

**Bernardsville Middle School
2022-2023 School Year**



This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

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STUDENT NO. _____

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Bernardsville Middle School

Dear BMS Students,

How wonderful it is to be back at BMS! The previous year was brewing with challenges, learning experiences, and excitement. Although the pandemic brought many obstacles that blocked the path to a “normal” school year, we not only persevered past those obstacles but used the unique experiences to develop our school. Last year students participated in multiple house events, including Bailey the Bulldog Abroad, PJ Day, 80’s Day, and Hoops for the Holidays. Bernardsville Middle School students also experienced the return of field day, the pool parties, and maskless school days.

BMS consists of four competing houses, Duke, Rutgers, Penn State, and Princeton. Regardless of how the competition turns out in the end, BMS is always a united community. Overcoming COVID’s hurdles together made the BMS community stronger—for the present and the future. Although the world around us may be frightening or dull, BMS always strives to be a safe and enriching learning environment for all.

Excited for the future,
The Student Culture and Climate Committee

Ms. Lisa M. Garofalo
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Bernardsville Middle School

Dear Students:

Welcome to Bernardsville Middle School and welcome to the 2022-2023 school year!

Ensuring that we have a common understanding of our school's expectations is key to our community's success.

Please use this handbook as a tool. Within it, you will find school guidelines and district policies that are important to you in making the smart decisions needed to become outstanding scholars, leaders, and role models here at BMS. I encourage you to sit with your family and take a few moments to review this book at the start of the school year. Please use this planner daily and refer back to the Student Handbook portion inside of it as needed.

If you have any questions or concerns, please ask your teachers, your school counselor, Mr. Koellhoffer or me.

Here's to a wonderful year 2022-2023!

Sincerely,

Ms. Lisa Garofalo
Principal

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DISTRICT CALENDAR

The Somerset Hills School District 2022 - 2023

September 2022						
S	M	T	W	Th	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students - 18 / Staff - 20 days

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students / Staff - 20 days

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students / Staff - 18 days

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students / Staff - 17 days

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Students / Staff - 21 days

September

- 1-2 Prof Days-No School
- 5 Labor Day - No School
- 6 First Day for students
- 26 Rosh Hashanah - No School

October

- 5 Yom Kippur - No School
- 7 Prof Day - Early Dismissal
- 17 Prof Day - Delayed Opening

November

- 1 Prof Day - Delayed Opening
- 10-11 NIEA - No School
- 23 Early Dismissal
- 24-25 Thanksgiving

December

- 23 Early Dismissal
- 26-30 Winter Recess

January

- 13 Prof Day - Early Dismissal
- 16 MLK Day - No School

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Students / Staff - 19 days

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students - 22 / Staff - 23 days

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Students / Staff - 15 days

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students / Staff - 22 days

June 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Students - 11 / Staff - 12 days

February

- 17 Prof Day - Early Dismissal
- 20 Presidents Day - No School

March

- 6 Prof Day-No School
- 20 Prof Day - Delayed Opening

April

- 3-7 Spring Break
- 10 Make-Up Day #3

May

- 26 Make-Up Day #1
- 30 Make-Up Day #2
- 29 Memorial Day

June

- 12-14 Early Dismissal
- 15 Early Dismissal/Last Day/Commencement for Students
- 16 Juneteenth
- 19 Professional Day

Note: This calendar allows for three snow days that will be used in the following order: #3, #2, #1. Should additional days be used, days will be made up as follows: January 16th & February 20th, then during spring recess beginning with April 3rd.

183 = Student Days
187 = Teacher/Staff Days
4 = Full Professional Days
3 = Early Dismissal/Prof Days
3 = Delayed Opening: Prof Day

Approved at Board of Education Meeting: 02/23/2022

CONTACT INFORMATION

Administrators, teachers, and staff can be reached by calling the school's main number (908)204-1916. They may also be reached by email. The standard email address is the first letter of the person's name followed by their last name @shsd.org.

VISITORS/SCHOOL SECURITY

In an effort to provide for the safety of our students and our staff, all doors will remain locked for the duration of the school day. All visitors and parents are required to report to the main office and sign in upon arrival. Visitors must present a valid driver's license for scanning by a security database at the front desk. All approved visitors must wear a visitor identification badge while in the building. For security reasons as well as for the continuity of instructional purpose, visitors cannot attend school with a student.

AFFIRMATIVE ACTION

The Somerset Hills School District prohibits discriminatory practices in employment, retention, or educational opportunity on the basis of race, creed, color, national origin, nationality, ancestry, age sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental and physical disability, perceived disability and AIDS and HIV status.

ARRIVAL and DISMISSAL GUIDELINES

Morning Drop Off: To ensure student safety and operational efficiency, parents are asked to form a single lane of traffic and **pull their vehicle up to the flagpole**. Please observe any traffic signs and/or arrows. Students may not cross the bus lane nor should vehicles block the buses from exiting the driveway. Buses arrive from 7:30 AM until 7:45 AM on most days.

Morning Guidelines: Students may begin arriving at 7:30AM and report to the following areas: 5th/6th graders will report to the supervised cafeteria and 7th/8th graders will report to the supervised gym until the 7:46AM bell. All students will then go to their lockers and report to Period 1 by the 7:50AM bell. For Delayed Openings, students may begin arriving at 9:30am and will remain in the supervised areas until the 9:46AM bell. All students will then go to lockers and Period 1 at the 9:50AM bell. Students arriving after the Period 1 bell must sign in as tardy in the Main Office. Please refer to ATTENDANCE PROCEDURES for students arriving late.

Dismissal Guidelines: Dismissal is at 2:46 PM. Students are then free to report to club meetings or to attend any other after school activity. Students who are not involved in a supervised after school activity must leave the building.

Early Dismissal: If it is necessary for a student to leave school early on a given day, written permission from the parent/guardian to the Assistant Principal's Office is preferred. The request must state the valid reason and time of dismissal. ***ALL STUDENTS MUST BE SIGNED OUT IN THE MAIN OFFICE BY A PARENT/GUARDIAN BEFORE LEAVING THE SCHOOL.***

ANNOUNCEMENTS

Announcements are made every morning at BMS and at the end of the school day if necessary. Announcements concerning special activities are to be written and approved by the activity sponsor and administration.

ASSEMBLIES

Assemblies and cultural arts programs are presented as enrichment; opportunities that are both educational as well as entertaining. They provide a unique opportunity for learning in a school setting. Regardless of the program, courtesy demands that the student body be respectful and courteous. In live entertainment, unlike television or movies or recordings, the performers are very conscious of the audience.

Students should adhere to the following expectations during assemblies and programs:

- Be attentive and respectful during performances
- Remain in your seat until dismissed.
- Applause is expected to acknowledge the performers.

Teachers will escort their classes to the assembly and seat the students in a designated section. When possible, a special bell schedule will be used so that no classes are missed on assembly dates.

CELL PHONE

The American Academy of Pediatrics (AAP) encourages creating and fostering a healthy "media diet" for students. Bernardsville Middle School looks to balance the positive aspects of technology with knowing the risks of overuse and respecting the privacy of others.

- Students are permitted to bring cell phones to school.
- Students are responsible to ensure that their phones are **turned off and out of sight** before the school day and they should not turn them back on again until they leave the building for the day.
- Cell phones should be kept in the locked locker during the school day.
- Students may carry cell phones on field trips provided that they are concealed in a backpack, pocketbook or other container. Students on field trips are not permitted to use cell phones without the express permission of the staff member in charge.

- Students who are seen displaying or using a cell phone at any time without permission and/or the appropriate supervision will be reminded to put their cell phones in their locked locker. Repeatedly needing to address this matter will result in discipline consequences
- **Students found using their phone to take/post pictures or videos of the school, staff or other students will be subject to discipline at a level three offense.**
- Using a cell phone at any time during an emergency evacuation of the building is strictly prohibited.
- **Parents should not call or text children during the school day. Please call the main office at 908-204-1916 if a child needs to be reached.**

ATTENDANCE PROCEDURES

Regular attendance in school is essential for student success; it helps maintain consistent progress and build work habits for future successes. Students are expected to attend school every day that school is in session and be on time to begin the day.

Students who arrive late to school: Students who arrive after 7:50AM are considered late and should report to the Main Office for a late pass to be admitted to their class. Parents/guardians should sign the child after 8:30AM when late to school and/or provide a written excuse. Accumulation of three tardies without a doctor's note per marking period will result in a detention. If a pattern of tardiness exists, a parent conference may be requested.

Reporting an absence: *Parents of students who will be absent from school should call 908-204-1916, EXT. 3010 and leave a voicemail message. Please provide your child's name, grade, reason for absence.* Upon return from an absence, students should have written excuses, dated and signed by a parent/guardian explaining the reason for absence. Students should hand notes into the main office.

Parents are required to notify the school each day of a child's absence.

Parents are asked to review the school calendar, which can be found on the district's homepage and avoid planning vacations when school is in session.

BACKPACKS

Students may carry backpacks to and from school. All student backpacks will be kept in the locker for the entire day. Backpacks and other items may not be left in the hallways.

BUS TRANSPORTATION

For students who use school bus transportation, bus passes are mailed home. Students are only permitted to ride on their assigned bus. This practice is strictly enforced; drop-offs at the houses of friends are not permitted. Students must comply with the rules and directions given by the driver. Students must remain seated while the bus is in motion. A Bus Conduct Report of rule violations will be forwarded to building administration when necessary, who will investigate and notify parents. Repeated infractions may result in detentions and/or suspension of bus privileges.

Destruction or defacing of buses may result in suspension of bus privileges. Such vandalism will be considered the same as defacing school property. Restitution for damages will be assessed.

CAFETERIA/LUNCH ACCOUNTS

There are three lunch periods at Bernardsville Middle School: one lunch for 5th grade, one for 6th, one for 7th, and one for 8th. The cafeteria is a place to enjoy eating lunch with friends. The following guidelines are used in the cafeteria to ensure that lunch time is enjoyable for everyone:

- Treat staff members and students with respect and courtesy.
- Talk at a reasonable volume.
- Place all trash and recyclables in the appropriate receptacles.
- Clean the table and floor of the area where you eat.
- You **may not** share any food with others in the cafeteria. This includes bringing in baked goods.
- You **may not** purchase food on behalf of other students
- Students/parents may not order take-out from area restaurants to be delivered for lunch. Parents are asked to avoid bringing in take-out food from area restaurants. If parents do drop off food, they should only bring food for their child.
- Remain seated unless directed by a teacher or staff member to line up to purchase food, go outside for recess, or be dismissed

Students have the option of bringing lunch from home or purchasing meals in the cafeteria. All schools in the district have FSS® POSitiveID System in their cafeterias. This technology allows us to provide debit accounts for purchases, and increases the speed of food service to students so they have more time to eat. Parents enjoy the convenience of prepaying for their child's purchases at whatever level they choose. All students are issued a Personal Identification Number (PIN) for use in the cafeteria. Each student retains his/her PIN throughout their successive years in the district. We urge you to take full advantage of this system by placing money into your child's account on a weekly, monthly, or annual basis. You choose the amount you want to deposit.

Students at Bernardsville Middle School will be allowed to accumulate a total of three charged (unpaid) meals. At that point, until additional monies are placed on the account, the student will be served a Bagel Bag & Milk for lunch. Students will receive periodic Low Balance Letters to take home as a reminder to replenish their account. Any money not spent by the end of the school year will be available for use the following school year. Parents may log on to <http://www.myschoolaccount.com> to view a student's account. Please address any food service questions to Maschio's Food Services, Inc. at (973) 598-0005 or Maschio's Food Service Director at (908)204-1930 ext.2127.

As defined by the Center for Disease Control (CDC) Healthy Schools, "Recess is a regularly scheduled period in the school day for physical activity and play that is monitored by trained staff. During recess, students are encouraged to be physically active and engaged with their peers."

Recess benefits students by:

- Increasing their level of physical activity.
- Improving their memory, attention, and concentration.
- Helping them stay on-task in the classroom.
- Reducing disruptive behavior in the classroom.
- Improving their social and emotional development (e.g., learning how to share and negotiate).

All fifth graders will have recess on a daily basis in compliance with NJ 18A:35-4.31. As the weather allows, sixth through eighth graders will have the opportunity to spend part of their lunch period outdoors.

ACADEMIC INTEGRITY

Bernardsville Middle School students work hard and their schoolwork is a source of pride for themselves, their teachers and families. Plagiarism and cheating of any kind is unacceptable and students are expected to consistently do their own work. When students cheat or plagiarize, they avoid real challenges, real learning and real growth. Using someone else's ideas or words without acknowledging the source is plagiarism and will result in appropriate consequences. Consequences of plagiarizing and cheating include:

- The staff member will contact the parent/guardian.
- Credit may not be awarded for the work.
- Consequences may be imposed per school's Code of Conduct.

Cheating includes, but is not limited to:

- Copying homework.
- Having parents or tutors complete assignments.
- Copying from the test or quiz of another student.

- Bringing in and/or using unauthorized information for a test, including information stored on a calculator or computer.
- Passing information to or receiving information from a classmate during a test.
- Submitting another's work as one's own.
- Presenting collaborative work as independent work.

HEALTH OFFICE

Mrs. Ryan serves as BMS's School Nurse. Students who become ill during the school day must report to their classroom teacher and obtain a written pass to visit the nurse. Whenever the nurse is away from her office, all students requiring assistance must report to the main office. The nurse will determine if the student is to be sent home and parents or guardians will be contacted to make all arrangements for the necessary transportation. Students **may not** use their cell phones to call home if they are sick. They should talk to the nurse who will make the determination and call home.

Accidents: An injury occurring during school hours should be reported to the nurse. An accident report will then be filled out by the school nurse who will complete an accident form within 24 hours. This will then be documented in the student's health records.

Medication: Medication, whether prescription or over the counter that needs to be given at school requires the following:

1. Written parent permission
2. Physician's order including medication, dosage, time, route, side effects and length of treatment.
3. Must be delivered in the original labeled container to the school nurse by a parent or guardian. Students **may not** carry medication to and from school. Medication forms are located on the BMS Health Office Website or may be obtained from the school nurse.

***Please note that students may carry and self-administer emergency medications such as an inhaler for asthma or an epinephrine auto-injector for life threatening allergies. These medications require a doctor's order and must indicate permission from the doctor that the student is able to self-medicate.**

Insurance: All students are covered under the district's policy for accidents that occur during the school day or during extra-curricular activities and sports. In the event of an accident, the parent's health insurance is the primary coverage. The district's accident policy is the secondary coverage.

If parents wish to purchase twenty-four hour accident coverage for their child, literature and an application form will be given to the student at the beginning of

the school year. The insurance policy is a contract between parents and the insurance company. However, school insurance must be purchased by the parent in order for any type of medical coverage to be in effect. The school is involved only to the extent of making the plan available.

If a student is injured at any time, he/she or parents/guardians should immediately report the injury to the school nurse who will complete a student accident form. Primary coverage will be the parent's medical policy. The district's policy will provide secondary coverage for any accidents, which occur during school time. Additional questions should be directed to the insurance company claims manager.

Head Injury: A student who experiences a head injury will be monitored by the school nurse in the health office. If the student does not exhibit signs or symptoms of concussion, then the student may return to class. The parent or guardian will be notified. If the student develops signs or symptoms of a concussion after a head injury, the parent or guardian will be notified so follow up with the primary care provider can occur as soon as possible. The student will need to provide a note from the doctor addressing when they can return to school when the child may return to physical education class/recess. **The student may not return to school without this note.**

CO-CURRICULAR ACTIVITIES

Bernardsville Middle School is proud to offer a variety of clubs and activities after school. Students are strongly encouraged to review the list of clubs posted and join clubs that are of interest. The daily announcements notify students of opportunities to participate in activities such as green team, drama, student government, peer leadership (grade/8), art club, yearbook, newspaper, photography club, math club, Earth Science team (grade 8) and kindness club. Do not hesitate to contact the club's advisor with any questions.

DISCIPLINARY PROCEDURES/CODE OF CONDUCT

The word "discipline" is from the Latin word "disciplina" meaning "instruction given, teaching, learning, knowledge". At Bernardsville Middle School, we are committed to the belief that each child has a right to learn, and each teacher has an obligation, and a right, to teach in a safe academic environment. Teachers and administrators review behavioral expectations with students throughout the school year, and the conduct of the vast majority of the Somerset Hills School District's students remains exemplary. Students have a responsibility to abstain from activity that results in disruption of the educational environment and infringes on the rights of other individuals. The goal of the Bernardsville Middle School discipline policy is to help students develop self-control and responsibility, as well as provide an opportunity to learn from mistakes and improve, true to the Latin root, in a way that is meaningful and serves as a

learning experience. The goal is for students to become aware of the impact of their behavior and understand the obligation to take responsibility for their actions.

To do this, we use preventive approaches that address the causes of a conflict and reinforce positive behaviors through teachable moments. We also believe in holding students accountable for their actions. Restorative practices take incidents that might otherwise result in punishment and create opportunities for students to take steps toward making things right. Consequences for failing to display responsible behavior range from a warning or reprimand, to suspension/expulsion from school. Included within that range of consequences are such behavior control strategies as:

Parent Notification/Conference	Lunch Detention
Conference with an Administrator	In-school suspension
Warnings or reprimand	Out-of-school suspension
Elimination of certain school privileges	School expulsion
The assignment of a written statement of apology	Financial reimbursement for damages caused by student
After-school detention	Reimbursement of expenses incurred in removing student from an out of district school function
Bus Suspension	Contact of Law Enforcement

Please be advised that the strategy or strategies used will be determined on an individual basis. Also please note that violations of the student behavior code that occur during any and all school-related activities will be considered grounds for administrative intervention and action.

The following actions will be taken as a measure to address and remediate student behavior:

<u>1st Level Offenses</u>	<u>Range of Consequences</u>
School misconduct across settings (e.g. cafeteria, hallway, locker room, bathroom)	1st Offense – Central Detention or Lunch Detention
Classroom disruption	
Behavior unresponsive to previously employed teacher/team strategies.	
Inappropriate/Offensive Drawing/Language/Gesture	2nd Offense - Central Detention or Lunch Detention (1 – 3 Days)
	3rd Offense - Central Detention

Unauthorized use of any electronic device (e.g. phone, tablet, Chromebook, laptop)	<p>(1-3 days)</p> <p><i>Lunch Detentions may be assigned by teachers or administrators; Central Detentions are only assigned by administrators.</i></p> <p>*Warning may be given for first offenses.</p>
Tardies to school or class in excess of allowable threshold (3 per marking period)	
Dress Code violation*	
Minor bus misconduct*	

<u>2nd Level Offenses</u>	<u>Range of Consequences</u>
1st level offenses in excess of three	<p>1st Offense - Central Detention (1-4 days)</p>
Careless conduct which could impact or endanger the physical or emotional welfare of another	
Cutting Class	<p>2nd Offense - Central Detention (2-5 days)</p>
Failure to report to an assigned detention	
Inappropriate/offensive drawing/language/gesture that is threatening/demeaning/ in nature	<p>3rd Offense - Suspension (1-2 days)</p> <p><i>Suspension can be In-School (ISS) or Out-of-School (OSS)</i></p>
Misconduct after school hours	
Physical contact with another	
Willful disregard of school rules	
Disobedience or open defiance of a staff member's authority	

<u>3rd Level Offenses</u>	<u>Range of Consequences</u>
2nd level offenses in excess of three	<p>1st Offense - Suspension (1-3 days)</p>
Destruction of school property **	
Leaving school grounds without permission	<p>2nd Offense - Suspension (3-5 days)</p>
Physical altercation	<p>3rd Offense - Suspension</p>

	(6-10 days)	
Significant bus infraction or minor bus misconduct offenses in excess of three #	<i>Suspension can be In-School (ISS) or Out-of-School (OSS)</i>	
Possession of fireworks **		
Unauthorized access of another’s digital resources, images, digital misrepresentation of identity, and/or invasion of another’s privacy electronically**		# Suspension of bus privilege:
Unauthorized access of another’s personal property **		1st Offense - One Week
Willful conduct which could impact or endanger the physical or emotional welfare of another		2nd Offense - 30 Days 3rd Offense - Remainder of school year

** Possible Law Enforcement contact and/or restitution

HARASSMENT, INTIMIDATION AND BULLYING/DATING VIOLENCE

The Board of Education prohibits acts of harassment, intimidation, bullying, and dating violence. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying/ dating violence, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its pupils in a safe environment.

“Harassment, intimidation, or bullying” includes any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function, or on a school bus. Schools are required to address bullying off school grounds when there is a connection between the behavior and the school. “Electronic communication” includes communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager. ***Please refer to SHSD Board Policy #5512 on the district web site (www.shsd.org) for details on HIB policy.*** “Dating violence” means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying / dating violence may range from positive behavioral interventions up to and including suspension or expulsion. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

LAW ENFORCEMENT CONTACT

There are certain behaviors that are inappropriate regardless of where they occur. Those behaviors require administrative intervention, as they impact the quality of school life for students, teachers and visitors.

Regulations on student conduct state, in accordance with prior case law, that a school district's authority to impose a consequence on a student for conduct away from school grounds may be exercised when "reasonably necessary for the student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, staff or school grounds, pursuant to NJAC 6A:16-7.6, N.J.S.A. 18A:25-2 and 18A:37-1.23.

CENTRAL DETENTION

Central detention is held from 2:50 PM - 3:50 PM Tuesdays through Fridays. Lateness or failure to comply with detention rules will result in an additional detention. Detention ends at 3:50 PM. No food, beverages, or electronic equipment are allowed; talking is not permitted. Detentions take precedence over after-school activities and athletics. Detentions will be scheduled within forty-eight hours of being assigned.

SUSPENSION

IN-SCHOOL SUSPENSION (ISS) AND OUT-OF-SCHOOL SUSPENSION (OSS)

Unfortunately, there may be times when a consequence warrants an action that requires removal from the school setting. A student may be suspended for one to ten days by the administration. Students may not participate in any school activities during the entire day of suspension. All assigned work must be completed during suspensions; incomplete assignments may not receive credit. Assignments for students who have received OSS will be made available for pick-up in the Main Office by 2:15 PM on the second day of the suspension. During OSS, students are not permitted on school grounds during school hours nor may a student participate in school-sponsored extracurricular activities after or during the school day.

A parent/guardian post-suspension meeting with the appropriate administrator will be required before a student can return to BMS. Tests shall be made up upon the student's return to school/class, as scheduled by the teacher.

COMMUNITY SERVICE

Bernardsville Middle School recognizes the need to develop a sense of social responsibility in all students in addition to their academic and co-curricular requirements. Each student is required to perform a minimum of five (5) hours of community service each year of attendance at BMS. This will result in a cumulative of twenty (20) hours before completing grade 8. The coordinator(s) of Community Service for the middle school provide ample opportunities for students to meet this requirement throughout the year. If a student does not meet the annual requirement, the hours will roll over into the following school year.

For example if a student going into Grade 7 did not complete his/her hours during Grade 6, the student would be required to complete all ten (10) hours of Community Service as a 7th grader instead of five (5). Failure of an 8th grade student to meet the total required hours prior to May 30th will be handled by building administration.

COMPUTER/NETWORK USE

It is the intention of the Somerset Hills Board of Education that the district's computer network be used for educational purposes only. Inappropriate use of school computing facilities, software and the Internet will result in a loss of privileges. The first offense will be a loss of privileges for **30 days**. The second offense will be a loss of privileges for **60 days**. The third offense will be a loss of privileges for **90 days**. Additional disciplinary consequences may also be imposed.

Wireless Network & Personal Electronic Devices/Cell Phones

Students are permitted to bring their personal electronic devices to school and use them during the school day provided they adhere to certain guidelines. In addition to these guidelines, the use of any wireless device requires that students abide by the District Policy regarding Acceptable Use of Computer Network / Computers and Resources Form.

Expected Student Behaviors and Responsibilities

The Somerset Hills School District accepts no responsibility for personal property brought to the school by students. Students who choose to bring a wireless electronic device assume total responsibility. Devices that are lost, stolen or damaged are the responsibility of the student or his or her guardian.

- Use only the district assigned personal account (username and password)
- Access appropriate information, images, and data. Use appropriate language, images, and information.
- Never distribute personal information regarding yourself or anyone else.
- Immediately report threatening, discomfoting, or indecent materials to a school staff member.
- Never buy, sell, advertise, or otherwise conduct business using the wireless network.

Tips for Success with Somerset Hills Wireless Network

- Clearly label all devices and power cords with your student's name.
- Set a password or pass code on the device.
- Bring devices to school fully charged and in good working order.
- Record the serial number and model information at home.
- Silence devices while working in class.

Bernardsville Middle School is mindful of keeping students and families safe and educated regarding technology. The Federal Trade Commission shares the following guidelines on computer security:

- Watching out for "free" stuff. Free games, ringtones, or other downloads can hide malware. Do not download anything unless the source is trusted and scanned with security software.
- Protect passwords by not sharing them with anyone, including friends.
- If you have questions about anything regarding your technology here at BMS, please see your counselor or an administrator in the Main Office.

SCHOOL DRESS CODE

There are three requirements for school dress at Bernardsville Middle School: dress must be in good taste; no dress may be unsafe to the wearer or to others, or be likely to cause damage to property; and, no dress may be unduly distracting to an orderly teaching/learning process.

The following do not meet these standards and are, therefore, considered inappropriate school attire: articles of clothing which have indecent, suggestive, hateful, biased or offensive writing, pictures, or slogans; exposed underwear; bare midriffs; bare feet; hats, hoods pulled up, or bandannas; non-prescription sunglasses; beachwear. Earbuds may be used in the classroom with teacher permission only but as not permitted to be worn in the hallways.

For special functions, such as dances, field trips, special theme days, etc., students are to conform to the type of dress deemed appropriate by the sponsoring group and approved by the Administration. "See Board of Education Policy #5511 on the district web site (www.shsd.org) for further information about the school dress code."

DRILLS

Bernardsville Middle School complies with NJ State Law 18A:41-1 concerning fire drills and school security drills.

Fire Drill: A fire evacuation plan is available in every room. When the fire alarm sounds, students are to immediately stand and quietly exit the room in single file. Students are to follow the fire evacuation route and teacher's directions at all times. When reaching the outside, students are to assemble with their class and be at least 50 feet away from the building. Students are to remain **silent** and listen for directions.

Security Drill: These drills are conducted once per month at irregular intervals to practice the procedures that are in place in the event of an emergency. These procedures enable the police/fire/EMT departments to respond quickly and

effectively to a non-fire situation. Students are to remain **silent** and follow the directions of the teacher.

ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy 7441.

EMERGENCY SCHOOL CLOSINGS

The school may be required to close early due to weather or other unforeseen conditions. The Somerset Hills School District uses the School Messenger system for emergency notifications. If an AlertNow call was not received but there is a question as to if the school may be closed, please use any of the following resources to find out if school is delayed or closed:

District's website: www.shsd.org

District's snow line 908-630-3019

Radio & Television

Channel 2 WCBS

Channel 5 FOX

Channel 4 WNBC

Channel 7 WABC

Channel 12 NJ News

New Jersey 101.5 FM www.nj1015.com

FIELD TRIPS

Throughout the year, there will be opportunities for grade-level field trips. The purpose of the trip is to provide students with experiences outside their everyday activities. Field trips and activities are a privilege for students who have met their academic, service learning, and behavioral requirements. A student in 5th, 6th or 7th grade who accumulates a significant number of detentions, or a student who has been suspended from school may also be excluded from school activities such as field trips, dances, Field Day, and the end-of-year pool party at the discretion of the administration.

Each June, the HSA sponsors a pool party, dance, and end of the year trip for the 8th grade. These activities are a privilege and are for all students who have met their academic, service learning, attendance, and behavioral requirements. There is generally a portion of the cost covered by the parents, but funding is also generated throughout the year via HSA sales and activities. A student who accumulates a significant number of detentions or who has been absent a

significant number of days may be excluded from the end of the year field trip. Additionally, a student who has been suspended from school on more than one occasion and has accumulated any number of detentions (one or more) may also be excluded from the end of the year trip. If a student is excluded from the eighth grade trip, there will be no refund given.

GRADING SYSTEM/GRADE REPORT

Grades for all courses will be determined on the basis of individual progress towards the achievement of instructional goals and objectives. Grade determination will be based upon such criteria as test performance, daily assignments, notebooks, projects and other activities designed to assess the students' understanding. Teachers will communicate the standards and criteria during the first weeks of school. Below is the grade scale used in the Somerset Hills School district:

97-100 = A+	73-76 = C
93-96 = A	70-72 = C-
90-92 = A-	67-69 = D+
87-89 = B+	63-66 = D
83-86 = B	60-62 = D-
80-82 = B-	0-59 = F
77-79 = C+	

An "Incomplete" (I) grade is given only due to unanticipated excused absences such as illness or extenuating circumstances. At the close of a two week make-up period, the grade of "Incomplete" (I) will be replaced by the appropriate grade. If the make-up work is not completed, an "Incomplete (I) may convert to an "F." Report cards and student progress will be posted quarterly on PowerSchool (registration required.) Parents and students are expected to monitor their academic achievement and progress on a regular basis. PowerSchool is a "live" grade book and therefore mid-marking period progress reports are no longer relevant. Students may earn a "No grade "or NG at the recommendation of CST or administration under extenuating circumstances.

GUIDANCE SERVICES

Our School Counselors are the "heart and soul" of our school. The goal of Bernardsville Middle School's counseling department is to implement a comprehensive counseling program that will meet every student's needs on an academic, social, and emotional level. Working in collaboration with teachers and parents, counselors are dedicated to ensuring that our students make a successful transition into this time of new beginnings and rapid growth. Our hope is that by the time our students leave BMS, they will have gained a heightened sense of responsibility, maturity, and the skills and tools needed to continue on their journey towards success in all areas of their lives in order to become productive and contributing members of their community as well as society as a

whole. Individual counseling or assistance is available to all students. Any student wishing to see a school counselor is free to visit the guidance area before or after school, between classes, or during the lunch period. Emergency situations will be handled promptly and the classroom teacher will be informed that the student is in the guidance area. Students who visit the guidance area and find counselors busy or not available are requested to leave a note indicating that they wish to see a counselor, and then report to their regular scheduled class.

The guidance department will facilitate meetings between parents and teachers upon request. Parents should not hesitate to reach out to arrange an appointment. Team time by grade level meetings are the best way to speak with a child's full group of teachers. If there is a specific matter or concern related to a specific subject. In such cases, parents are asked to address the matter with the teacher before calling guidance or administration.

MAKE-UP WORK

When students are absent, they should make every effort to keep up with the work of class. Students are required to make up any class work or tests missed as a result of any absences.

If a student's health condition permits, students may elect to keep pace with their assignments by checking Google Classroom or by inquiring about assignments via teacher email. Reaching out to a classmate is another option.

Should a student's absence last longer than three days, a parent may request missed work through the school counselor. All work missed during an absence must be made up. Normally all missed tests and class work should be completed as soon as possible following return to school: **within two (2) school days for each absence** and **within a maximum of ten (10) days for absences of a week or longer**. If there are questions, please reach out to the school counselor.

HOMEWORK POLICY

Homework is provided by teachers as a way to extend the learning experiences taught in the classroom. Homework should be a properly planned part of the curriculum. Homework plays an important role in the scholastic program. As students mature, more and more responsibility is placed on them. A parent's role in homework is to act as a resource person for the completion of homework. If homework is noted as being a struggle, please reach out to the teacher and/or counselor.

Each grade level team will monitor the amount of homework that is assigned on any one evening. Signing up for Google Classroom and Google Calendar is a great tool in helping manage the planning and studying needed for success. Long term and short term assignments are posted. Time allotments are established

using a flexible range as a recommended guideline. General guidelines for homework by grade are as follows:

- Grade 5: 1 hour
- Grade 6: 1 -1.5 hours
- Grades 7 & 8: 1.5 -2.5 hours

It is realized that these ranges show a daily average. The range of time accounts for differences in the homework style of individual students and the level of the curriculum. Major assignments are staggered so that students can devote appropriate time and completion to each content area.

Homework will not be assigned over the December or spring breaks. The earliest due date for a long term assignment scheduled prior to either break will be on the third school day after the break. For example, if students return from break on Wednesday, the earliest a long term assignment may be due is on Friday.

BMS END OF YEAR AWARD

MILLICENT FENWICK AWARD is named in honor of Bernardsville's four-term member of the United States House of Representatives. Bernardsville Middle School's highest award is given annually to any student in the 6th, 7th, and 8th grade who had an academic average at or above 90% for the school year in all courses.

LATE BUS

If a late bus is able to be offered during the school year, it is provided for students who are involved in after-school programs and activities. The bus arrives at the main entrance of the school at 3:50 PM. Ridership is limited to students who are a part of an approved school program and it is not open to students who have remained on site without authorization. Students are encouraged to check with the Main office staff or their school counselor before riding the bus for the first time for its route and availability.

LIBRARY MEDIA CENTER

The Library Media Center is truly the "brain center" of our middle school. All middle school students are encouraged to use the Media Center to read for pleasure as well as for reference work. Students are given individual instruction on the use of all Media Center resources as needed.

- a. The Media Center is open from 7:30 AM to 2:46 PM on Mondays, and 7:30 AM till 3:00 PM Tuesdays through Fridays. In addition to these "Open"

hours, on Tuesdays through Fridays students have the opportunity to attend the "After School Library" program from 3:00 to 3:45 PM. Students staying past dismissal will need a parent note and must stay until 3:50 PM.*

- b. The Media Center is fully automated for circulation and catalog research. Online databases enable students at each computer workstation not only to access the catalog, but also to utilize electronic databases for information. A multimedia computer workstation provides students the opportunity to work on individual or group projects. The Media Specialist assists students in finding information for class assignments and selecting books to read for pleasure and reports.
- c. Students may visit the Media Center with their classes under the supervision of the teacher. Students may also be sent to the Media Center with passes. Upon their return to class, passes are signed by the Media Specialist.
- d. Books and magazines may be signed out for a two week period and may be renewed for an additional two weeks. Research materials may be borrowed by special request.
- e. To preserve a quiet and appropriate Library environment, any student persisting in disruptive behavior or misusing technology will be directed to leave.

LOCKERS

Every BMS student is issued a locker where he or she is to store backpacks and school items. Students are responsible for the contents and condition of their lockers at all times. Locks are provided and students are expected to keep their lockers locked at all times. It is strongly urged that personal valuables not be brought to school, as the school cannot be responsible for any personal items that are lost or stolen from lockers. Locks that are lost will be replaced for a \$10 fee. Students are never to use or enter another student's locker at any time.

All lockers are the possession of the Somerset Hills School District. Any writing/graffiti and posting of inappropriate material inside and outside are prohibited. Lockers may be decorated for birthday celebrations before school with teacher permission or after school when supervised by a parent/guardian. Decorations put on the outside of the locker will be removed after a week's time. Lockers will be checked periodically throughout the year. Permanent materials such as stickers are not permitted to be attached to any locker. The school reserves the right to inspect any locker when a reasonable ground for a search exists. School officials may search the locker of any student engaged in any type of suspected or known wrongdoing.

LOST AND FOUND

Lost and Found Boxes are located outside the gymnasium doors. Students should check this box for missing items. Parents are also encouraged to check the Lost and Found boxes if something is missing. Items not claimed monthly will be donated to charity.

PHYSICAL EDUCATION PARTICIPATION

Bernardsville Middle School follows the State of New Jersey requirement that all students participate in a comprehensive, sequential health and physical education program that emphasizes the natural interdisciplinary connection among wellness, health and physical education programs. The primary focus of the state standards is on the development of knowledge and skills that influence life-long healthy behaviors within the context of self, family, school and the community. Students are required by law to participate in physical education class in order to graduate from Bernardsville Middle School.

Students would benefit from either cross trainers, running sneakers, or basketball sneakers for gym class. All shoes should have laces and must be tied at the top. The wearing of jewelry in physical education classes is strictly prohibited since it is hazardous to the wearer and to other students. Students are responsible for making sure that jewelry, purses, and all other valuables are locked in their lockers before class begins. Locker rooms are for the use of students in a sports season.

All student lockers remain the property of the Board of Education and may be opened and searched for good cause. Each student is responsible for the safety of any school or personal property stored in his/her locker.

PROHIBITED ITEMS

Skateboards and laser pointers are not allowed in school or on school property for the safety of Bernardsville Middle School staff and students. **Tobacco products, electronic smoking devices, and lighters are strictly prohibited. Weapons (including air guns) of any kind are not to be brought to school or be on school property. Failure to follow this will result in discipline and the alerting of law enforcement officials as warranted.**

Weapons: Any pupil who possesses, uses, or exchanges a weapon in violation of the **Somerset Hills Board of Education Policy and Regulation #8467** shall be subject to stringent discipline, which may include expulsion. Any pupil who suspects or knows of the presence of a weapon in violation of the Board Policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises, school transportation, or at a school sponsored function shall be reported to the appropriate law enforcement agency. Possession of Weapon will result in 1-10 day suspension and/or other disciplinary action including expulsion.

Substance: **Somerset Hills School District Board of Education Policy # 5530** recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community.

SMOKING

Somerset Hills School Board of Education, in accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, **prohibits smoking at all times**, anywhere in school buildings or on school grounds.

The American Academy of Pediatrics (AAP) states "Tobacco use continues to be a major health threat to children, adolescents and adults. The developing brains of children and teens are particularly vulnerable to nicotine, which is why the growing popularity of e-cigarettes among adolescents is so alarming and dangerous to their long-term health." Students who are found to be in possession of a vaping device will be subject to BOE Policy/Regulation #5530 - Substance Abuse and the vaping device will be confiscated and turned over to the Bernardsville Police.

TEACHER RECOMMENDATION REQUESTS

During the course of the school year, students may be in need of a written recommendation from a teacher, a school counselor, or an administrator. Students are asked to contact the teacher, counselor or administrator in writing of this request. A complete request will include an informal resume, listing both in-school and out-of-school activities, as well as any information that makes the student unique. Additionally, requests should include an addressed, stamped envelope if the request is not an electronic one. Please allow at least one week advance notice for all requests. We appreciate feedback from students regarding their responses from these recommendations so we can celebrate their successes!

TELEPHONES

Students who need to use the telephone must use the telephone inside the main office with permission. Personal cell phones are not to be used within the school during regular school hours. If parents need to reach a student during the school day, they should call the main office **908-204-1916** as well. A message will be given to a student to call a parent by using the main office courtesy phone and in the event of a true emergency, the main office staff would always get a child to come to the phone.

STANDARDIZED TESTING

The Somerset Hills School district will administer the New Jersey Student Learning Assessments for English Language Arts/Literacy (NJSLA-ELA), Mathematics (NJSLA-M), and Science (NJSLA-S). measures the extent to which students are, or on track to being college or career ready in each of the two respective areas. The NJSLA-S uses the same familiar testing platform that NJSLA-ELA and NJSLA-M uses to all 5th and 8th grade students each spring.

Individual student reports are mailed home as results are made available from the State Department of Education.

CARE OF SCHOOL PROPERTY

All school property is provided by public funds and is a source of pride to the community. Students need to take special care with school equipment, textbooks, and furniture. Any student who willfully destroys, abuses, or defaces school property will receive a disciplinary consequence.

Textbooks and Equipment: Textbooks are provided by the Board of Education. The books are free of charge to all students for the classes in which they are enrolled. Books must be covered at all times and kept in a safe place when not in use. Students are responsible for the care and protection of all books issued to them. Fines will be levied for any excessive wear or damage. A student who loses a book will be issued a new text, but if the lost book is not found in 5 school days, the student will pay the prorated purchase price. Should the original book be found after that time, a refund will be provided. Any student who would like to use a textbook over the summer may provide the school with a deposit which will be given back to them upon the return of the book to the school.

BMS is a 1:1 school where students are provided with a district-issued device. Proper care of the device is expected and a district-issued case is also provided to assist students in protecting the device. Insurance is available through the school district at the start of the school year. As with textbooks, fines will be levied for any excessive wear or damage.

**SOMERSET HILLS SCHOOL DISTRICT
BOARD OF EDUCATION POLICIES**

Board of Education Critical Policies

The Somerset Hills School District annually informs parents/guardians and students about critical Board of Education Policies and Regulations.

The following is a list of those policies and regulations which are available at **www.shsd.org** in the Board of Education section:

Policy	2330	Homework
Policy Regulation	2361	Acceptable Use of Computer Network, Computers, and Resources
Policy Regulation	5200	Attendance
Policy Regulation	5320	Immunization
Policy Regulation	5440	Honoring Pupil Achievement
Policy	5511	School Dress Code
Policy Regulation	5512	Harassment, Intimidation & Bullying
Policy	5513	Care of School Property
Policy Regulation	5519	Dating Violence at School
Policy Regulation	5530	Substance Abuse
Policy	5533	Pupil Smoking
Policy Regulation	5600	Pupil Discipline/Code of Conduct
Policy	5611	Removal of Pupils from the General Education program for Weapons/Firearms Offenses
Policy	7422	School Integrated Pest Management Plan
Policy Regulation	7441	Electronic Surveillance in School Building and on School Grounds
Policy	7510	Use of Facilities
Policy	8335	Family and Educational Privacy Act
Policy Regulation	8467	Weapons
Policy	8505	Wellness Policy/Nutrient Standards for Meals and Other Foods
Policy	8601	Pupil Supervision After School Dismissal

**Bernardsville Middle School
Dismissal Form/Procedures
2022-2023 School Year**

A separate form is required for each child who attends BMS.

PLEASE PRINT THE FOLLOWING INFORMATION:

Name of child: _____

Grade: _____

All BMS students are considered unescorted when they are dismissed from school at the end of the school day. When an unescorted student leaves his/her classroom, he/she may stop at his/her locker and then proceed to the designated school exits and leave school by school bus, walking, biking, riding in a parent/guardian vehicle or another parent/guardian-designated method without being signed out. Students enrolled in the YMCA after school program report directly to the hallway outside the main office upon dismissal. Some students upon dismissal report to the library or attend club or sports activities.

PLEASE CHECK THE CATEGORY THAT APPLIES TO YOUR CHILD:

_____ **A) Bus Rider** both ways five days a week:

This category includes students who generally ride the bus, but who on occasion may be a **Car Rider** in the a.m. and/or p.m.

_____ **B) Car Rider** both ways five days a week:

This category includes students who generally are **Car Riders** both ways five days a week.

_____ **C) Walker or Bicycle Rider** both ways five days a week:

This category includes students who actually walk or who ride a bicycle home from school. If it is your request, you must give us permission for your son/daughter to walk or ride his/her bicycle home without an adult. *“By signing here, I wish to have my child walk/ride his/her bike home independently, without adult supervision, and I accept full responsibility for my son/daughter walking/riding his/her bike to and from school”:*

x_____.

_____ **D) Participant in After-School Library Program** – four days a week (Tuesday – Friday):

This category includes students who stay after school to work on homework, projects or do research in the library from 2:50 – 3:50p.m.. This activity is supervised by school staff. Students involved in this program may attend regularly or on occasion. **My child will arrive home from this activity by:** (please check one that applies for when your child will be involved in this activity)

_____ **Picked up by parent/guardian**

_____ **Walker**

Students who remain unsupervised upon dismissal at the end of the school day must report directly to the Main Office. School personnel will attempt to contact the parent/guardian or call another authorized person you designate. The **following individuals are authorized to sign my child out from school:**

PLEASE PRINT ALL INFORMATION

a. Parent/Guardian: _____
Telephone number _____

b. Parent/Guardian: _____
Telephone number _____

c. Other: _____
Telephone number _____

I have read and acknowledged the dismissal procedures of Bernardsville Middle School. I understand that my son/daughter is unsupervised on dismissal.

Parent/Guardian signature: _____

Printed Name: _____

Date _____

If you would like to request your child only be released at dismissal to a parent or legal guardian, or a parent/legal guardian escort, please indicate specifics below.