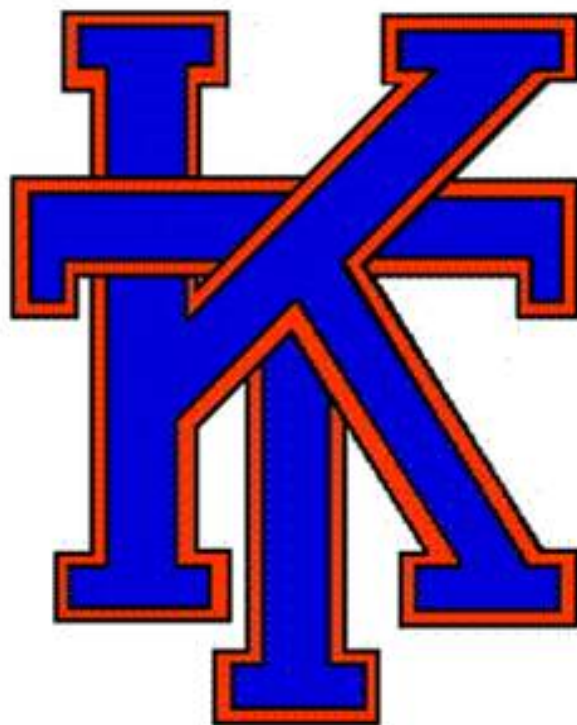


**2018 – 2019**

**Joseph R. Bolger  
Middle School**



**Parent – Student Handbook**

# **A MESSAGE TO THE PARENTS/GUARDIANS OF JOSEPH R. BOLGER MIDDLE SCHOOL STUDENTS**

Dear Parents & Guardians,

Welcome to Joseph Bolger Middle School. We are honored to have the opportunity and feel extremely fortunate to be leading a school with such great pride in an exceptional community.

Along with teachers and staff, we will work hard to continue the success established at Bolger by building stronger relationships with parents, students, and the Keansburg community. We will focus on character education initiatives, increasing student achievement, innovative curriculum design, delivering constructive life lessons and providing a safe and productive learning environment for all students.

The Bolger Middle School is your school. We are a school that takes pride in our academics, co-curricular activities and our strong learning community. We hope you learn to share in this mutual pride and become involved in all that Bolger Middle School has to offer.

We wish everyone a safe and successful 2018-2019 school year.

Respectfully,

Mr. Joseph LaRocca  
Principal

Mr. Michael-John Herits  
Vice Principal

# CALENDAR OF IMPORTANT DATES FOR 2018-2019

<b>SEPTEMBER</b>	5	School Opens – 1 session day – District Staff Development
	6	1 session day – District Staff Development
	7	1 session day- District Staff Development
	17	1 session day – Back to School Night
<b>OCTOBER</b>	5	1 session day – District Staff Development
	8	Schools Closed – Columbus Day
	10	1 session day- District Staff Development
	31	1 session day- District Staff Development
<b>NOVEMBER</b>	2	<b>Marking Period 1 Ends</b>
	5-9	Fall Recess
	21	1 session day
	22- 23	Thanksgiving Vacation-Schools Closed
	26	1 Session day-Evening Conferences
28	1 session day-Afternoon Conferences	
<b>DECEMBER</b>	14	1 session day- District Staff Development
	21	1 session day
	24-31	Schools Closed-Winter Vacation
<b>JANUARY</b>	1	Schools Closed- Winter Vacation
	2	Schools Re-open
	18	1 session day – District Staff Development
	21	Schools Closed – MLK’s Birthday
	25	<b>Marking Period 2 Ends</b>
<b>FEBRUARY</b>	7	1 session day- Evening Conferences
	8	1 session day – Afternoon Conferences
	14	1 session day-District Staff Development
	15	Schools Closed – Lincoln’s Birthday
	16	Schools Closed – Washington’s Birthday
<b>MARCH</b>	15	1 session day – District Staff Development
	29	1 session day-District Staff Development
<b>APRIL</b>	5	<b>Marking Period 3 Ends</b>
	8 -12	1 session day- PARCC
	18	1 session day
	19-26	Spring Recess
	29	Schools-re-open
<b>MAY</b>	24	1 session day – District Staff Development
	27	Schools Closed – Memorial Day
	31	Schools Closed-District Staff Development
<b>JUNE</b>	17-19	1 session day
	20	1 Session Day – Promotional Ceremony (tentative)
		<b>Marking Period 4 Ends</b>

**ALL DATES AND TIMES ARE SUBJECT TO CHANGE**



# **Joseph R. Bolger Middle School**

## **STUDENT/PARENT HANDBOOK 2018-2019**

### HOME OF THE TITANS

100 Palmer Place  
Keansburg, NJ 07734  
Telephone: (732) 787-2007  
Fax: (732) 495-7906

### ADMINISTRATION

Mr. Joseph LaRocca – Principal  
Mr. Michael-John Herits – Vice Principal  
Mr. Thomas Stark – Director of Athletics  
Mrs. Dianne Clagett – Director of Guidance

### CENTRAL OFFICE ADMINISTRATION

Mr. John Niesz – Superintendent of Schools  
Mr. Daniel Castles – Business Administrator  
Mr. John D. Covert – Director of Curriculum & Instruction  
Ms. Staci Beegle – Director of Special Education  
Ms. Christine Formica – Supervisor of Curriculum and Instruction

### BOARD OF EDUCATION

Ms. Kimberly Kelaher-Moran –President  
Mrs. Dolores A. Bartram- Vice President  
Mrs. Brooke Clayton      Mr. Christopher Hoff  
Mr. Michael Donaldson      Mr. Robert R. Ketch  
Mrs. Patricia Frizell      Mr. Michael Mankowski

### GUIDANCE STAFF

Mrs. S. Kohler      A-H Student's Last name  
Mr. A. Emken      I-Z Student's Last name

### BOLGER OFFICE STAFF

Mrs. Melissa Engelmann-Lynch – Administrative Assistant  
Mrs. Hayley Wismulek – Administrative Assistant

# BELL SCHEDULES

## Middle School Daily Schedule

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Breakfast Morning Homeroom</b>	7:25 7:45 - 7:55	7:25 7:45 - 7:55	7:25 7:45 - 7:55
<b>Late Bell</b>	7:50	7:50	7:50
<b>Block 1/5</b>	7:58 - 9:19	7:58 - 9:19	7:58 - 9:19
<b>Block 2/6</b>	9:22 - 10:43	9:22 - 10:43	9:22 - 10:43
<b>Lunch/Block 3A/7B</b>	10:46 - 12:36 11:15 - 11:40 lunch	10:46 - 12:36 10:46 - 11:11 lunch	10:46 - 12:36 12:11 - 12:36 lunch
<b>Block 4/8</b>	12:39 - 2:00	12:39 - 2:00	12:39 - 2:00

## Partial Day School Schedule (One Session)

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Breakfast Morning Homeroom</b>	7:25 7:45 - 7:55	7:25 7:45 - 7:55	7:25 7:45 - 7:55
<b>Late Bell</b>	7:50	7:50	7:50
<b>Block 1/5</b>	7:52-8:52	7:52-8:52	7:52-8:52
<b>Block 2/6</b>	8:54-9:55	8:54-9:55	8:54-9:55
<b>Block 3A/7B</b>	9:57-10:58	9:57-10:58	9:57-10:58
<b>Block 4/8</b>	11:00 - 12:00	11:00 - 12:00	11:00 - 12:00
<b>Optional Lunch</b>	12:00 - 12:15	12:00 - 12:15	12:00 - 12:15

## Late Start Opening Bell Schedule

	6 <sup>th</sup> Grade	7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
<b>Breakfast Morning Homeroom</b>	9:10 - 9:16	9:10 - 9:16	9:10 - 9:16
<b>Late Bell</b>	9:13	9:13	9:13
<b>Block 1/5</b>	9:18 - 10:19	9:18 - 10:19	9:18 - 10:19
<b>Block 2/6</b>	10:22 - 11:23	10:22 - 11:23	10:22 - 11:23
<b>Block 3A/7B</b>	11:26 - 12:56 11:26 - 11:51 lunch	11:26 - 12:56 12:30 - 12:55 lunch	11:26 - 12:56 12:30 - 12:55 lunch
<b>Block 4</b>	12:59 - 2:00	12:59 - 2:00	12:59 - 2:00

## **Delayed Openings/Early Dismissals & Emergency School Closings**

The need sometimes arises to alter the normal school day because of weather or other severe emergencies. The closing, early dismissals, and delayed openings of school will be announced on the district website, radio, and TV stations.

### Radio Stations Include:

WOR – 710 AM  
WJLK – 94.3 FM  
WABD – 1310 AM  
WKXW – 101.5 FM  
WHTG – 106.3 FM or 1410 AM  
WOBM – 92.7 FM or 1160 AM  
WZVU – 101.7 FM

### TV Stations Include:

New 12 New Jersey TV  
WABC – Channel 7  
KYW – Channel 3  
On the Web at:  
[www.weather.com](http://www.weather.com)  
[www.keansburg.k12.nj.us](http://www.keansburg.k12.nj.us)

### Additional Information:

- School will open for delayed openings at 9:10 a.m. (two hour delay).
- Should an emergency arise after the school day has started, the Borough whistle will blow at 11:00 a.m. and school will be dismissed at 12:00 pm.
- Please **do not** call Police Headquarters to find out if school is in session.
- In case of emergency school closings, working parents must provide alternative means of childcare and housing to insure that your child does not return to an empty house. The school nurse is to be provided with this information.

## **ARRIVAL TO AND DEPARTURE FROM SCHOOL**

Students are to arrive at school at 7:45 a.m. Students will be dismissed promptly at 2:00 p.m. Students will enter the building through the Main Entrance. Upon entering the building students should make their way to the **cafeteria for breakfast at 7:25**. Students should exit the building in an orderly manner and should act appropriately at all times. Students are not permitted to loiter on school grounds, unless a faculty/staff member is supervising them.

Please be advised that only students who are participating in school sanctioned and supervised activities such as breakfast, instrumental music, supplemental instruction, etc., may enter the building at 7:20 a.m. Students arriving on school grounds prior to 7:45 a.m. and without school or parental supervision pose a potential safety hazard to themselves and others. Therefore, we request your cooperation in ensuring that your child does not arrive at school prior to 7:45 a.m.

In the interest of safety and liability, parents are not permitted to drive into the rear parking area of the school to drop off or pick up students. It is necessary to drop off and pick up students at the curb without pulling into the parking area along the school building. This also ensures that traffic patterns move as quickly as possible so that everyone can enter/exit school property as safely and orderly as possible. Double parking is not permitted on school property and vehicles are not to be left unattended. Parking in front of the Main Entrance is reserved for School Buses ONLY! Please follow all parking regulations on school property.

## **KEANSBURG SCHOOL DISTRICT COMMUNICATIONS**

The Bolger Middle School utilizes the “Global Connect” phone system to inform parents and guardians of important information, including emergency information. Hence, it is vital that you inform the Main Office of any phone number changes as soon as possible; this will ensure that all information is received.



## **WARNING TO STUDENTS**

Any student found in violation of any article included in this handbook during any part of the school year may be subject to disciplinary action. Additionally, students found in violation could risk forfeiture of his/her privileges to participate in a school or class activity. This includes, but is not limited to, dances, class trips, athletic/activities participation or attendance, and 8th Grade Promotion. We remind all members of the school community that life is full of choices and every choice has a consequence. How you choose to act/react to situations will determine whether those consequences are positive or negative.

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICIES**

The Keansburg Board of Education affirms its responsibility to ensure all students in the Keansburg School District equal education opportunity regardless of race, color, creed, religion, sex, ancestry, national origin or social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reason of their handicap, be denied benefits or be subjected to discrimination in any activity.

This equality of opportunity extends to employment within the district without regard to race, creed, color, sex, marital status, national origin and personnel as well as applicants are assured of equal application of benefits and compensation.

Students in Keansburg Public Schools are expected to treat each other, faculty and staff members with respect, regardless of gender, race, color, creed, religion, national origin or sexual orientation.

Inappropriate touching of a sexual nature, gender or racial-based comments and jokes or name calling of any kind by students are not permitted while on school property or while involved in any school related activity. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communication of a sexual nature, within the school setting. All instances of such harassment are to be reported to the school administration. Additional information relative to the Keansburg Board of Education policy on Harassment, Intimidation and Bullying appears in the handbook (see index for page #).

Students involved in any bias-related incidents will be referred to the Keansburg Human Relations Committee by the administration for intervention and mediation. Parents will be contacted and additional appropriate action will be taken. Additional interventions include, but are not limited to, supportive counseling, detention and/or alternative educational placement or out of school suspension.

Continued or extreme difficulty in this area will warrant a referral to the Keansburg Police and be dealt with as a bias-related incident.

The school district's Affirmative Action Plans for Employment/Contracts Practices and School/Classroom Practices are on file in the Superintendent's office, 100 Palmer Place, Keansburg, NJ 07734.

## ATTENDANCE INFORMATION

The Board of Education requires the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Student attendance is not only the responsible/function of the attendance officer and school administration, but also the parents who value the instructional time given to their children, and teachers who establish expectations and learning standards that necessitate regular attendance by students. It requires the continued vigilance of both parents and educators.

### DEFINITIONS

- **Absence from school** – is defined as nonattendance in regular classes and assigned locations for the entire school day.
- **Absence Verification** – The school will require documentation to be brought to school following an absence. Students whose absences are not verified by the submission of the required documentation will be considered truant. This verification must be presented within 48 hours to be accepted.
- **Unexcused absence** – is generally defined as an absence for any reason not listed above.
- **Truancy** – is defined as an absence from all or part of the school day without knowledge of the pupil's parent or guardian. It generally takes the form of an unexcused absence.
- **Cutting** – is defined as unexcused or unexplained absence from school, class(es), or assigned location(s). It generally takes the form of selectively missing one or more assigned class(es) or assigned location(s) while being present for the school day, or selectively cutting class(es) or assigned location(s) as a result of deliberately missing homeroom.
- **Tardiness/Early Release to/from class or school** – is defined as not being in an assigned area by the allotted time and leaving an assigned area before the scheduled time. Any student arriving to school after 7:45 a.m. must report to the main office and sign-in as late to school. Any student arriving after the start of a period, but within the first ten minutes will be marked tardy. If the student arrives to class after the first ten minutes the student will receive an absence from class for that day.

## ATTENDANCE RULES AND REGULATIONS

Regular attendance is vital to your success at Bolger Middle School. The following rules and regulations will be enforced with regard to student attendance:

- Parents are required to notify the Main Office of a student's absence. Call the office at 732-787-2007 ext. 2200 between the hours of 7:00 a.m. and 9:00 a.m. to report your child's absence. This contact is for notification only and does not excuse the absence. Further documentation such as a doctor's note, legal document, etc. may be required.
- Submission of notes – The main office will only accept original medical notes on prescription pad stationary.
- Excessive absence – If more than **20 excused and/or unexcused** absences are recorded for a student they may lose credit for their class(es) and be required to attend summer school. Students with more than **20 excused and/or unexcused** absences who fail to complete summer school may be retained. **Please follow the proceeding attendance policy carefully, as it will be enforced.**
- Period attendance – Teachers will take attendance every period of the day. Absences from an individual class session will be recorded and will be handled according to the prescribe attendance policies. The vice principal will be advised of cuts via a cut slip.
- Parent notification of attendance problems – Parents will be notified in writing upon the 5<sup>th</sup> absence. Parents will be notified in writing and by phone upon the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup> and 20<sup>th</sup> absences. Additionally, school administration may require a meeting with the parents/guardians and the student to help resolve continued attendance issues. Upon the 18<sup>th</sup> absence a meeting with the superintendent of schools, school administration, and parents/guardians may be required.
- Make-up work – Students will be permitted to make up work missed due to absences. It is the student's responsibility to request make-up material for their teachers immediately upon their return from an absence. The length of time a student has to make up work will directly correspond with the length of their absence (from time to time an exception to this policy might be made, but it will be mutually agreed upon by all parties).
- Tardiness/Early Release - Students with an accumulation of five (5) early dismissals or five (5) late arrivals and/or a combination of either will constitute one (1) absence. Additionally, telephone calls cannot be accepted for being released early. Only a parent or guardian can legally sign a student out, and they must do so in person at the Main Office.
- Class Cuts/Truancy/Leaves School Grounds - Students, who cut class, are truant, or leave school grounds without permission from administration, may be found in violation of the attendance policy and disciplinary action will be taken. The names of students who are truant or who leave the building will be submitted to the police department. In addition, the names of these students may be given to all staff members indicating that they are allowed to leave the classroom for emergency reasons only. Students must be present in their class in order to succeed academically; therefore cuts will count as absences in class and may lead to failure in a course. This policy will be enforced as follows:

- 4 cuts from a full year class = loss of credit
- 3 cuts from physical education = loss of credit
- 2 cuts from an enrichment class = loss of credit
- 1 cut from health = loss of credit

Student meeting the loss of credit criteria, with regards to cuts, will not be granted an appeal. Additionally, any student who leaves school grounds during the school day without permission will be subject to an automatic chemical screening. A refusal to submit to the chemical screening will equal a positive chemical screen.



- Attendance appeal policy - If a student has exceeded the attendance policy for the marking period, semester/block or for the year they will be required to apply for an appeal of the attendance policy. An Attendance Appeal is applied for **ONLY** when a student exceeds the attendance policy **AND** feels they have a legitimate case for an appeal, **AND** they must be able to account for each and every absence during the time in questions. For the purpose of hearing attendance appeals, marking period attendance will end three to four days prior to the end of each marking period. During that time, students must obtain and complete an attendance appeals request form. Consideration for an appeal will only be made for the marking period that just ended. No appeals will be heard for semester one (marking quarters one and two) once the second semester (marking quarters three and four) has started. Second semester appeals must be made before the end of school. Student eligibility and further directions are described below. During the school year pupils and their parents/guardians will be notified of their absences in writing at intervals as follows: absence 5, absence 10, absence 15, absence 18 and absence 20.

In order to be eligible for an Attendance Policy Appeal, the following criteria **MUST** be met:

1. The student's absence must be due to:
    - a. Extended illness – verified by a note from a doctor, clinic or medical center.
    - b. Legal situation – Court appearance or meeting with legal authorities must be verified in writing from a court clerk, judge or law office.
    - c. Death in the family – A parent, guardian or adult family member should contact High School Vice Principal and send documentation with the student upon his/her return to school.
    - d. Administrative absence – A visit to college, etc. Must be documented with a note from a parent or guardian prior to the absence and with verification from the college or agency.
  2. The school must be notified as soon as possible. This contact is for notification only. Absence due to illness must be verified by a doctor's note. Documentation of an absence due to illness must be submitted within two (2) days of the student's return to school.
  3. Appeal Process – All of the conditions outlined above must be met in order to be considered for an attendance appeal.
  4. The Attendance Appeals Committee (vice principal, guidance counselor, and a teacher) will review each attendance appeal and notify the student as to the result of the request.
- Perfect attendance – Perfect attendance at Bolger Middle School is defined as being present every day of school and never leaving school early or arriving late even with a legal excuse.
  - Attendance Committee – A committee of teachers will meet with student(s) and their parent/guardian upon the student compiling 10 excused and unexcused absences and/or 15 excused and unexcused lates. The attendance committee will establish action plans to help remediate any further attendance issues.

# ACADEMIC INFORMATION

## PROGRAM ACCESS

All students attending Joseph R. Bolger Middle School shall be provided an equal opportunity to achieve their maximum potential through the programs offered in the school, regardless of race, color, creed, handicap, religion, national origin, or social or economic background.

If a student is experiencing difficulties in a class they should first discuss the problem with the teacher. All teachers are available for assistance and guidance, and are willing to devote time for additional help, if you ask them.

Any student who receives a failing final grade in two courses could face retention.

## GRADING SYSTEM

Report card grades are issued in numeric form four times a year. Mid-quarter progress reports are sent to those students experiencing difficulties in a subject area. Final grades are computed as follows:

1<sup>st</sup> Marking Quarter Grade = 25%

2<sup>nd</sup> Marking Quarter Grade = 25%

3<sup>rd</sup> Marking Quarter Grade = 25%

4<sup>th</sup> Marking Quarter Grade = 25%

$$25\% (\text{MQ-1}) + 25\% (\text{MQ-2}) + 25\% (\text{MQ-3}) + 25\% (\text{MQ-4}) = \text{Final Grade}$$

## GRADING SCALE

90-100 = A      80-89 = B

70-79 = C      65-69 = D

64 or below = F

## MARKING QUARTER GRADES

Marking quarter grades will be determined by the individual teacher. However, some guidelines do exist. Grades will be based on a student's abilities in all academic areas, including but not limited to, classwork, homework, test, quizzes, projects, presentations, and group work. The weight for each of these areas will be determined by the individual teacher, but should be clearly explained to all students at the beginning of the school year. Additionally, a minimum of 15 grades will be used for each student in every marking quarter. All test and other formal assessments will be announced in advance. **NO POP QUIZZES WILL BE ADMINISTERED.**

## 8TH GRADE PROMOTION CEREMONY/PRIVILEGES

Any 8th grader student who fails two or more subjects will not be allowed to participate in the promotion ceremony. Eighth grade students with 20 or more excused or unexcused absences may not be allowed to participate in the promotion ceremony. Students who fail to meet 8th grade promotion requirements may lose additional 8th grade privileges. Privileges include, but are not limited to, Butterfield Dance and class trips.

### SUMMER SCHOOL

Students who fail one (1) or two (2) classes are required to attend summer school with the possibility of retention.

### REPORT CARDS

Report cards are issued four times during the year and will be sent home within two weeks of the marking period's end. The ending dates for the marking periods are listed in the front of this handbook. If there is ever the need for further clarification parents are urged to speak with the teacher.

### HONOR ROLL

Students will receive High Honors if all A's (95% or higher) are achieved. Students with a 90% or higher grade average will receive Honor Roll status for the marking quarter.

### FINAL EXAMINATIONS

There will be no final examinations administered at Bolger Middle School. However, a cumulative final assessment may be administered at the discretion of the teacher. This final assessment will be counted in the fourth marking quarter grade (it could be weighted more heavily than a normal test). Students in eighth grade Algebra 1 will be required to take a final examination for their course. **These examinations will determine if the student has tested out of Algebra 1 at Keansburg High School.**

### ACADEMIC INTEGRITY

Plagiarism of any kind constitutes academic dishonesty. Therefore, engagement in any of the following acts will not be tolerated: cheating on an assessment, including but not limited to, the non-authorized use of books or notes, use of crib sheets, copying from other pupil's papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of a test illegally, the use of text messaging, electronic transfer of information and other similar activities. Plagiarism, according to MLA (Modern Language Association), "is the act of using someone else's ideas or phrasing and representing those ideas or phrasing as one's own, either on purpose or through carelessness. 'Ideas or phrasing' includes written or spoken material, from whole papers and paragraphs to sentences and phrases. It can also include statistics, lab results, artwork, etc. 'Someone else' can mean a professional sources, such as published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material discovered on the Internet; another student's work, a paper writing 'service' (online or otherwise) which offers to sell written papers for a fee." Plagiarism is not permitted in rough drafts, term papers, themes, essays, reports, images, take-home examinations, and other academic work. Sources are to be credited in all academic papers and projects, including items submitted to outside agencies by co-curricular groups. Students found to be plagiarizing co-curricular papers or projects will forfeit the privilege of participating in said activity. Charges of plagiarism shall be reviewed by school administration. If the charges are substantiated, the student will receive a grade of "0" for the work.

## **STUDENT SERVICES**

### **CHILD STUDY TEAM**

Child Study Teams consist of at least one School Social Worker, Learning Disabilities Consultant and School Psychologist. The Child Study Team identifies and works with students who have difficulty learning and have been determined to have a learning disability. In addition, the Child Study Team acts as a consultant to administrators, teachers, and parents in helping to develop strategies and plans to help students. Members of the Child Study Team are available to help in times of crisis as well.

### **HEALTH SERVICES**

A school nurse is located in the school at all times to provide emergency care for illness and injuries. The nurse does not diagnose illness, prescribe treatment or dispense medication of any type, including aspirin, without a valid prescription. Students are not allowed to enter the nurse's office without a pass from a teacher. Students may not leave the building because of illness without authorization of the nurse or the administration. Students must be picked up by a parent/guardian.

All students must have an Emergency Contact Card on file in the nurse's office. The cards must be completed and signed by a parent/guardian at the beginning of the school year. These cards must be kept current and we ask that the nurse's office must be notified of any changes. It is the responsibility of all parents/guardians to make sure that all emergency information is accurate and up to date.

### **MEDICATION**

If a student needs any medication, including over the counter medications, consultation with the student's physician should be made about taking the medication before and/or after school hours, as no child will be allowed to take any medication in school without administrative approval. The following procedure must be observed:

1. A request in writing by the parent/guardian of the student that, the school nurse administer the medication.
2. A written order from the doctor stating the diagnosis, name of medication, the dosage, and frequency of dosage.
3. The medication must be kept in the nurse's office in the original pharmacy container.

### **SCHOOL-BASED HEALTH AND SOCIAL SERVICE PROGRAMS**

The school-based health and social service program offer health and mental health services to all students enrolled in Keansburg public schools with parent/guardian permission. The program has joined with various Monmouth County Agencies to provide medical, dental, and behavioral health, and substance abuse prevention services. The staff is experienced to provide students with the services they need.



## **ATHLETICS & CO-CURRICULAR ACTIVITIES**

We are constantly attempting to expand the activities and opportunities for students at Joseph R. Bolger Middle School. We encourage all of you to participate in activities that interest you. Any student who accumulate 20+ infraction points will not be permitted to participate.

### **STUDENT OF THE MONTH**

Two students (one boy & one girl) will be selected per grade level each month as the Joseph R. Bolger Middle School Students of the Month. The selection will be based upon a student's behavior, variety of outside interests, dedication, attendance, tardiness, integrity, academic performance, good grades, community standing and hard work towards academics. Each month a student from each grade will be selected by teachers and confirmed by the administration. The award will be chosen at the end of each month. June's selection will be after the first two weeks of June. The winners will be honored and announced to the school community.

### **STUDENT COUNCIL**

Student council is the student government organization. This council is not only involved in making Bolger Middle school better, but also participating in activities that help our community continue to be a great place to live.

### **DRAMA CLUB**

Is open to all students and meets on a regular basis after school. Students are provided with opportunities to demonstrate their talents and prepare for school performances.

### **INSTRUMENTAL MUSIC**

Music is offered to anyone who wants to give it a try. Instruments can be rented at a reasonable cost if you are interested. Students are given the opportunity to participate in band concerts

## INTERSCHOLASTIC SPORTS

These are open to all students. However, participation grades are determined by each sport. Please see below:

Cross-Country	(boys and girls)	Fall	Grades 6-8 *
Basketball	(boys and girls)	Winter	Grades 6-8 (league rules)
Wrestling	(open)	Winter	Grades 6-8 *
Cheerleading	(open)	Winter	Grades 7-8 only
Baseball	(boys)	Spring	Grades 6-8 (league rules)
Softball	(girls)	Spring	Grades 6-8 (league rules)

- During try-outs no preferential treatment will be given to any grade level.
- Students participating in interscholastic sports must have all of the Central Detention hours completed.

## RANDOM DRUG & ALCOHOL TESTING

All Joseph R. Bolger Middle School students who participate in any athletics, co-curricular activities, school clubs, and those who elect to participate will be subject to random drug testing. Coaches and advisors will distribute the consent forms; any student who refuses to complete and return the consent form will be removed from all activities/sports/clubs.

## SUSPENDED STUDENTS

Students suspended, either out of school or in school, may not participate in any practice, co-curricular activity or athletic competition during the day(s) of the suspension. If a suspension occurs on the last day of the week and/or into the next week, all athletic and/or co-curricular participation will be prohibited during the weekend of the suspension. Students who completed assigned central detention may participate in a practice, game or activity the same day.

# **STUDENT CONDUCT**

## **CODE OF CONDUCT**

The purpose of the Keansburg School District is to prepare and inspire students to make positive contributions to society. We will not only set and enforce high academic expectations within this district, but we will also steward students to achieve their highest personal potential emotionally and socially while at school. The Code of Conduct has been constructed not to be punitive but rather to serve as a mechanism to develop behaviors that allow for high academic achievement. In addition, the Code of Conduct enforces and makes sure that the Bolger Middle School will be a safe haven for all students by promoting and fostering the health, safety, and social and emotional well-being of all students.

## **SCHOOL DANCES**

Joseph R. Bolger Middle School dances shall include grades 6, 7 & 8, unless otherwise specified for a special purpose. **ONLY BOLGER STUDENTS WILL BE ADMITTED INTO DANCES. NO OUTSIDE GUESTS WILL BE PERMITTED.** School sponsored dances begin at 6 p.m. and end promptly at 8 p.m. The times for other organizational dances may vary. Misbehavior at a dance may result in exclusion from future dances in addition to any disciplinary action deemed necessary as outlined in the code of conduct. Suspended students, includes in school and out of school suspensions, may not attend a dance during the day(s) of the suspension.

## **DRESS CODE**

It is expected that all students at Joseph R. Bolger Middle School will use good judgment in the selection of personal clothing that is neat, clean and not offensive in taste or modesty. Apparel shall not be tight fitting, sheer, transparent, brief, low-cut or revealing above or below the waist as to be indecent, distracting, or disruptive to the school environment, and/or learning process. For reasons of health and other considerations, the following restrictions will be observed:

- Shoes must be worn at all times. A shoe is defined as any footwear that has a back that slides over the heel. Flip-flops, scuffs or slippers of any kind are not permitted.
- Students may not wear anything on their heads in the building or classroom unless required by a faculty member for safety or health reasons. Hats, scarves, or any other head apparel will be taken and must be picked up by a parent/guardian. The term "hats" shall not include head coverings of religious significance.
- No tank tops of any type, with straps less than 2 inches wide, are to be worn by either male or female students.
- Sunglasses or unusual contact lenses may not be worn in the building unless required for medical reasons and a note has been issued to the nurse's office.
- Pants are not to be worn so that they expose the posterior part of the body or any underclothing.
- Clothing bearing inappropriate images or messages is not permitted. Inappropriate is identified as related to drugs, alcohol, cigarettes, weapons, sexual content, discrimination or any other subject banned by Board policy or regulation.
- Spikes, chokers, dog collars, chains, infant items or pacifiers are not permitted.

**IN ALL CASES, VIOLATIONS ARE AT THE DISCRETION OF THE ADMINISTRATION.**

## CARE OF SCHOOL PROPERTY

Students should not mark school furniture, walls, lockers, ceiling, floor or equipment with pen, pencil, marker, paint or any other instrument. Do not tamper with fire alarms, fire extinguishers, AEDs and any electrical systems. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our student, will be referred to the proper law enforcement agency.

## CELL PHONES/ELECTRONIC DEVICES

Cell phone use is **NOT** permitted at any time during school hours. Students will be permitted to be in possession of their cell-phones during the school day. Examples of such permissible use will be limited to:

1. Before and after school for school related work
2. Teachers may collect cell phones in class and place them in a basket that shall be placed on the teacher's desk. This is done so students will resist the temptation to use their cell phones in class without permission. If a student wishes to keep their cell phone in the pocket/purse they may do so. Remember-NO student is permitted to have the cell phone out during class. If a student has a cell phone out in class, they will be sent to the Main Office for appropriate discipline.

**IN THE EVENT OF AN EMERGENCY, PARENTS/GAURDIANS MUST CALL THE MAIN OFFICE IN ORDER TO CONTACT THEIR CHILD. DO NOT CALL YOUR CHILD'S CELL PHONE DIRECTLY.**

## FIRE/SCHOOL SECURITY DRILLS

Regularly scheduled Fire and School Security (i.e. lock-down) drills are essential for the safety and of all staff and students. To ensure maximum degree of protection for you as well as for other members of our school community, the Keansburg School District and local law enforcement will work together to conduct a minimum of one fire drill and one security drill each month in accordance with state mandated guidelines. In the event of a fire drill; when the alarm sounds:

1. Cease all activity and talking.
2. Follow the instructions of your classroom teacher.
3. Leave the classroom in a quiet and orderly manner, proceeding to the exit to which you are directed.
4. Move away from the building, leaving all driveways and parking lots clear for emergency vehicles.
5. Return to class immediately following the drill.

School security, evacuation and lock-down drills will also be conducted monthly throughout the course of the year as mandated by the state. In the event of a security drill; when the specific security announcement is made:

1. Cease all activity and talking.
2. Follow the instructions of your classroom teacher in regards to the specific drill, which is being conducted.
3. Staff and students will return to their designated assignments after an administrator has made the appropriate announcement.

**Any student who behaves inappropriately during a fire or security drill will be subject to serious disciplinary action. Any student who pulls a fire alarm or threatens the safety of the school will be subject to serious disciplinary action and have a police complaint filed against them.**

### HARASSMENT, INTIMIDATION AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

#### 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:37-14, 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:37-15.3, 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.

### Pupil Expectations

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-

discipline, and good citizenship;

3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### *Consequences and Appropriate Remedial Actions*

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the

offense(s), consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the Code of Pupil Conduct and N.J.A.C. 6A:16-7.

#### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### Factors for Determining Remedial Measures

##### Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation;
10. Academic performance; and
11. Relationship to pupils and the school district.

##### Environmental

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for a pupil or staff member who commits one or



more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of pupils, as set forth in the Board's approved Code of Pupil Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded

according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Pupil Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Reports to law enforcement or other legal action;
10. Expulsion; and
11. Bans from providing services, participating in school-district-sponsored programs, or being in school buildings or on school grounds.

#### Examples of Remedial Measures - Personal

1. Restitution and restoration;
2. Peer support group;
3. Recommendations of a pupil behavior or ethics council;
4. Corrective instruction or other relevant learning or service experience;
5. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
6. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
7. Behavioral management plan, with benchmarks that are closely monitored;
8. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
9. Involvement of school disciplinarian;
10. Pupil counseling;
11. Parent conferences;
12. Alternative placements (e.g., alternative education programs);
13. Pupil treatment; or
14. Pupil therapy.

Examples of Remedial Measures – Environmental (Classroom, School Building or School District)

1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
2. School culture change;
3. School climate improvement;
4. Adoption of research-based, systemic bullying prevention programs;
5. School policy and procedures revisions;
6. Modifications of schedules;
7. Adjustments in hallway traffic;
8. Modifications in pupil routes or patterns traveling to and from school;
9. Supervision of pupil before and after school, including school transportation;
10. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
11. Teacher aides;
12. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
13. General professional development programs for certificated and non-certificated staff;
14. Professional development plans for involved staff;
15. Disciplinary action for school staff who contributed to the problem;
16. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
17. Parent conferences;
18. Family counseling;
19. Involvement of parent-teacher organizations;
20. Involvement of community-based organizations;
21. Development of a general bullying response plan;
22. Recommendations of a pupil behavior or ethics council;
23. Peer support groups;
24. Alternative placements (e.g., alternative education programs);
25. School transfers; and
26. Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying of a pupil. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

*Harassment, Intimidation, and Bullying Off School Grounds*

This Policy and the Code of Pupil Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior 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
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior 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.

**Any Student found to be in violation of the Harassment, Intimidation, & Bullying Policy will have remedial action taken against them. Actions range from positive behavioral interventions up to and including suspension or expulsion. This policy is inclusive of incidents of cyber-bullying or the use of any technology or social media to harass, intimidate, or bully.**

#### SUBSTANCE ABUSE POLICY

Any student, who is discovered receiving/distributing any controlled dangerous substance or paraphernalia used in consuming the substance and fails to turn it over immediately to a school staff member, shall be subject to full disciplinary action of school administration. Additionally, reports may be filed with the proper law enforcement agency. Students who appear under the influence of alcohol, a controlled substance, or chemical compound shall be subjected to a mandatory chemical screening. Refusal of a chemical screening will be considered as a positive result to a chemical screening. Appropriate steps will be taken by school administration regarding any violation of this policy.

## **DISCIPLINE RULES AND REGULATIONS**

### **DUE PROCESS**

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has the right to be fully informed about their alleged breach of the code of conduct and must be provided with the opportunity to respond to such charges.

### **CENTRAL DETENTION (CD)**

Central detention is held Monday to Thursday from 2:05 to 3:05 p.m. Students who have been assigned CD will be given a day/date that the central detention must be served. The day/date that the CD is to be served is not up to the student/parent/guardian it will be assigned at the discretion of school administration. Failure to appear on time on the assigned day/date will lead to further disciplinary action. Students who fail to serve CD and are in the process of making up skipped or missed CD day(s) may be ineligible for class trips, assemblies, school dances, and sports.

### **SUPERVISED STUDY PLACEMENT (SSP)**

Supervised Study Placement is assigned by school administration for more serious disciplinary infractions or for repeated violations under the student code of conduct. SSP is for an entire school day and is supervised by a highly qualified teacher. When a student is assigned SSP they must report immediately to the SSP room upon arrival at school on the assigned day. While in SSP the student will have access to technology and school supplies and will be expected to complete assignments designed by their teachers. Failure to complete any assignments will result in a grade of "0". While in SSP no socializing shall be permitted and the student will have no contact with their peers. Additionally, any student assigned SSP must complete an intervention counseling session on the day of the assigned SSP. This counseling session is designed to help the student realize their mistakes and the importance of adhere to the student code of conduct, with the goal of mitigating them from becoming a repeat offender. Any student who fails to serve their assigned SSP and/or violates the code of conduct while serving their SSP will face additional more serious disciplinary consequences. Consequences may include additional days of SSP or possible suspension, as well as the student being ineligible for class trips, school dances, sports, and other school related activities.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension is assigned by school administration and is reserved for the most serious violations of the student code of conduct. When a student has been assigned OSS they are responsible for all missed work. In order to ensure that your student doesn't fall behind academically parents/guardians should contact school administration to arrange for the pick-up of missed assignments. In some instances a student and their parents/guardians may be required to attend a readmission meeting when the OSS is done being served. School administration will notify the parents/guardians at the time the suspension is assigned if this is the case. Students serving OSS are not permitted to participate in any school related activities.

## APPROPRIATE STUDENT BEHAVIOR AND EXPECTATIONS

The students of Joseph R. Bolger Middle School are expected to handle themselves with a sense of decorum and responsibility at all times. Maintaining a safe and orderly environment where distractions are minimized is a key component of successful learning. In order to ensure that you're learning and the learning of others is not adversely affected it is important that we all work towards the goal of a peaceful harmonious school environment. However, school administration does recognize that at times not all students will adhere to this and will act in ways that will violate the student code of conduct. The following guidelines list the consequences for the most common student violations:

### CONSEQUENCES FOR STUDENT INFRACTIONS

<b>LOW LEVEL INFRACTIONS</b>	<b><u>1<sup>ST</sup> OFFENSE</u></b>	<b><u>2<sup>ND</sup> OFFENSE</u></b>	<b><u>3<sup>RD</sup> OFFENSE</u></b>
TARDINESS 5 <sup>TH</sup> = 1 <sup>ST</sup> 7 <sup>TH</sup> = 2 <sup>ND</sup> 10 <sup>TH</sup> = 3 <sup>RD</sup>	1 LD SESSION	2 LD SESSIONS & 1 HR CD	2 LD SESSIONS & 2 HRS CD
FAILURE TO FOLLOW PROPER PROCEDURE	1 LD SESSION	1 HOUR CD	2 HOURS CD
DISRUPTIVE AND/OR INAPPROPRIATE BEHAVIOR	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAY SSP
INAPPROPRIATE USE OF TECHNOLOGY/COMPUTER	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAY SSP
USE OF CELL PHONE DURING SCHOOL HOURS	SURRENDER OF PHONE TO ADMINISTRATION*	SURRENDER OF PHONE TO ADMINISTRATION* 1 LD SESSION	SURRENDER OF PHONE TO ADMINISTRATION* 1 CD SESSION & PARENT MTG
REFUSAL TO SURRENDER CELL PHONE OR COMPUTER	1 LD SESSION & 1 HR CD PARENT CONTACT	2 LD SESSIONS & 2 HRS CD PARENT CONTACT	1 DAY ISS
IN HALL WITHOUT A PASS	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAYS SSP
DRESS CODE INFRACTION	1 LD SESSION	2 LD SESSIONS	1 HR CD

<b>MIDDLE LEVEL INFRACTIONS</b>	<b><u>1<sup>ST</sup> OFFENSE</u></b>	<b><u>2<sup>ND</sup> OFFENSE</u></b>	<b><u>3<sup>RD</sup> OFFENSE</u></b>
DISRESPECT TO STAFF/STUDENT	1 LD SESSION & 1 HR CD	1 DAY SSP	2 DAYS SSP
FAILURE TO ATTEND CD	2 LD SESSIONS	1 DAY SSP	2 DAYS SSP
LEAVING CLASS WITHOUT PERMISSION	1 LD SESSION & 1 HR CD	1 DAY SSP	2 DAYS SSP
VERBAL CONFRONTATION	2 LD SESSIONS	2 LD SESSIONS & 2 HRS CD	1 DAY SSP
INAPPROPRIATE BEHAVIOR	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAYS SSP
REFUSAL TO SURRENDER CELL PHONE OR COMPUTER	1 LD SESSION & 1 HR CD PARENT CONTACT	2 LD SESSIONS & 2 HRS CD PARENT CONTACT	1 DAY SSP
CLASS CUT (20 MINUTES +)	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAYS SSP

<b>HIGH LEVEL INFRACTIONS</b>	<b><u>1<sup>ST</sup> OFFENSE</u></b>	<b><u>2<sup>ND</sup> OFFENSE</u></b>	<b><u>3<sup>RD</sup> OFFENSE</u></b>
HARASSMENT/THREAT TOWARD STAFF & STUDENTS	up to 3 DAYS SSP	1 DAY OSS	5 DAYS OSS
FOUNDED H.I.B.	up to 3 DAYS SSP	1 DAY OSS	5 DAYS OSS
THEFT (Notify K.P.D.)	1 DAY OSS	5 DAYS OSS	10 DAYS OSS
POSSESSION OF DRUGS/ACOHOL (Notify K.P.D.)	10 DAYS OSS	45 DAYS OSS	EXPULSION
TOBACCO ON SCHOOL GROUNDS	3 DAYS OSS	5 DAYS OSS	10 DAYS OSS

TERRORISTIC THREATS (Notify K.P.D.)	5 DAYS OSS	10 DAYS OSS	POSSIBLE EXPULSION
POSSESSION OF WEAPON(S) (Notify K.P.D.)	10 DAYS OSS	45 DAYS OSS	POSSIBLE EXPULSION
ASSAULT TOWARDS STAFF/STUDENT(S) (Notify K.P.D.)	5 DAYS OSS	10 DAYS OSS	45 DAYS OSS/POSSIBLE EXPULSION
PHYSICAL ALTERCATION	3 DAYS OSS	5 DAYS OSS	7 DAYS OSS/POSSIBLE EXPULSION
VANDALISM (Including School Resources)- (Notify K.P.D.)	3HOURS CD	2 DAYS SSP	3 DAYS OSS/POSSIBLE EXPULSION
LEAVING SCHOOL GROUNDS (Notify K.P.D. and Mandatory Drug Test)	3 DAYS OSS & MANDATORY DRUG TEST	5 DAYS OSS & MANDATORY DRUG TEST	MANDATORY DRUG TEST & POSSIBLE EXPULSION
REFUSAL TO ATTEND I.S.S	PARENTS CONTACTED 1 LD SESSION; STILL SERVES SSP	PARENTS CONTACTED 3 DAYS OSS; STILL SERVES ISS PLACEMENT DETERMINATION MEETING	PARENTS CONTACTED 5 DAYS OSS; STILL SERVES ISS PLACEMENT DETERMINATION MEETING
INAPPROPRIATE USE OF ELECTRONIC DEVICES	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAYS SSP
INAPPROPRIATE SEXUAL BEHAVIOR	3 DAYS OSS	5 DAYS OSS	10 DAYS OSS/45 DAY PLACEMENT
ENDANGERING OTHERS	1 LD SESSION & 1 HR CD	2 LD SESSIONS & 2 HRS CD	1 DAY SSP

\* It is important to note that these are general guidelines and that school administration recognizes that some exceptions due to extenuating circumstances may arise.

## INFRACTION POINTS

CONSEQUENCE RECEIVED	INFRACITON POINT(S) ISSUED
1 Lunch Detention (LD) Session	1
1 Hour Central Detention (CD)	2
1 Day Supervised Study Placement (SSP)	3
1 Day Out of School Suspension (OSS)	5

Students will be issued infraction points in conjunction with disciplinary consequences. Infraction points will stay with the student throughout the school year. All consequences (LD, CD, SSP, OSS) must be served in conjunction with the accumulation of points. Infraction points will not be removed. Infraction points may be reduced if the student attends the appropriated disciplinary consequence assigned, and continues schooling without further disciplinary actions for one month, or thirty (30) calendar days.

Students who willfully continue to abuse the code of conduct and rules at the Joseph R. Bolger Middle School will be placed on a student discipline contract after a formal meeting with; and not limited to them, parents, administration, child study team members, guidance counselors, and/or personnel deemed necessary by the principal and vice-principal.

- Students who accumulate five (5) days or more of SSP or OSS must have a parent/guardian meeting with the Vice-Principal, his/her guidance counselor and case worker (if applicable) to discuss a potential alternative academic placement.

INFRACTION POINTS ACCUMULATED	REVOICATION OF PRIVILEGES
10+ points	Loss of dances, school and club sponsored events, assemblies, including after school activities
20+ points	Loss of athletic participation (student athletes may participate in practices and attend games with their team), loss of clubs and any other extra-curricular participation
40+ points	Students may be subject to change(s) in their educational placement or program after review by school administration, the Child Study Team, and the 504 committee
50+ points	Loss of Eighth Grade Dance (if applicable)
60+ points	Loss of Graduation privileges or any commencement exercises

## GENERAL INFORMATION

### VISITORS

Parents/guardians/visitors are NOT permitted to enter the school unless a scheduled appointment has been made. Upon entering the school, visitors must sign-in at the Main Office and obtain a pass. Security will then escort you to your destination. **No person is to go to a classroom without first signing-in and reporting to the office.**

### STUDENT GUESTS

We realize that some schools may be closed on days when we are in session, and you might have a friend or relative who would like to visit our school during such time. We are sorry that we cannot extend this courtesy, and therefore, **under no circumstances will such a request be honored.**

### BOOKS & FINES

All textbooks and other issued materials are the property of the school and are loaned to the students for their use during the school year. Textbooks are to be kept clean and unmarked except for the student's name, grade and teacher's name on the inside front cover, in case the book is lost. Fines will be charged based on the school administration's judgment of abuse, misuse or loss. The same procedure applies to athletic equipment, money collected for fundraising activities, and any other school equipment.

### BICYCLES

Do not ride your bike to school **unless you have a lock**. Bicycles are to be walked on school grounds and placed in bike racks and locked. Bicycles are **never** allowed in the building. The school is not responsible for the safety of your bicycle.

### LOCKERS

The Board acknowledges the need for in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In no storage places provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official. The following regulations will be enforced with regard to student lockers:

- Lockers will be assigned to students through their homeroom teacher. Students may **only use** the locker and **school lock** assigned to them.
- Each student will be issued a combination lock that must be returned to their homeroom teacher or paid for at the end of the year. Replacement locks will not be issued until the missing lock is paid for.
- Lockers should be locked at all times and combinations should not be shared with other students.
- **Only school issued locks** may be used on school lockers. All other locks will be

removed by administration and the cost of replacing said lock will not be the responsibility of the school.

- Students should keep valuables in their lockers. The school is not responsible for items taken from lockers.
- Students should not damage, deface, or permanently decorate their lockers. The student will be fined for any permanent damage done.

### LOCKER SEARCHES

Lockers are the property of the school and not of the individual students; therefore, lockers may be searched at random by an administrator and/or at any time if there is reasonable suspicion that illegal or harmful items are in the locker. In the event that a search reveals that a student's locker contains any material or article in violation of Board of Education policy or criminal law, the individual(s) responsible may be subject to disciplinary action and/or criminal charges.

### LOST AND FOUND

Any items found may be turned into either the Main Office or the Vice Principal's office. Students missing any articles may visit the office before or after school. Students may also check with custodians for lost articles.

### GUIDANCE

Our guidance counselors are available to assist you with academic and personal problems. If you would like to speak with a counselor, please ask your teacher to give you a pass before you report to the guidance office. If the counselor is not available at that time, leave your name and report back to class. Your parents/guardians are encouraged to contact the school to benefit from the useful services offered by the guidance department.

### PROJECT CHILD FIND

The Keansburg School District must provide a free appropriate education (FAPE) to eligible children living in the Keansburg School District, 3 through 21 years of age. Individuals and/or families who know of a child within this age range with a suspected or known disability should call the appropriate school listed below: Included in the districts "child find" are public and nonpublic children from three to five years (pre-school) of age, wards of the state and children who are highly mobile, such as migrant and homeless students. Call the appropriate Keansburg Public School:

Port Monmouth Road School (Pre-K) Call the main office at 732-787-2007 extension 5400

Joseph C. Caruso School (Kindergarten through fifth grades) Call the main office at 732-787-2007 extension 3345

Joseph R. Bolger Middle School (sixth through eighth grades) Call the main office at 732-787-2007 extension 2263

Keansburg High School (ninth grade through twelfth grades) Call the main office at 732-787-2007 extension 4200

You can call Project Child Find at 1-800-322-8174



Keansburg Pupil Personnel can be reached at 732-787-2007 extension 3300

**Mensaje De Servicio Publico  
Del Hallazgo Del Nino Del Proyecto**

Las escuelas publicas de Keansburg deben proporcionar una educación apropiada libre (FAPE), a las pupilas elegibles 3 a 21 años de la edad. Los individuos y/o las familias que saben de un niño dentro de esta gama de la edad con una inhabilidad sospechada o sabida deben llamar la escuela apropiada enumerada abajo. En el "hallazgo de niño" del distrito incluyen a los niños públicos y no público a partir del tres a cinco años (el pre-entrenamiento) de la edad y de los niños no sea altamente móvil por ejemplo estudiantes migratorios y sin hogar. Llame el Keansburg apropiado escuela pública:

Port Monmouth Road School (Grados Pre-Jardín de la Infancia)

Llame a equipo de estudio del niño en 732-787-2007 extensión 5400

Joseph C. Caruso School (Grados Jardín de la Infancia por Cuarto)

Llame a equipo de estudio del niño en 732-787-2007 extensión 6000

Joseph R. Bolger Middle School (Grados Sexto por Octavo)

Llame a equipo de estudio del niño en 732-787-2007 extensión 2200

Keansburg High School (Grados Noveno por Duodécimo)

Llame a equipo de estudio del niño en 732-787-2007 extensión 4200

Usted puede llamar el hallazgo del niño del proyecto en 1-800-322-8174.

El personal de la pupila de Keansburg puede ser alcanzado en 732-787-2007 la extensión 3300.



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# **JOSEPH R. BOLGER MIDDLE SCHOOL MISSION STATEMENT**

Joseph R. Bolger Middle School's mission is to employ highly qualified and continually educated professionals who are dedicated to providing diversified educational opportunities to all of our unique learners. We expect to promote social, emotional, behavioral and academic growth that will allow all the members of our community to believe in, understand and realize goals. Our students are the Titans of today and tomorrow.



TITANS - PEOPLE OF EXCEPTIONAL STRENGTH, INTELLECT & INFLUENCE

## **DISTRICT NON-NEGOTIABLES**

### **OUR DISTRICT WILL:**

- Engage our students in relevant and meaningful curriculum that promotes 21<sup>st</sup> century learning.
- Believe relationship among all stakeholders are critical toward our success.
- Believe in our students and support the identification, development, and pursuit of their individual dreams.
- Set high academic, social and emotional expectations for our teachers and students, and persevere to achieve them.

### **WHY?:**

- To educate and graduate individuals who are prepared and inspired to make positive contributions to society.