

INTERIM SUPERINTENDENT

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Administration

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Mrs. Melissa Finizio, Supervisor of Special Programs and Instruction
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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This Student/Parent Handbook is published so that all students and parents of Buena Regional Middle School may have a ready reference to information which is necessary for the understanding of the daily operation of our school. **It is important that all students and parents read the information contained in this Handbook so there may be as few misunderstandings as possible.** When this Handbook does not give the information you need, you should contact the building principal, assistant principal, counselor, teacher, or office for help at 856.697.0100.

ARRIVING AT SCHOOL

All pupils who are not transported on school buses are to plan to get to school no earlier than 8:10 and no later than 8:20. PLEASE NOTE THAT THE SCHOOL MAINTAINS AUTHORITY AND ALL SCHOOL RULES APPLY WHILE GOING TO AND FROM SCHOOL.

All pupils will remain outside the building until the bell rings at 8:10 am.

Any student getting to school after 8:20 am must report to the main office. Students may not ride or bring bicycles or skateboards to school.

FOOD SERVICES

BREAKFAST PROGRAM

Currently the school offers a breakfast program for all students. All students are permitted to bring their own breakfast to school each day. Students must adhere to all rules and regulations regarding this program.

LUNCH PROGRAM

School lunches may be purchased by the students during their assigned lunch periods. Students may elect to bring their own lunches to school.

Energy Drinks, Food and Candy

· Due to excessive ingredients and warnings from the Food and Drug Administration, high energy drinks are not to be possessed or consumed by students during the school day.

· Students who possess or consume high energy drinks (such as Monster, Rockstar, Redbull, Venom, Amp, etc.) will have them confiscated and returned to their parents upon request.

Food and candy are not to be eaten outside of the cafeteria

Soda is not sold during lunch periods as per federal law. Milk, water, and fruit juices are encouraged as beverages. If a student forgets his or her lunch money, the student may charge a main meal. Students are not permitted to accumulate meal charges exceeding fifteen dollars

(\$15.00). If a student attempts to charge a main meal when his or her outstanding charges exceed \$15.00, then the student may charge an alternative lunch and parents will be notified of the account balance. **This is in compliance with Board Policy 3542.46.**

Students will initially have the opportunity to choose where they will sit in the cafeteria during lunch. Thereafter, students will be expected to sit in the same seats.

Students who wish to change their seats or leave their seats must get permission from a teacher on cafeteria duty before doing so. Students are required to eat in an orderly manner and to make every effort to maintain the cafeteria in a clean and inviting condition.

All other rules found in the Discipline Code will be enforced in the cafeteria.

LEAVING SCHOOL

At the end of the day, all students will go directly to their lockers. All students will immediately exit the building for their buses. Any student who misses the bus must report to the main office to make arrangements for getting home.

LEAVING THE GROUNDS

Pupils may not leave the school grounds once they report to school in the morning. All transported pupils must get on or off the bus at this school only. Bus drivers will not pick up students at any place other than the school. With the exception of a parent or guardian, unless previously approved by an Administrator, no pupil may ride home in a private car after school hours.

All bus students being picked up or having local doctors, dentists, etc., appointments, must have a written note from their parents, otherwise the students will be required to ride his/her assigned bus home.

AT NO TIME DURING THE SCHOOL DAY IS A PUPIL TO LEAVE WITHOUT PERMISSION FROM THE OFFICE.

ACCIDENTS/STUDENT ILLNESS

1. Students who have an accident or become ill during class should report immediately to the teacher, coach, or adult in charge.
2. The adult in charge should send the student to the nurse for minor injuries. For more serious injuries the adult in charge should send for the nurse, request another adult to accompany the student, or request coverage to accompany the student to the nurse.

3. If further medical attention is needed, the student's parent or guardian will be notified. The school nurse will notify parents if a student needs to be released from school due to illness.
4. In the event of a serious injury, a school designee may accompany the child to the hospital in an ambulance while school authorities will continue to attempt contacting parents or other designated emergency contacts.

ADMINISTRATION OF MEDICATION IN SCHOOL

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication as per BOE policy 5141.21

1. When a student requires medication during school hours, written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration, and the side effects.
2. The parent or guardian must provide a written request for the administration of the prescribed medication during school hours.
3. The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
4. The school physician will approve in writing those students who will be receiving long term medication.
5. The school will provide a secure, locked space for the safe storage of medication.
6. The certified school nurse or parent/guardian is the only one permitted to administer medication in the schools, except in cases of extreme emergency such as for anaphylaxis reaction as per Janets Law.

ATTENDANCE POLICY

Regular attendance is absolutely essential for effective learning. Many failures can be traced to frequent unexcused absences from school. An excused absence means that a pupil may make up work missed and receive credit for it.

Parents of absent students must call the school -856.697.0100 x5605 – by 9:00am stating the reason for the absence. The call should be made on the first day the student is absent. **Notes from parents/guardians for an excused absence will only be accepted if received within 24hrs of the students return to school.** If a student is absent for 3 or more consecutive days, a doctor's note is required.

Excused absences for Vacation requests must be requested **prior to** absences; the requests should be submitted to the attendance officer and may be approved as an acceptable "good cause" as determined by the Assistant Principal/Principal. **However, parents and guardians must note that vacation time is normally considered an unexcused absence.** Students should notify their teachers at least one week prior to their vacation in order to receive the missed schoolwork that teachers determine must be completed. Completed work is to be returned to appropriate teacher upon return.

A definition of an unexcused absence that, at a minimum, shall be based on the definition of a school day, pursuant to N.J.A.C. 6A:32-8.3, and the following considerations: (i) family illness or death; (ii) educational opportunities; (iii) prior written parental permission; (iv) excused religious observances, pursuant to N.J.S.A. 18A:36-14 to 16; and, (v) where appropriate, individualized education programs, the Individuals with Disabilities Education Improvement Act, accommodation plans and individualized health care plans.

BRMS will make a reasonable attempt to notify the student's parents of each unexcused absence by sending parents/guardians a computerized call from Global Connect confirming their child's absence. A letter from the school will be sent home concerning the fifth (5) and eighth (8) and (10) unexcused absences.

N.J.A.C. 16A:16-7.8(a)(4)(iii) provides that a student between the ages of six (6) and sixteen (16) that has accumulated ten (10) or more unexcused absences is "truant" pursuant to N.J.S.A. 18A:38-27. In this instance, the District must take all of the following steps:

1. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts.
2. Notify the parent/guardian in writing that it has made a referral.
3. Make a mandatory referral to the Atlantic County Juvenile Family Crisis Intervention Unit

Any student who completes the school year in violation of the Attendance Policy will be assigned to the Summer Attendance Make-Up Session. The amount of time will be determined on a case by case basis, but will not exceed ten days. Further, any eighth grader who is in violation of the attendance policy may not be permitted to participate in graduation ceremonies, as per district policy. ***Upon reaching ten (10) unexcused absences, the student will not be allowed to participate in extra-curricular activities for the remainder of the school year.***

Tardy to School

Regular attendance in all classes is imperative to ensure that students will receive a thorough and efficient education. Lateness to school disrupts the educational process.

Students who arrive after the start of POD 1 (8:20am) are considered late to school and must pick up a late slip from the main office. Students may be signed in at the main office by their parent/guardian up to a limit of ten (10) times during the school year, and each will be considered excused. **After the tenth time, however, students will be charged with an unexcused tardy, even if they are signed in by a parent.** Parents are therefore urged to use this sign-in privilege wisely. Examples of tardies that will be excused with a parent's signature are:

- Verified doctors or dental appointments
- Extreme emergency circumstances as determined by the School Administration.

The BRMS policy for lateness to school is:

Upon reaching five (5) unexcused lates the student will be assigned **1 day of Alternative Learning Lab (A.L.L.)** resulting in a written notification sent home. Upon reaching ten (10) unexcused lates the student will be assigned **3 days of A.L.L.** resulting in parent telephone contact and a written notification sent home. Upon reaching fifteen (15) unexcused lates the student will be **Suspended Pending Parent Conference, accrue one (1) day of unexcused absence, loss of 8th grade privilege if applicable,** and a written notification will be sent home. **Thereafter, every five (5) additional unexcused lates will result in the same consequence as with the fifteenth.**

Please Note - Once the total cumulative unexcused days of absence exceeds the permitted limit of ten (10), which may be the result of absences, lateness, or a combination of both; a student will be assigned to Summer Attendance Make-Up, accordingly. When a student has accumulated twenty-five (25) cumulative, unexcused lates, the situation may be reported to the Division of Youth and Family Services.

EARLY DISMISSAL

1. Requests for early dismissal ***MUST BE IN WRITING*** from parents or guardians and should be presented to the office first thing in the morning in order to be recorded on the

school's daily attendance sheet. When an emergency telephone request is made, the office will grant permission for the dismissal.

2. If an early dismissal is granted through a telephone call or parent's note, the parent or guardian must come to the school office to pick up the student and sign the student out unless otherwise specified.

ATTENDANCE OFFICER

The attendance officer will investigate cases in which students are truant (unknown reasons for absences). In cases where a doubt exists as to the validity of the reason and/or for cases of prolonged or frequent absences, an investigation will occur. In cases, where parents are not at home at the time the attendance officer investigates and the student is not home, the attendance officer may visit the home in the evening to discuss the absence with parents.

DISCIPLINARY CODE

The main purpose of BRMS's existence is the education of its students.

In order for learning to take place, students must be in attendance, their behavior must not be disruptive to the atmosphere for learning, and their actions must not jeopardize the right, property, or well-being of others.

- Student infractions not readily covered by the discipline code will be interpreted by the School Administration. Complaints may be signed and/or Board of Education action may be added to any suspension for any offense if deemed necessary by the School Administration.

-The administration reserves the right to remove a student from any privilege offered at BRMS for students in continuous violation of the BRMS discipline code.

In order to develop the self-discipline necessary for learning and living, students have a right to know what is acceptable and what is not acceptable in the way of behavior. For this reason, the disciplinary code which follows should be carefully read and understood by faculty, parents, and students. This code will be reviewed annually and revised where necessary.

1. All disciplinary infractions will be handled through administration.
2. **It is understood that the administration of this code must include some administrative judgments where cases do not exactly fit the descriptions.** Nevertheless, unless there are specific and considerable extenuating circumstances, this code will be followed.

3. Each student is entitled to due process. Therefore, a request for a hearing in the presence of parents will be honored.
4. Teachers and other personnel are authorized and required to report offenses and enforce the code.
5. In cases where an infraction of this code is also a violation of the law, the administration may file a complaint with the police as well as administer fitting administrative punishment.
6. Concerns about equal application of the code should immediately be brought to the attention of the administration.
In cases where two or more students commit the same offense it is still possible that their punishments might differ. A review of their disciplinary record will show whether they have been guilty of the same infractions in the past and which punishment by the code is more appropriate.
7. Punishments assigned under this code can be supplemented by more severe punishment where circumstances warrant. Most of the punishments listed are for up to four offenses. In cases, which exceed this number, the administration will increase the punishment and may recommend actions by the Board of Education.
8. **This code applies to behavior on buses and at all school sponsored activities.**
9. **Any student receiving 5 disciplinary referrals will be barred from extracurricular activities for the remainder of that marking period and for the next marking period. If that student receives 2 or more disciplinary referrals thereafter, he/she will be barred from participating in extracurricular activities for the remainder of the school year, including 8th grade privileges if applicable.**
10. Students should be aware of the cafeteria rules and abide by them. These rules will be discussed and posted each year.
11. **Upon reaching ten (10) unexcused absences, the student will not be allowed to participate in extra-curricular activities for the remainder of the school year.**

DISCIPLINE CODE

#1

Eating/drinking in areas other than the cafeteria, Chewing gum/candy	LD-1	LD-2	LD-3	ALL-1
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#2

Lunchroom Misconduct	LD-2	LD-4	LD-6	LD-10
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#3

Lateness to class (Up to 5 minutes)	LD-1	LD-2	LD-3	ALL-1+TC
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#4

As per policy 2363 Cell Phones and other devices MUST be silent at all times during school hours. Students are not allowed to access their phones or associated accessories at all during the school day unless given explicit permission by an administrator or teacher.	LD-1	LD-2+T C	ALL-1+T C	ALL-2+T C
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#5

Teasing/Bullying (Physical, Verbal, Written, Gesture, slander, gossip) Possible referral to HIB Coordinator for investigation.	ALL-1+T C	ALL-2+T C	ALL-3+T C	S-1+ PC
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#6

Cutting class (More than 5 minutes late), leaving class without permission, wandering halls, malingering	ALL-1+T C	ALL-2+T C	ALL-3+P C	ALL-4+P C
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#7

Failure to follow dress code	LD-2+T C	ALL-1+T C	ALL-2+P C	ALL-3+P C
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#8

Unauthorized area, use of locker, without a pass, No Agenda Book	LD-1	LD-2+TC	ALL-1+T C	ALL-2+T C
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#9

General misconduct (Classroom/lunch room/hall) disruptive, excessive noise, throwing things, etc.	LD-2+T C	ALL-1+T C	ALL-2+P C	ALL-3+P C
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#10

Destruction, defacing or interfering with school property (school or individual) Misuse of school electronic equipment	ALL-1+ TC+ R	ALL-2+ PC+ R	ALL-3+ PC+ R	S-3+P BA
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#11

Tardy to school – (After 10 excused) 5, 10, 15 unexcused *see page 5	ALL-1+T C	ALL-3+T C	SPPC	SPPC
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#12

Failure to report to office, ALL, or LD, leaving office without permission, failure to give name, using another students agenda book, locker	ALL-1+T C	ALL-2+P C	ALL-3+P C	ALL-4+ PBA
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#13

Insubordination - defiance of authority, disrespect, refusal to follow directions, misbehavior during fire or emergency drill/Roughhousing, Horseplay	ALL-1+T C	ALL-2+P C	ALL-3+P C	ALL-4+P BA
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#14

Truant, leaving school without permission, excessive absences, riding an unauthorized bus, getting off at an unauthorized bus stop	ALL-1+T C	ALL-2+P C	ALL-3+P C	ALL-4+P CA
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#15

Minor Theft (below \$10 value), Forgery	ALL-1+ TC+ R	ALL-2+ PC+ R	ALL-3+ PC+ R	ALL-4+P BA
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#16

Smoking or possession of cigarettes, smokeless tobacco, vape pens, e-cigarettes, etc., lighters or matches	ALL-3+P C	ALL-4+P C	ALL-4+P C	ALL-4+P BA
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#17

Verbal Assault (Profanity, obscene, vulgar, abusive language, racial slurs, and/or passing vulgar notes, vulgar drawings, vulgar gestures, inappropriate references)	ALL-1+T C	ALL-2+P C	ALL-3+P C	ALL-4+P BA
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#18

Aggressive Behavior (Gestures, Electronic, Verbal, Incitement, Cyber Misbehavior)	S1+T C	S2+T C	S3+P C	S4+P C
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#19

Possession of a Weapon (In School or On School Grounds including Bus). Includes Unauthorized Tools, Equipment, Look-A-Like Items, etc. <i>Note – Any Object Which Could Be Used to Injure Another Person or is Used with The Intent to Injure Another Person Is Viewed as a Weapon. This Includes Sprays (e.g. Mace, Pepper Gas, etc.).</i>	10 OSS – PC/CON PR/C PBA	10 OSS – PC/CON PR/C PBA	10 OSS – PC/CON PR/C PBA	10 OSS – PC/CON PR/C PBA
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#20

Aggressive physical contact;	S1+T C	S2+T C	S3+ PC	S4+PC
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#21

Possession or use of fireworks, sulfur packets, setting off alarms pepper.	S2+ C+R	S4+ C+R	S-4+ C+R	S8+ C+R
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#22

Fighting, General Disorder Gross Misconduct, Spitting, Causing of Public Inconvenience or Alarm/Dangerous Conduct/Major Theft (over \$10 value)	S-4 +PC	S-5 +PC	S-7 PC+ C	S-10 CST +C
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#23

Physical Assault and battery	S-5 + PC+ C	S-10 + PC+ C	S-10 PC+ C	S-10 PBA +PC +C
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#24

Extortion	S-1+ PC+ R	S-3+ PC+ R	S-5+ PC+ R	S-5+ PC+ R
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#25

Threat to a teacher, staff member, student or school body (verbal, written, computer/ electronic device or gesture)	S- 10+P C	S- 10+P C	S- 10+P C	PBA
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#26

Disruptive in ALL	S- 1+PC	S- 2+PC	S- 3+PC	S- 4+PC
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#27

Solicitation	ALL- 1+ TC+ R	ALL- 3+ TC+ R	ALL- 5+ PC+ R	S-3+ PC+ R
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#28

Inciting a fight	ALL- 1+ TC	ALL- 2+ TC	S-1	S-2
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#29

Marijuana, alcohol, or any other controlled substance-As per Board of Education Policy possession and/or usage, conspiracy to possess	S-10 As per Board of Education Policy
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Codes

TC- Telephone Conference
LD- Lunch Detention
ALL- Alternative Learning Lab
PC- Parent Conference
PCA- Possible Court Action
CON-Confiscated
SPPC-Suspended Pending Parent Conference

PBA- Possible Board Action
CST-Child Study Team Referral
C- Police Complaint Signed
S- Suspension
PR-Pass Restriction(an adult escorts)
R-Restitution

Excessive in or out-of-school suspensions may lead to referral to the Superintendent. Also, students who are suspended at the time of an activity will not be allowed to attend that activity. This includes ALL, out of school and bus suspensions. It is also possible students may be restricted from school sponsored activities for infractions of a severe nature.

HARASSMENT, INTIMIDATION AND BULLYING

Buena Regional Middle School prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. For a more detailed reading, the entire policy can be found on the district website, www.buena.k12.nj.us.

ELIGIBILITY POLICY

Students who receive two failures in major subjects on report cards are academically ineligible to participate in any school sponsored extra-curricular activity. Students may regain eligibility if a passing grade is received at the time Mid-Marking Progress Reports are distributed. If a student is still failing at this time, he/she would remain ineligible for the remainder of the Marking Period.

MISCONDUCT IN CLASS

The type of conduct expected in the classroom is that which is conducive to individual instruction as well as instruction for the entire class. GUIDELINES FOR STUDENT BEHAVIOR IN EACH CLASSROOM AND WHAT CONSTITUTES MISCONDUCT WILL BE PROVIDED AND EXPLAINED THOROUGHLY TO THE STUDENTS BY THE TEACHER. A well-ordered classroom, with the teacher in control is contingent upon the teacher's planned activities. This includes movement and conversation within each classroom.

DETENTIONS

Detentions may be issued by the teacher or the office. These are issued for various reasons - Students assigned an Administrative Lunch Detention will serve that detention in ALL during their regular lunch period.

BUS BEHAVIOR AND RULES

Buena Regional School busing is a **privilege** granted by the Board of Education and provided by Sheppard Bus Service. Students should not abuse it. Students may be suspended from the bus for misbehavior. In those cases, transportation must be provided by the parent. The student is expected to attend school. Students who are reported by the bus drivers will be disciplined as follows:

1st Offense - Removal from the bus for 1 day*

2nd Offense - Removal from the bus for 2 days*

3rd Offense - Removal from the bus for 3 days*

4th Offense - Removal from the bus for 5 days*

*The BRMS discipline code will also be enforced for bus offenses in addition to the above corrective actions. When an incident prohibits the safe operation of the bus, additional suspensions could be administered. **The driver is in full charge of the bus at all times and his/her orders are to be obeyed.**

The following rules should be obeyed:

Pupils should be at the designated stop five minutes before scheduled bus arrival.

Each student must conduct himself/herself in a safe manner while waiting for the bus out of the line of traffic.

Wait for the bus to come to a complete stop before getting on or off.

Go directly to your assigned seat and remain seated until it is time to be discharged from the bus.

Open windows only by permission of the driver.

Keep hands and head inside the bus at all times.

Due to severe food allergies, eating on the bus is strictly forbidden.

Students are expected to conduct themselves properly while on the bus. This means talking in a conversational tone (no singing or loud talking) so as not to cause confusion and divert the driver's attention, being seated at all times, no playing or "fooling around," no throwing of things, being courteous to fellow students and driver.

Do not place anything in the aisles.

The law requires that students wear seat belts on buses equipped with seat belts.

There is to be absolute quiet when approaching a railroad-crossing stop.

Do not tamper with the bus or any equipment. Any damage done must be paid for by the offender.

Our responsibility is to get students to their homes on their assigned buses. **No one may ride on a bus to which he/she is not assigned.**

Students who must cross the highway to reach home shall cross in front of the stopped bus at the signal of the bus driver.

In case of road emergency, students are to remain in the bus and leave only on permission of the driver.

Walkers are never permitted to ride on a bus at any time during the school year.

STUDENT ATTIRE AND PERSONAL APPEARANCE

The Board of Education's policy on student dress and grooming is as follows:

The responsibility for the appearance of the students of the Buena Regional School District rests with the parents and students themselves. Learning is the first concern in the Buena Regional District, however, dress and appearance which causes a disruption of the educational process; presents health and safety problems, causes excessive wear or damage to school property or prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement shall not be permitted.

Clothing shall be appropriate to the school day: sized to fit, secured at the waist, be hemmed no shorter than 4" above the center of the knee and shall not expose the midriff.

Pants- Overly tight pants (yoga, leggings, skinny jeans) may be deemed inappropriate

Shorts- Are not to be cut-offs or made of Spandex®
Shorts are not permitted after November 1 or before April 1

Shoes- Shall not create a safety hazard to the student or others
Shall have a back or a strap (Flip-flops/athletic slides are expressly forbidden)

Are to be appropriate for the activity at which they are worn
Shall not contain wheels or any other mechanical device

Outerwear-Shall not be worn in school buildings unless specifically permitted by the administration

Hats /Other Head Coverings-Are not to be worn in school buildings unless specifically permitted by the administration

Accessories-Shall not include any chains, ropes or spikes that may be used as a weapon

The following are additional requirements of this policy apply to the regular school program with the exception of athletic participation:

- A. For the safety of students, shoes and sneakers shall be laced up and tied.
- B. No tank tops, halter tops, tube tops, see-through and/or low-cut tops shall be worn.
- C. No garment shall include spaghetti straps.
- D. No garment with offensive or obscene language or graphics and/or advertising alcohol or drugs shall be worn.
- E. Boxer shorts or other forms of underwear will not be permitted to be worn as outer garments.
- F. Pajamas or other forms of sleepwear will not be permitted to be worn.
- G. Clothing with "cut-out" sections is unacceptable (ex. jeans).
- H. No gang-related paraphernalia to be carried or worn in school.
- I. Clothing that is excessively soiled, torn, worn, defaced, ripped, mutilated, damaged, discolored, or deteriorated is not permitted.
- J. Clothes shall not have suggestive language or language that promotes violence printed or embroidered on them.
- k. Sunglasses are not to be worn in school. No theatrical-type costumes/hats/glasses etc. may be worn unless specifically permitted by the administration.
- L. Students should not bring **spray** deodorant or cologne to school as it triggers asthma in some students.

Other clothing items, which in the opinion of the administration are deemed to be unsafe or create an unsafe or educationally disruptive atmosphere shall be prohibited

Compliance Measures

If necessary, disciplinary action may be taken to encourage compliance. Pupils who are wearing questionable attire will be sent to an administrator where a determination will be made to appropriateness.

LOCKERS

At the beginning of the year, students will be assigned lockers by their POD 1 teacher. **No student will be allowed to share another student's locker.** If lockers are damaged, students will be charged for the amount of the damage. **Students may use the lockers only at the beginning of the school day, before they go to lunch, and at the end of the school day.**

Lockers are to be kept locked at all times and combinations are not to be given to other students. **The school will not be responsible for lost articles.** Lockers are provided, therefore, no books are to be stored in the desks.

Gym lockers may not be used to store coats and books. Therefore, no one should go to the gym lockers except at gym periods. It is recommended that students purchase a combination lock for their gym locker.

NOTE: Lockers and other storage spaces provided by the Board are subject to the Board policy on pupil privacy. Consequently, they are subject to examination when warranted.

LOST AND FOUND

Any found articles must be taken to the office immediately. **The school is not responsible for lost items.** Students must use good judgment with possessions. Pupils may claim articles upon proper description. Articles not claimed by the end of the school year will be donated to a charitable organization or destroyed.

GUIDANCE

All students should feel free to visit their guidance counselor. Counselors are available to assist students with matters pertaining to academics, scheduling, occupational plans, advanced education, and personal problems.

When you want to see your counselor, you should request an appointment from the secretary, so that a convenient time can be arranged. **Except in emergency situations, students are not to report to the guidance office unless they have an appointment or have been directed to do so.**

The BRMS uses Power School to record grades and other student information. The system allows parents and students access to grades, teacher comments, current assignments, attendance, and school announcements. Parents and students receive a username and password at the start of each year. Power School can be accessed on the internet by the school district's website at www.buena.k12.nj.us.

USE OF SCHOOL BOOKS

A pupil must pay for a lost book before another book will be issued. This includes the student agenda/handbook. The office will issue a receipt of payment to the pupil and a statement to issue another book. In the case of a text book, should the book be found, the money will be returned, providing the book is in good condition and you have your receipt.

Books are loaned to students. They should be covered at all times. Should a student write in them or damage them he/she will be charged in proportion to the damage. Do not stuff papers in the books, do not leave them on the floor, do not leave them in the classrooms, or outside where they could be damaged. Remember, if you do not properly care for your books, you will pay for them.

GRADING SYSTEM

The following is the grading system used at BRMS. If you have any questions, you are to see your guidance counselor.

92 - 100	Excellent (A)
85 - 91	Above Average (B)
76 - 84	Average (C)
70 - 75	Below Average (D)
69 - 0	Failing (F)

PRINCIPAL'S LIST/HONOR ROLL

Principal's List - Students must maintain all A's (92 and above) in all subjects.

Honor Roll - Students must maintain all A's (92 and above) or B's (85-91) in all subjects.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades 7 and 8 are eligible for acceptance into the Society according to all school and national criteria and guidelines.

PROMOTION AND RETENTION

A student will be promoted to the next grade if he/she has successfully passed three of the four or four of the five major areas of study, depending on his/her schedule, and/or should likewise have attained an overall average of at least 70 for the year.

In certain instances, individual students will be allowed to attend an approved summer school in order to be promoted to the next grade level.

STUDENT PROGRESS

Parent conferences are scheduled two times during the year - after the first and second marking periods. These conferences are ways of keeping parents informed as to the progress and behavior of the student. A conference can be requested at other times of the year by a parent, teacher, counselor, or administrator for academic or behavioral issues. Mid-marking period progress reports are mailed home for each marking period. Report Cards can be accessed through your child's PowerSchool Account at the end of each marking period. Final Marking period grades are posted at the end of each marking period. We encourage parents to closely monitor their child's grades throughout the school year. Progress Reports are issued at the mid marking period four times a year. Progress Reports can also be accessed through your child's PowerSchool account. Progress Reports provide parents with an indication of your child's grades, effort and behavior.

SMOKING ON SCHOOL PREMISES

(BOARD OF EDUCATION POLICY)

The Board of Education believes that the right of persons to smoke must be balanced against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect pupils and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Board prohibits smoking on school premises, including all the buildings and grounds owned and operated by this Board of Education, at all times, except as specifically provided by this policy.

For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, e cigarette, pipe, or any other matter or substance that contains tobacco.

Notwithstanding any provision of this policy, no pupil enrolled in the schools of this district shall be permitted to smoke at any time on school premises or in the course of any activity sponsored by this Board of Education, except as provided by Board policy.

Notice of this policy will be given at each school entrance in accordance with law. The principal of each school building shall report violations, in accordance with law, to the Board of Health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures, which may include fines up to \$100.00.

INTERVENTION & REFERRAL SERVICES

Intervention and Referral Services provides the school with a systematic process for helping students who are having school-related or interpersonal difficulties. Student progress is monitored through direct intervention with the I&RS Team. Referrals may be made through the Guidance Office, by faculty, students, or parents/guardians.

REFERRAL PROCESS FOR A CHILD STUDY TEAM EVALUATION

1. Referral of a pupil with educational difficulties may be made by administrative, instructional and other professional staff to determine eligibility for special education services. A referral form is to be completed by the referring staff member after other educational interventions have been considered.
2. If the parent initiates a referral of his/her child, a written request shall be forwarded, without delay to the Child Study Team.
3. Within 20 calendar days of the receipt of the written request, the Child Study Team in collaboration with the principal or designee convenes an evaluation planning meeting with the parent, teacher and other staff if appropriate to determine if the Child Study Team evaluation is warranted.
4. If an evaluation is warranted a plan describing the nature and scope of the evaluation is developed. Informed parental consent must be obtained before the evaluation is conducted.
5. Within 90 calendar days of parental consent for initial evaluation of a student, determination of eligibility for services and if eligible, development and implementation of an IEP is completed.

SPECIAL EDUCATION SERVICES

A continuum of alternative placements is available to meet the needs of students with disabilities in the least restrictive environment. This continuum of placement options includes:

Inclusion setting with a certified content area teacher and special education teacher

Regular class placement with supplementary aids/services (e.g. in-class support)

Regular class placement with pull-out replacement instruction in the resource center

In-district self-contained programs

Private schools for the handicapped or county special services district

The following related services are provided to meet the individual needs of students with disabilities when specified in their IEP:

- Physical therapy
- Occupational therapy
- Speech
- Language services
- Counseling
- Commission for the Blind/Visually Impaired

GENERAL EDUCATION INTERVENTION SERVICES

Intervention in the general education program to alleviate educational problems is provided to students. The following are examples of interventions:

Contact with parents via telephone, meetings or notes sent home discussing teacher concerns and suggestions to alleviate problems

Consultation with the Intervention and Referral Services (I&RS), Child Study Team members, guidance counselor(s), speech therapist, school nurse, principal, and/or other teachers

Instructional accommodations (e.g.: oral testing, modification of assignments)

Supplemental academic programs such as basic skills, ESL, remedial reading

Counseling services: S.A.C. counselor, crisis counselor, guidance counselor, HIB Specialist

List of community resources for parents available in the principal's and/or guidance office

GENERAL EDUCATION INTERVENTION PROCEDURES

1. The teacher or other professional staff submits a written request to the principal or designee for Intervention and Referral Services for a pupil with educational problem(s).
2. The parent is informed of this written request for intervention strategies from the I&RS Team.
3. The I&RS Team meets with the teacher and develops an action plan of intervention strategies to be implemented within specified timelines.
4. The I&RS Team reviews the effectiveness of the intervention plan within 6 to 8 weeks of its implementation and makes additional recommendations if needed.

HOMEWORK REQUEST POLICY

Homework assignment requests will not be accepted through the office unless a student is absent for (3) three or more consecutive days. Requests for homework should be made by 8:00 AM on the day assignments need to be picked up. Students are encouraged to have a homework buddy from each class to call to get their assignments if they are out one (1) or two (2) days. Otherwise, students will have to get their assignments when they return to school.

BUENA REGIONAL SCHOOL DISTRICT STUDENT GRIEVANCE PROCEDURE

Students and parents of students with grievances shall resolve their grievances in the following manner:

1. Students shall first make their grievances known to their classroom or homeroom teacher or to their guidance counselor in private session. The teacher or counselor shall attempt to determine the cause of the grievance and resolve the problem.
2. If resolution of the problem cannot be reached with the teacher, a conference shall be arranged between parent, student and principal; this conference shall be handled in the same manner as the teacher conference.
3. If the problem is not resolved, the parent, student or principal shall bring the grievance to the attention of the superintendent in writing. The superintendent shall arrange a conference with the parent and student, this conference shall be handled in the same manner as the initial conference.
4. If the problem is not resolved in a conference with the superintendent, the superintendent, parent or student may request

- a conference with the Board of Education or a committee thereof between the parent and student. The superintendent shall prepare a written report and shall make available to the Board or the Committee all of the previous reports concerning the grievance.
5. In the event that a grievance is of such nature that it cannot be resolved at the level of the teacher, principal or superintendent, the grievance shall be brought to the attention of the president of the Board of Education in writing and the president shall cause an immediate investigation by a standing committee consisting of himself and two board members. In the event that the president does not feel that the grievance procedure is of such a nature that it warrants bypassing of the normal grievance procedure, he shall refer the grievant to the appropriate level of the grievance procedure for further handling.

STUDENT RECORDS

In accordance with the policy of the Board of Education and in conformance with the requirements of State and Federal legislation, parents have the RIGHT to KNOW concerning the handling of individual "PUPIL RECORDS." Records are maintained in the main office and are available upon request for a small fee as established by the BOE. This information is confidential except as allowed by law. Concerns about student records should be addressed to the building administration.

VISITORS

All visitors are to report and sign in at the main office upon entering the building.

INCLEMENT WEATHER CLOSINGS

Please be sure that the office has a current phone number for you, as you will receive a Blackboard Connect phone call.

School Based Youth Services -BRMS Youth Center

AtlantiCare Behavioral Health has partnered with the Buena Regional School District to offer various services to our students at BRMS. The center operates during school hours. For more information, contact Scott Fields at 856.697.0100 x5317.

BRMS Clubs/Activities

BOOST
 Art Club
 Band
 Drama Club
 FCA
 National Junior
 Honor Society
 Newspaper
 Student Council
 Vocal Music/Choir
 Yearbook
 8th Grade
 Committee

The Buena Regional School District is committed to a policy of equity with respect to its programs, personnel, and opportunities for students regardless of race, creed, ethnicity, gender, religion, socio-economic status, and disability. For information, contact the Board of Education Office at 856-697-0800.

TENATIVE SCHOOL CALENDAR 2017-2018

This calendar is subject to change. Please refer to the BRMS calendar, located on our website, for the most up-to-date information

2017

Sept. 5	Teacher In-service (School Closed)
Sept. 6	1 st Day Students
Sept. 12	Back to School Night
Sept. 21	Picture Day
Oct. 6	Single Session Day (Teacher In-service)
Oct. 9	Columbus Day (Schools Closed)
Oct. 27	Single Session (Teacher In-Service)
Nov. 9-10	Schools Closed
Nov. 10	Veterans Day
Nov. 13	Picture Make-Up day
Nov. 16	Parent Visitation Day

Nov. 21	Conferences
Nov. 20-22	Single Sessions
Nov. 23-24	Thanksgiving Recess – (Schools Closed)
Dec. 1	Single Session (Teacher In-Service)
Dec. 22	Single Session Day
Dec. 23-Dec. 31	Winter Recess
2018	
Jan. 1	New Year’s Day (Schools Closed)
Jan. 2	School reopens
Jan. 12	Single Session Day (Teacher In-service)
Jan. 15	Martin Luther King Day (Schools Closed)
Feb. 8	Parent Teacher Conferences 3-5 PM
Feb. 16	Teacher In-service (Teacher In-service)
Feb. 19	President’s Day (Schools Closed)
Mar. 27	Single Session Day (Teacher In-service)
Mar. 28	Single Session Day (Teacher In-service)
Mar. 29-Apr. 2	Spring Recess (Schools Closed)
Apr. 16-May 25	PARCC Testing
May 4	Single Session Day (Teacher In-Service)
May 28	Memorial Day (Schools Closed)
June 11	Last Day of School
June 12	School Closed (Teacher In-service)

Single Session Days - Dismiss 12:50 p.m.