.

Student Eligibility

Student participation in a program of athletic competition shall be governed by the following eligibility standards based on the following academic determinations of eligibility:

Academic Standards
Any student with a grade of one (1) “F” or two (2) “D” will not be eligible to try-out for the team and will be not eligible for sports during that season.

Points of Determination	
Season	Determination Date
Fall	If the student has one (1) “F” or two (2) “D” as a full year grade from the entire previous school year, the student is ineligible to try-out and/or play the sport.
Winter	If the student has one (1) “F” or two (2) “D” grades on their 1st Marking Period final grades, the student is ineligible to try-out and/or play the sport.
Spring	If the student has one (1) “F” or two (2) “D” grades on their 2nd Marking Period final grades, the student is ineligible to try-out and/or play the sport.

Behavior Standards
Any student that receives two (2) out-of-school suspensions and/or (3) in-school suspensions will be deemed ineligible for any sports from that point on in the school year.

Home schooled children in grades 5th through 8th are eligible to participate in school district sponsored programs of athletic competition of the district.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. An attendance record is unsatisfactory if the number of unexcused absences exceed 20 school days in the school year prior to the student commencing participation in school district sponsored programs of athletic competition.

A student who is absent with an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.

A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.

Athletic Participation Fee

The Berlin Borough Board of Education recognizes the value of athletic competition and co curricular activities outside the regular instructional program. However, with reduced or limited revenue and increased expenses, the Board must consider alternative revenue options to support these school sponsored activities. Therefore, the Board of Education has authorized the establishment of an athletic participation fee program as a supplemental revenue source contributing to a percentage of the school district's total costs for operating school sponsored activities. For the 2020-2021 School Year, the fees will be as follows:

\$70.00: Per Student/Per Interscholastic Sports Season

\$125.00: Maximum family cap per season.

Medical Requirements for Athletic Teams The New Jersey State Code mandates that any student wishing to participate in school athletics must have the following in place prior to tryouts:

1. A physical examination conducted within 365 days. (Physicals expire exactly one year from date conducted.)
2. A health history questionnaire completed and signed by the parent. Questionnaire is due with each sport to assure that no changes in the student's health have occurred.

****Please Note:** The state has mandated that the physical exam and health questionnaire must be completed only on forms provided by the school and that they are filled out completely. Incomplete forms will be returned and the student will not be eligible for tryouts until the forms are properly completed and returned. Physical exams completed on other forms cannot be accepted. **Forms are due in the health office 2 weeks prior to the try outs to provide the school nurse/doctor with time to review and give medical clearance.**

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 202025901

Student Records

Student records are governed by extensive regulatory provisions. The district will conform in all respects to the requirements of state and federal law regarding the preparation, maintenance, security, disclosure, and destruction of student records. A Public Guide to The Open Public Records Act (OPRA) N.J.S.A. 47A:1A1 can be found at www.nj.gov/grc.

Request for Student Records Parents who request access to student records shall utilize the district form, which has been adopted by the Custodian of Records. This form is available on the Board of Education office. Student records will only be released to a third party with written consent from the parent/guardian or adult pupil. Records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days.

Fees – Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be based on the actual cost incurred by the district.

Appeals – A person who is denied access to a student record by the Custodian of Record, at the option of the requester, may appeal to either (1) the Board of Education; or (2) to the Commissioner of Education. Appeals relating to the pupil records or educationally handicapped children must be processed in accordance with the special education regulations.

Mr. John Scavelli
Custodian of Records
Berlin Community School
215 S. Franklin Avenue
Berlin, New Jersey 08009

GRADING SYSTEM

Kindergarten

Kindergarten students receive reports of progress three times during the school year where traditional letter grades are assigned. These reports are intended to give parents information related to student development and are not based on the traditional academic requirements that make up traditional school report cards.

1st – 2nd Grade

First grade students receive a report card at the end of each marking period, where traditional letter grades are assigned. The report card indicates progress in Reading, Mathematics, Language, Spelling, Handwriting, Social Studies/Science/Health, Classroom Conduct, Art, Library, Music, and Physical Education. For each of these subject areas, specific skills are listed and a notation is made in areas needing improvement. In addition, the teacher comments on areas of work and social habits in which improvement is needed.

3rd – 8th Grades

Beginning in third grade, students receive number grades for academic subjects. Each academic area is subdivided into composite skills. The teacher makes a notation to indicate that the area is in need of improvement. The teacher also marks the areas of work and social habits that need to be improved.

Academic Grading Scale

92-100	A
84-91	B

76-83	C
70-75	D
<u>60-69</u>	<u>F</u>
S	Satisfactory*
I	Improvement Shown
N	Needs improvement
U	Unsatisfactory

*PLEASE NOTE: Art, Library, Music, Computers, Spanish, Health & Physical Education Grades K-5 will receive letter grades. A detailed copy of the uniform grading policy is available from your child's teacher and on our website.

Interim Reports

Interim reports are issued approximately at the midpoint between report card periods. Their purpose is to alert the parent and the student to the fact that either the work or the conduct of the student is borderline, failing, or inconsistent with the student's ability so that corrective steps may be taken before grades appear on the report card. Interims may also be used by teachers to inform the parent that a student has shown a commendable level of improvement. Our online parent portal is also available for both students and parents to obtain up to date information about the student's progress in his/her classes.

GRIEVANCE PROCEDURE

When a problem arises, please request a meeting first with your child's teacher. If the teacher is unable to resolve the problem, request a meeting with the Principal. If the problem is still not resolved to your satisfaction, please request a meeting with the Superintendent. If the issue is still not resolved to your satisfaction, and only at this time, should the Board of Education be consulted.

HEALTH PROGRAM

To learn effectively, a student needs good health. The purpose of the School Health Program is to appraise and supervise the health of the students while in school, teach and encourage them to take more interest and responsibility for their own health and safety and that of others, and to provide emergency services for those ill or injured while in school. **COVID-19 situations will be handled in accordance with the policies approved in the reopening plan.**

Quarantine

The rules regarding quarantine of school children for communicable diseases have been established by the State Board of Health and the Board of Education.

Chicken Pox – Must remain home until all of the lesions are dry; the student must be cleared by the school nurse before returning to the classroom

Conjunctivitis – When under treatment with prescribed eye drops for at least 24 hours and eye discharge has ceased. A note from the doctor must accompany the student's return to school.

Fever, Vomiting, Diarrhea – Students must be free of fever, vomiting or diarrhea for 24 hours before returning to school.

Impetigo, Scabies, Ringworm, & Rashes – Students are excluded from attending school until a doctor's note is received stating that the student is free of communicable disease.

Lice – After treatment with lice eliminating shampoo and all nits have been eliminated, student must be cleared by the school nurse before returning to school.

Streptococcal Infections – (Strep throat, scarlet fever, Scarletina) – After 24 hours of treatment, fever free for 24 hours, and a written note from the doctor to return to school.

Crutches and Wheelchairs – Students must have a note from a physician or permission from the school nurse to utilize crutches and wheelchairs in school.

Medications

Medications prescribed by a physician may be administered by the school nurse under exceptional circumstances. The medication must be brought to the school by the parent in the original container, labeled according to standards. Medication may not be kept in the student's possession. It must be locked in the health office and administered by the school nurse.

Please Note: Medications will only be administered at school with specific directions written by the attending physician. Non prescription medicines including aspirin/Tylenol will only be administered with the written permission from a physician.

- If the medication is to be given 3 times a day, it does not have to be given during school hours, unless the doctor has specifically ordered it to be given at certain hours.
- Emergency medications such as an inhaler or an Epi Pen may be carried by students when appropriate. Such medications must still be registered with the nurse initially and paperwork must be completed for the student.

If you have any questions, please call the school nurse. The nurse will be happy to discuss this policy further or assist you in resolving any problems it may present.

HOME & SCHOOL ASSOCIATION

The Berlin Community School has an active parents group known as the Berlin Community School and Home Association (**BCSHA**). Each family and faculty member is encouraged to join the **BCSHA**.

The membership drive begins the first week of school. Membership is per family. Activities sponsored by the **BCSHA** include the Book Fair, Holiday Gift Shop, fundraisers, and speakers for parent meetings. A **BCSHA** Newsletter is sent home 2-3 times per year to inform parents of upcoming events and the results of past activities.

HOME OR OUT OF SCHOOL INSTRUCTION

The District Board of Education shall provide instructional services to an enrolled student whether a general education student in kindergarten through grade 8 or special education student age three to 21, at the student's home or another suitable public setting when approved by the school physician and the Board of Education. See District Policy 2481 and 2412.

Due to a temporary or chronic health condition

When a student is expected to be out of school for a prolonged period of time because of certain illnesses or immobility, parents shall submit a request to the school district that includes written determination from the student's physician that must state the following:

- The nature of illness.
- The student's capability to receive instruction without endangering his/her health.
- The expected period of time the student will be unable to attend school.

The school district shall provide instructional services within five days after receipt of the school physician's verification. Statute allows for no fewer than ten (10) hours of instruction for general and special education students on a minimum of three separate days of the week.

Due to reasons other than a temporary or chronic health condition

When the student is mandated by State law and rule for placement in an alternative education program for violations of N.J.A.C. 6A: 165.5 and 5.6 but placement is not immediately available; or

When the student is placed on short-term or long-term suspension from participation in the general education program pursuant to N.J.A.C 6A: 167.2 and 7.3; or

When a court order requires that the student receive instructional services in the home or other out of school setting:

The school district shall provide instructional services no later than five school days after the student has left the education program.

HOME SCHOOLING

In order to homeschool a child, parents must file written notice with the Superintendent each year they wish to homeschool.

HOMEWORK

Homework of suitable quality can enrich a student's background and increase his/her sense of responsibility. It can be an important part of a student's training and education. Homework should be meaningful and should be an outgrowth of what is being taught in class.

Homework assignments are the responsibility of each student. If a pupil is ill and expects to miss more than two days of school, arrangements for work to be sent home can be made by calling the school.

All students in grades 1-8 are given a Student Agenda Book on opening day. This book is to be taken to each class each day and daily assignments must be recorded. The student is also expected to take this book home nightly in order to ensure that correct homework assignments are completed or utilize their iPad.

If a student must serve an out of school suspension, the office will contact the teacher(s) for all homework the student will miss. The assignments will be available for the parent to pick up by the end of the first day of suspension, if not sooner, unless the suspension occurs during the afternoon session. All homework must be completed before returning to class.

INSURANCE COVERAGE

The school has purchased School Time Accident Coverage to protect all students against accidental injury occurring while the policy is in force. This insurance covers the hours and days when school is in session, and while attending school sponsored and supervised activities. Charges are paid when they are "in excess of another plan providing medical expense benefits." In case of an accident, notify the school nurse immediately so that an accident report can be submitted. Any questions concerning this coverage should be directed to the school nurse.

NJ Family Care

Free or low cost health insurance is available for New Jersey children! NJ Family Care is committed to covering uninsured children and protecting families' privacy. Information provided to NJ Family Care is used only to enroll children for health insurance. If you need help or information, contact NJ Family Care at www.njfamilycare.org or (800)701-0710. Or call the Association for Children of New Jersey at (973)643-3876.

INTERNET & COMPUTER USE POLICY

**The school district may record or collect information on any district used technology that students use.*

Student Internet Access

All students will have access to Internet World Wide Web information resources through their classroom, library, school computer lab, and school issued iPads.

Acceptable Computer Use

Student users must always get permission from their teachers and/or the Media Specialist before using a computer or accessing the internet. This includes the use of Nooks, Kindles, Laptops, iPads, Smartphones, and any other electronic device with access to the internet or with recording capability. Students will follow all written and oral instructions regarding any type of computer use on school property.

All students have the same rights to use the equipment as all other users. Computer resources are to be used for educational development activities. Therefore, users shall not play games or use the computers for non-academic activities.

Berlin Borough School District reserves the right to review any material and to monitor all electronic storage devices, hard drives and file server space in order to make a determination on whether specific uses of the computer systems are inappropriate.

The use of BCS computers is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

The Board of Education, under this agreement, is delegated the authority to determine appropriate use, and may deny, evoke, suspend, or close any user account at any time based upon its determination of inappropriate use by the user.

Individuals violating this policy shall be subject to one or more consequences. Please refer to the Student Discipline Code of Conduct.

Unacceptable Uses

The following uses of the school's computers are considered unacceptable:

Personal Safety

1. You will not post personal contact information about yourself or other people on the Internet. Personal contact information includes your address, telephone number, school address, home address, etc.
2. You will promptly disclose to your teacher or other school employees any email message/ social media postings you receive that are inappropriate or makes you feel uncomfortable.
3. Refer to the Technology Handbook for more information.

Illegal Activities

4. You will not attempt to gain unauthorized access to teacher or staff computers, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
5. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
6. You will not use email to engage in any other illegal act, such as arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

System Security

7. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
8. You will immediately notify the teacher if you identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.
9. You will avoid the inadvertent spread of computer viruses by having personal electronic storage devices checked by your teacher before using.

Inappropriate Language

10. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages and social media sites.
11. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
12. You will not post information that could cause damage or a danger of disruption.
13. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
14. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
15. You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

16. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
17. You will not post private information about another person.

Respecting Resource Limits

18. You will use the system only for educational and career development activities and limited, high quality, self discovery activities.
19. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

Plagiarism and Copyright Infringement

20. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
21. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate Access to Material

22. You will not use the Internet to purposely access material that is profane or obscene, that advocates illegal acts, that advocates violence, or that advocates ethnic, religious, or racial discrimination towards other people. A special exception may be made for hate literature if the purpose of your access is to conduct research your teacher has approved.
23. If you mistakenly access inappropriate information, you should immediately click on the back button on the web browser and discreetly tell your teacher without bringing attention to other students. This will protect you against a claim that you have intentionally violated this policy.

24. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instructions in this matter.

Search and Seizure

25. You should not expect privacy in the contents of your personal files on the district system. The situation is similar to the rights you have with your locker and desk.
26. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the disciplinary code, or the law.
27. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
28. Your parents have the right at any time to request to see the contents of your files.

Due Process

29. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's computers.
30. In the event that there is a claim that you have violated this policy or disciplinary code in your use of the school's computers, you will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code.
31. If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on your use of the Internet in school.

Limitation of Liability

32. Berlin Community School has top rated content based Internet filtering systems in place on all the student accessible computer systems. These filters are established to prevent inappropriate content from the Internet, whether in text or image form, to reach the eyes of the students. As technologically advanced as these prevention measures are, they are still measures. Like human intelligence, artificial intelligence is not always 100 percent accurate. Although all students are supervised and guided through their Internet Based learning, Berlin Community School makes no guarantee that the functions or the services provided by or through the district system will be error free or without defect. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

Personal Responsibility

33. When you are using the Internet at school, it may feel like you can more easily break a rule and not get caught. This is not true, because whenever you do something on a network, you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world.
34. The fact that you can do something, or think you can do something without being caught, does not make it right to do so. Even if you do not get caught, there is always one person who will know whether you have done wrong – and that person is you.

District Issued iPads

35. All students must follow the policies and procedures outlined in the Technology Handbook.

LOCKERS

Students in grades 5 – 8th will be assigned a locker. Lockers are made available for student use in storing school supplies & personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in the locker or the locker's content. Any student's locker can be searched at any time.

School lockers are assigned to each student in grades 5-8 at the beginning of each school year. The lockers remain the property of the school and may be inspected by the Principal or other officials designated by the Board of Education. Each student is responsible for the lock they are issued. **Students are not to reveal their locker combination to anyone.**

Locker Rules

1. ***Locks*** – Students will be required to use school issued combination locks to secure belongings in their assigned lockers. The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. ***Use of Lockers*** – Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs, drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products that are banned by school rules or regulations. Students will be expected to keep their lockers in a clean and orderly manner.
3. ***Authority to Inspect*** – The school retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal, his designee, or a member of the administrative staff designated by the Principal.
4. ***Inspection of Individual Lockers***
 - A. The inspection of a particular student's locker will not be conducted unless the Principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy.
 - B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

6. Inspection of Lockers

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal or Superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of:

- (1) An interference with school purposes or an educational function,
- (2) A physical injury or illness to any person,
- (3) Damage to personal or school property, or
- (4) A violation of state law or school rules.

Examples of circumstances justifying a general inspection of a number of lockers are:

- (a) When the school receives a bomb threat;
- (b) When evidence of student drug or alcohol use creates a reasonable belief of student use;
- (c) At midterm, end of grading period, before school holidays to check for missing library books, or lab chemicals, or school equipment;
- (d) When there is a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary then ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

7. **Student Material** – When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.

8. Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the Principal or his designee as he or she deems appropriate, including:

- (1) Return to the proper owner or place, unless it poses a threat to health or safety;
- (2) Use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 208.15.18 and/or rules in this handbook;
- (3) Delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or
- (4) Destruction.

9. Involvement of Law Officials

A. The Principal or Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:

- (1) to identify substances which may be found in the lockers; or
- (2) to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

B. The Principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

10. **Locker Cleaning** – Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out:

- A. Lockers from time to time in accordance with a general housekeeping schedule, or
- B. The locker of the student no longer enrolled in the school.

9. ***Publication of Rules*** – A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school.

LOST & FOUND

All items found may be turned in to the offices or the Lost and Found located in the school cafeteria. Unclaimed items remaining in the Lost and Found for more than 3 months may be donated to Goodwill.

MAKEUP WORK & INCOMPLETE GRADES

When students are absent from school it is their responsibility to make up the work that is missed. A general guideline is that students are given one day for each day they are out. For example, a student who misses three days of school would have three additional days in order to complete the missed assignments. Individual arrangements may be made with teachers, particularly when the absence was for an extended period of time.

Incompletes

When a student does not complete work missed due to an absence, he/she will receive an “incomplete” for the marking period. Students will be given 10 (ten) school days following the end of the marking period to make up the missed work. If the work is not made up within 10 days of the end of the marking period, a zero will be given for that work.

MISUSE OF TECHNOLOGY

Technology devices and other toys are not permitted anywhere in the school building. Use and especially misuse may cause a serious disruption to the educational process and create a safety hazard. These items will be confiscated and may be picked up by the parent/guardian.

*The school is not responsible for lost, stolen, or damaged items of this nature. They are the sole responsibility of the student who brings them to school.

Cell Phones

Students may bring cellphones to school but cannot carry them with them during the school day. They may be used only before and after school hours. If cell phones are being used for academic purposes the student must have teacher permission.

Students are not allowed to communicate electronically with staff members via telephone, cell phone, or text message. The only time this is deemed acceptable is for emergency purposes which may arise during a field trip, athletic event, or curricular activity in which the use of electronic communication was approved by the administration. If a student is a relative of a staff member, advanced written approval by the principal is needed for this rule to be waived.

NONDISCRIMINATION POLICY

The Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, or nonapplicable disability.

Inquiries regarding compliance of this and/or sexual harassment may be directed to the following person:

Kellilyn Mawson
Phil Silva
Affirmative Action Officer
Berlin Community School 215
S. Franklin Avenue Berlin,
New Jersey 08009 (856) 767
0129

PARTIES

Parties may be held on the following occasions under the direction and supervision of the classroom teacher(s).

Grades K-3: Halloween, Winter Holiday, Valentine's Day, and Spring Holiday.

Grades 4-5: Halloween, and Winter Holiday.

Grades 6-8: School dances .

Parent helpers may be asked to assist the classroom teacher on these special days.

Parents of Pre K to 5th graders who wish to acknowledge their child's birthday in school must contact the teacher ahead of time concerning the time and items allowed to be brought in. So as to not interfere in the learning process items are to be dropped off in the main office.

PERSONAL ITEMS

Students are cautioned not to bring large amounts of money or cell phones, radios, MP3 players, headphones, games, balls, toys, etc. to school. Items such as these can be lost or damaged. Additionally, if these items are used during the school days they will interrupt the educational process and result in disciplinary consequences.

Athletic Equipment

Athletic equipment may be brought to school for use during recess only provided that prior permission has been obtained. All equipment should be clearly labeled with the student's name. Each student is responsible for his or her own equipment.

Transportation Devices

Students may ride their bicycles to school provided that they adhere to the following safety procedures:

1. Bicycle riders must comply with the State of NJ's helmet law.
2. Bicycle riders and their parents or guardians must agree on a "safe route" both to and from school.
3. Students riding in the street, with permission from their parents or guardians, must stay close to the curb and ride single file.
4. Students riding on the sidewalk are always to yield to walkers.
5. Bicycle riders must stop and follow the directions of crossing guards.
6. Bicycle riders must observe posted stop signs.
7. All bicycles must be walked to and from the bike rack on school property when the sidewalks are congested.

*Any student riding a bike to school is strongly recommended to use a bike lock.

***The school is not responsible for lost, stolen, or damaged items of this nature. They are the sole responsibility of the student who brings them to school.**

PHYSICAL EDUCATION

All students in grades K through 8 participate in physical education. To be excused from the course a physician's note is required. If there is a temporary health problem, which the parent feels might prove injurious, a note should be sent with the student for the physical education instructor. The physical education teacher may send the child to the school nurse who may contact the parent.

Students in grades 6-8 are required to have school approved gym wear. In order to keep the items inexpensive and uniform, the gym outfits may be purchased at the school. The uniform consists of a yellow Berlin School t-shirt and blue gym shorts. Please make sure the uniform is marked with your child's name. Students who do not have the uniform will not participate in gym, and their grade will be adversely affected.

Students are required to provide a lock for their gym locker and **should not share their combination with anyone**. (See locker policy for appropriate use). Students are expected to secure their belongings in a locker with a lock each gym period. The school will not be responsible for lost or stolen items.

REGISTRATION REQUIREMENTS

Parents/guardians who wish to register their child in the Berlin Community School must do so at the Superintendent's office. All registration requirements must be met prior to the child being enrolled. The requirements are as follows:

- Four (4) Proofs of residence
- Documentation of Grade Placement
- Documentation of Relationship to Student
- Immunization Records

NOTE: New Jersey Statutes – 18A:381. Any person who fraudulently allows a child of another person to use his residence and is not the primary financial supporter of that child and any person, who fraudulently claims to have given up custody of his /her child to a person in another district, commits a disorderly persons offense.

Kindergarten

- A. The child will have attained the age of five years on or before October 1 of that school year;
- B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;
- C. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

Grade One

- A. The child will have attained the age of six years on or before October 1 of that school year;
- B. He/she has been in the first grade in another public school;
- C. Proof has been furnished of immunization against communicable diseases.

Transfers Into Grades Two through Eight

Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity such as birth certificate, social security card, etc.

Within the time prescribed by law, the Superintendent shall request in writing from the school or district of previous attendance, the student's records.

Initial placement shall be made on the basis of the records, but adjustment may be made at the discretion of the administration when the state mandated assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy upon registration.

SAFETY

Extreme caution must be used in crossing streets. Cross at intersections or marked lanes only. If a student encounters a difficulty while coming to or going home from school, he/she should immediately report the difficulty. This can include but is not limited to school officials, the crossing guards, police and/or the child's parent. Under no circumstances should a student accept a ride from any individual.

SAFETY DRILLS

One fire drill and one security drill will be held each month throughout the school year in accordance with school law. The purpose is to develop safety practices that will assist the students in moving quickly and in an orderly manner in case of an emergency.

Fire Drill

The following procedures are to be followed each time the alarm sounds.

1. Follow the teacher's directions.
2. Each classroom has a sign giving directions for exiting the building.
3. In the case of a fire alarm during the change of classes, all students will immediately proceed to the nearest exit and evacuate the building. Once outside the building the students should find the teacher of the class to which they were going.
4. If an exit is blocked teachers and/or staff members will redirect students to another exit.
5. Groups in the cafeteria and gym are to separate as to efficiently use all exits in those areas.
6. Talking is not permitted at any time during the fire and/or evacuation drills.
7. Students may not re-enter the building until the "all clear" signal has been given.

Lockdown Drill

The purpose of the lockdown drill is to practice safety procedures that would be implemented should a threatening situation arise from outside the classroom. Lockdowns are held periodically throughout the year to reinforce safety measures in the event of an assault type crisis.

1. Follow the teacher's directions.
2. Talking is not permitted at any time during the drills.

Evacuation Drill

The purpose of the evacuation drill is to practice safety procedures that would be implemented should a threatening situation arise that would require everyone to leave the school grounds.

1. Follow the teacher's directions.
2. Talking is not permitted at any time during the drills.

Severe Weather Drill

The purpose of this drill is to practice safety procedures that would be implemented during threatening weather conditions.

1. Follow the teacher's directions.
2. Talking is not permitted at any time during the drills.

Any infractions of the drill rules will result in consequences as defined in the student code of conduct.

SCHOOL PROPERTY & VANDALISM

The Berlin Borough Board of Education believes that students should respect property and take pride in the school. Whenever a student has been found to have done willful and malicious damage to property of the Board of Education, the Superintendent of the school shall be notified. The Board of Education will hold the student or his/her parents/guardians liable for the damage caused by him/her.

SCHOOL VISITORS

Visitors, especially parents, are always welcome, as long as the visit does not interfere with the educational process. All visitors will be "buzzed" in through the security access system and then must sign in stating their purpose for being at the school and show proper identification. Visitors are only allowed access to the location in which they have been given permission to visit. All visitors will be issued a visitor's pass which must be visible at all times while in the school. The best policy is to first call the office to schedule an appointment with the person you wish to see. Visitors will be asked to show identification if they are not recognized but school officials.

SOCIAL MEDIA

Teachers may use social media for instructional purposes. If you have any questions about how the teacher will use social media in the classroom, please contact them individually. Students should never attempt to "friend" request a staff member on any of the staff member's personal social networking website or other Internet based website.

STUDENT GOVERNMENT

In order to encourage student participation in the school's various activities, to develop unity, and to provide experience in democratic procedures, the Middle School classes may operate a student council. This council may devise and run activities to promote their projects and may make recommendations to the administration on any topic of student concern. Eighth grade students may run for the following offices: President, Vice President, Secretary, and Treasurer.

Class representatives shall be elected from each sixth, seventh and eighth grade homeroom. Sixth and seventh grades will have one representative per homeroom. Eighth grade will have two representatives per homeroom.

All students in grades six, seven and eight are eligible to run for office as a student government representative as long as they meet and maintain good disciplinary standing as presented in the Student Discipline Code of Conduct.

STUDENT PHOTOS

In the fall and spring, an outside photographer will take individual student photos. These are available for parent purchase at a minimal cost as a nice memento of your child's school year and are strictly a parent option.

STUDENT RIGHTS & PHOTOS

Student photos and/or a student's likeness will not be published without the written consent of the student's parents.

TELEPHONE USAGE

Student Use

It is important to school function that the office space and phones are available for use by office staff and incoming calls. Students will be permitted to use the main office phone sparingly. Please remind students to double check for assignments, books, and other required materials before they leave for school each morning. Students may not use their cellphones, unless they are giving permission to utilize it in the office under the supervision of a staff member. Students are not allowed to communicate electronically with staff members via telephone, pager, cell phone, or text message. The only time this is deemed acceptable is for emergency purposes which may arise during a field trip, athletic event, or curricular activity in which the use of electronic communication was approved by the administration. If a student is a relative of a staff member, advanced written approval by the principal is needed for this rule to be waived.

Telephone Calls to Teachers

Teachers will not be called from classes for telephone messages. Requests to have calls returned will be forwarded to teachers. Each teacher has a "voice mailbox" that can be accessed with his/her extension number. Teachers may also be contacted through the school's website.

TESTING

Grades K to 8

Students in grades k to 2 and any students who transfer in will take the DIBELS assessment.

Students in Grades 1 to 8 will complete the M.A.P. (Measures of Academic Progress) test in Reading.

Students in grades K to 8 will also complete the M.A.P. test in Math.

Grades 2 & 5

Students in Grade 2 and select students in Grade 5 will be administered a cognitive abilities test.

Grades 5 and 8

Students in Grades 5 & 8 are tested with the New Jersey Student Learning Assessment (NJSLA-S) for Science in the spring of each academic year.

Grades 3 to 8

Students in Grades 3 - 8 are tested with the New Jersey Student Learning Assessment (NJSLA-S) in the spring of each academic year.

*Attendance is important to a child's success on these tests. Students tend to perform better when tested along with the others in their class. Please make every effort to avoid planning any vacations or appointments during testing.

TEXTBOOKS

All students are expected to cover their textbooks and to replace the book cover if it becomes worn during the school year. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is paid for according to the following schedule:

A new book	100% of cost A
1 - year old book	75% of cost A
2 - year old book	50% of cost A
3 - year old book	25% of cost

TRANSPORTATION

Bus transportation is provided in accordance with the Berlin Borough Board of Education policy. It is important that all students conduct themselves in a quiet and orderly manner while traveling to and from school. The following regulations shall be observed:

1. The driver is in full charge of the bus and students.
2. The bus driver has the same authority on the bus as a teacher in the classroom.
3. Upon boarding the bus, students shall immediately be seated in the seat assigned by the bus driver.
4. All students are to remain seated, with their seatbelt on, until the bus has come to a full stop at their destination.
5. There is to be no unnecessary noise, shouting or use of objectionable language.
6. No student will be permitted to throw any article within the bus or out the bus window. Pushing, fighting, or other unnecessary disturbances will not be tolerated.
7. Due to space and safety issues, all students must ride the bus to which they have been assigned and sit in their assigned seat.
8. Radios, water guns, noise generating devices, electronic games, lasers, and other inappropriate items are not permitted anywhere on the school bus. Cell phones are not to be used while riding the bus.
9. Parents are not allowed on the bus without permission from the bus driver.

Requests to ride another bus must be submitted in advance and is reserved for emergency situations only. Pre Approval must be obtained from the Transportation Coordinator before a child will be permitted to ride a bus other than his/her original bus assignment. Please understand that space is very limited on our buses and it may not be possible to honor the request.

If a child normally rides the bus, a note from the parent is necessary before they will be permitted to walk or ride their bicycle home. If a child is to go home with another adult, the school must have prior written approval in order to grant this request.

Please note the Berlin Borough Board of Education policy that states that “Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal/designee. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.”

WELLNESS

Berlin Community School has a wellness committee that meets at least two times a year. Committee members include: administration, educators, food service personnel, students, school nurses and parents. Listed below is some information about our purpose, plans, goals and objectives.

- Nutrition education and promotion for staff, students, and community
- Review standards and guidelines for all school foods and beverages
- Physical activity and physical education promotion and review of current practices
- Community involvement and special events highlighting physical activity and nutrition
- School wellness week celebration

Please see the attached links below for additional information:

http://changelabsolutions.org/sites/default/files/HHFKA_SchoolEnvironments_FINAL_20120806.pdf

<http://healthymeals.nal.usda.gov/localwellnesspolicyresources/schoolnutritionenvironmentandwellnessresources0>

*As a part of promoting wellness, teachers should incorporate brief, physical activity breaks into the school day.

*According to the law, we can have up to 3-5 fundraisers a year, schoolwide, where we can sell candy items. Current recurring events include Go Red – Lollipops (Mrs. Shallow), Candy Grams for Christmas (Student Government), Ice Cream Social (Birthday Book Club). To have a fundraiser involving candy, a written request must be submitted in advance, and permission must be granted by the principal.

HARASSMENT, INTIMIDATION, & BULLYING

HIB Title/Responsibility	Staff Member	Level
Anti-Bullying Specialist	Kristina Weiss	Middle School
Anti-Bullying Coordinator	Kellilyn Mawson	Middle School
Anti-Bullying Specialist	Marissa Funari	Elementary School
Anti-Bullying Coordinator	Phil Silva	Elementary School

Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.

The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.

A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take disciplinary action based solely on the anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

***The entire policy is available for review on the school website: www.bcsberlin.org.**

Discipline Policy

I. PHILOSOPHY

"The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of the other pupils, for the educational purpose underlying all school activities, and for the care of school facilities."

II. OVERVIEW

This procedural manual has been developed by the Berlin Borough School District for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

CODE OF CONDUCT

The intent of this manual is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, this manual is not intended to be all inclusive. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Berlin Borough School district is committed to providing all children with educational opportunities designed to prepare them to be productive members of a democratic society by developing each individual's ability to use higher thinking skills, logically solve problems and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment in which that education can take place. To that end, this manual seeks to list those behaviors, and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and wellbeing of our students. It is our hope that this manual will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. It should be noted that these procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to have pride in themselves. To that end, we are committed to providing the best possible learning environment.

The school administration and/or Board of Education have the right to administer discipline for any other offense which is in violation of the law or school district policy or procedures, or in violation of acceptable standards of conduct for students in the Berlin Borough School District.

III. EXPECTATIONS FOR STUDENT BEHAVIOR

We expect our students to conduct themselves in a manner that will contribute to the overall educational goals and expectations of the school.

We expect our students to develop responsible attitudes of personal conduct and to respect the rights of others in the school. The school respects the rights of students:

1. To be heard;
2. To receive fair and consistent treatment; and,
3. To due process procedures.

Students do not have the right to disrupt or impede the learning process of others, nor does any student have the right to jeopardize the safety and wellbeing of others in the school. Defiance of adult authority, or verbal abuse of those adults employed in the school will not be tolerated.

A. Classroom Management of Student Behavior

Teachers are charged with keeping order and propriety in the classrooms. There are many techniques teachers should employ to bring about the desired change in a student's behavior. Teachers should make use of the following strategies and techniques to correct unacceptable student behavior in the classroom:

1. Personal conferences with pupils.
2. Teacher assigned detention.
3. Parental contact in person parent conference; by phone; in writing.
4. Conference with other teachers.
5. Conference with Guidance Counselor, with or without the pupil.
6. Teacher initiated a performance contract.
7. Informal conference with administration.
8. Child Study Team referral, if warranted.
9. Referral to appropriate administrator.
10. Intervention and Referral Services referral.

ONCE A STUDENT IS REFERRED TO THE ADMINISTRATOR IN CHARGE, THE ADMINISTRATOR WILL EVALUATE THE SITUATION AND, IN CONTEXT OF THE STUDENT'S DISCIPLINARY HISTORY AND THE CONSEQUENCES OF HIS/HER MISBEHAVIOR, ASSIGN THE APPROPRIATE DISCIPLINARY MEASURES AS NEEDED.

IV. STUDENT DETENTIONS

The Superintendent shall develop general guidelines for student conduct on school property and shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools. Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. We hope that verbal reprimands, warnings, and conferences would deter repeated misbehavior by students. When these consequences do not modify student behavior, detentions become a more viable option.

V. STUDENT SUSPENSION AND EXPULSION

We hope that verbal reprimands, conferences, demerits, and detentions would deter repeated misbehavior by students. When these consequences do not modify student behavior, suspensions become a more viable option, and in cases of extreme seriousness, a recommendation for expulsion may occur.

The right of a school district to utilize these disciplinary procedures is defined in New Jersey Statutes: "Any student who is guilty of continued and willful disobedience, or of open defiance of the authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

Student conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to, any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him/her.
3. Conduct of such character as to constitute a continuing danger to the physical assault upon another pupil.
4. Physical assault on another student.

5. Taking, or attempting to take, personal property or money from another pupil, or from his person, by means of force or fear.
6. Willfully causing or attempting to cause, substantial damage to school property.
7. Participation in an unauthorized occupancy by a group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person in charge of such building or facility.
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by the school district,
9. Incitement, which is intended to and does result in truancy by other pupils.
10. Use, possession, distribution, acquisition, and/or selling of (or the intent to sell) controlled dangerous substances.

A. OutofSchool Suspensions

(OSS) is assigned for repeated infractions or serious infractions such as fighting, threatening behavior, possession of alcohol or controlled substances, theft, etc. Out Of School suspensions may be from one to ten days in duration, depending upon the seriousness of the offense and the past record of the student. Parent guardians are responsible for student during the OSS period. Students are not allowed to return to school during the out of school suspension period, nor may they attend any school sponsored events during a suspension. A parental conference may be required before a student is permitted to return from a suspension.

B. Expulsion

Expulsion is the most severe form of discipline that can be levied against a student by a New Jersey public school. The decision of a local Board of Education to expel a student has the effect of denying the student educational opportunities in any public school in the state. School administrators can only recommend expulsion to the Board of Education and the Superintendent. Only the Board of Education can take action to expel a student.

C. Pupil Assault of Staff (NJ Statutes 18A: 372)

Any pupil who commits an assault as defined pursuant of NJS 2c: 121, upon a teacher, administrator, board member or other employee of the Board of Education, acting in the performance of his duties and in the situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education in this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education. Said proceedings shall take place no later than twenty one (21) calendar days following the day on which the pupil is suspended.

D. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:3714, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 that
3. Takes place on school property, at any school sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:3715.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the 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; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

E. Physical Restraint of Student

The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;

A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;

Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;

The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident full written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;

Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and

Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

F. Disciplining Educationally Disabled Students

6:282.8 Disciplinary Action:

Educationally disabled pupils are subject to the same district Board of Education disciplinary policies and procedures as nondisabled pupils, unless indicated differently in the pupil's Individualized Education Program. School district personnel may, on a case by case basis, consider any unique circumstances when determining whether or not to impose a disciplinary sanction or order a change of placement for a student with a disability who violates a school code of conduct. Prior to effecting any discipline which would result in a significant change in placement, the Child Study Team shall be contacted. Procedures for discipline, suspension, expulsions are embedded in N.J.A.C 6A:142.8.

VI. TRANSPORTATION

A. Student Bus Conduct Rules

1. Students must ride on the bus to which they have been assigned.
2. Students must be accompanied by a chaperone/supervisor when boarding the bus.
3. Students must remain SEATED; NO CHANGING SEATS OR WALKING AROUND is permitted.
4. Nothing is to be hung on or thrown out the windows or door.
5. SMOKING IS NOT PERMITTED ON THE BUS AT ANY TIME.
6. Screaming, shouting, hollering, eating, and drinking on the bus is prohibited.
7. The driver and/or chaperone/supervisor is in charge of students on the bus at all times, she/he has the authority to assign seats. Please respect her/him.
9. Books, parcels, arms, and legs must not protrude into the aisle. Emergency equipment and exits must not be touched or handled and must always be accessible.

B. Revocation of Student bus Riding Privilege

NEW JERSEY STATE STATUTE 18A: 252

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school, during recess, on the playgrounds of the school, and on the way to school. The driver and/or chaperone/supervisor shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the "unmanageable" pupil to the Superintendent of the school which he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the Superintendent and his parents shall provide for his/her transportation to and from school sponsored activities during the period of such exclusion. This act shall take effect immediately. (Assembly Bill #18 approved 101469).

VII. EMERGENCY EVACUATION OF SCHOOL BUILDING

Administrators and teachers are charged with keeping order and supervision of students throughout the school day. This responsibility is even more critical during emergency evacuations. Students will be made aware of the procedures and behavior expected during an emergency evacuation by the administration in opening school meetings and by individual classroom teachers through the school year. Students failing to follow procedures and/or emergency instruction will be disciplined.

VIII. POLICE NOTIFICATION

There are some behaviors, which in addition to being contrary to school codes, are also in violation of the criminal laws for this state. When such behaviors occur, appropriate law enforcement authorities may be contacted and will take whatever action deemed necessary.

The involvement of law enforcement in most situations will be at the discretion of the school official handling the matter. Certain behaviors, however, will automatically result in police notification. These behaviors include drug related incidents, weapons offenses, bomb threats, assaults on staff members, fighting, technology related issues, and various other "NO TOLERANCE" occurrences.

IX. STUDENT CODE OF CONDUCT SPECIFIC TO MIDDLE SCHOOL STUDENTS

Students are expected to conduct themselves as responsible individuals on the way to and from school, during school hours and in all activities and programs supervised by the school, including field trips, clubs, athletic games, dances, etc. School rules apply in all of these situations.

Most students willingly cooperate with their instructors and exhibit maturity and self control commensurate with their chronological development. Occasionally, students violate classroom or school regulations. When this occurs, the teacher has the right, responsibility and authority to inform and /or discipline the offender. Depending upon the seriousness of the infraction, the teacher may use one or more of the options available to him/her that may include: discussing the situation with the student and their parents, detentions, reflective writing assignments, or utilization of other means to make students conscious of their error. When a staff member has utilized all reasonable measures at his/her command without achieving the desired modification of the child's behavior, a referral to administration may become necessary.

- A. **Suspension.** Teachers and the school administration will make every effort to inform parents and to solicit their cooperation before it becomes necessary to suspend the student. The teacher will complete a disciplinary referral form. This form must be signed by the parent and returned the next day to ensure communication.
1. **Home to School.** Students are under the school's discipline code of conduct from the time they leave home for school until the time they re enter the home after school. After school activities are a privilege and not a right. Any middle school student who was suspended will not be permitted to attend the next school dance.
 2. **Exclusion from School Activities.** Students may also be excluded from other after school activities by the administration for school infractions. Any middle school student who is suspended twice during the academic year will lose the remaining school activities. If the student is suspended a third time, he/she will also lose interscholastic sport privileges, co curricular activities and grade level activities. Parents will be scheduled to meet with school officials before a suspended student is readmitted.
 3. **I & RS Referral.** Any student suspended may be referred to the building Intervention and Referral Services (I&RS) committee. All suspended students are reported to the Superintendent and the Board of Education.
 4. **Example Only.** The following list is meant to serve as an example and is not all inclusive. Consequences may be changed depending on each incident and at the discretion of the administration. Repetitive violations of any school rule may result in more severe disciplinary actions.
 5. **Administrator's Discretion.** This is a general guideline for discipline. Administrators retain the right to utilize discretion when administering consequences for student infractions. All final disciplinary decisions will be made at the discretion of the Superintendent.

DISTRICT POLICIES

All District Policies can be found on the district website under the Board of Education and Board Policy at www.bcsberlin.org.