

BRIELLE ELEMENTARY SCHOOL

605 Union Lane
Brielle, New Jersey 08730

STUDENT HANDBOOK



Christine E. Carlson
Superintendent/Principal

Colin Sabia
Vice Principal/Director of Special Services

Deborah Trainor
Interim Business Administrator/Board Secretary

WELCOME

The goal of Brielle Elementary School is: "Inspiring the achievement of personal excellence." Reaching this goal must be a cooperative effort on the part of the students, teachers, administration, Board of Education, parents and community.

This student handbook provides information for both students and parents to use as a reference on the daily operation of Brielle Elementary School.

It is essential that all students become familiar with the information contained in this handbook. Knowledge and compliance with procedures and regulations contained within will undoubtedly create a happy adjustment and produce successful results.

Brielle Elementary School will be what we make it. Let us always have the spirit to do things which will make it outstanding.

STUDENT'S RIGHTS & RESPONSIBILITIES

Responsibilities

- Regular attendance to school
- Application to studies
 1. Prepare mentally & physically for the process of learning
 2. Meet the unique requirements of each class
 3. Monitor progress towards individual objectives.
- Demonstrate appropriate conduct.

Rights

- The right to a public education
- The right to attend school in a safe environment
- Confidentiality of Pupil records, content and parental access.
- Due process and appeal.

PERSONAL BELONGINGS

- Backpacks, hats and coats must be stored in lockers
- Other items such as electronic devices, iPods, video games, cell phones (NJ Statute 2C:33-19), etc. are to be stored in lockers and are prohibited during school hours.*

***The administration discourages bringing any of the above mentioned items to school, as we cannot be responsible for loss or damage to items.**

HALL PASSES AT ALL TIMES

Students must have a pass from their teachers to be in the hall, bathroom, visit the nurse or any other location in the building.

ATTENDANCE

New Jersey Law requires the attendance and timely arrival of all children between the ages of six and sixteen years, unless legal excuses are presented within a reasonable time following the absence.

If a child is late for school, a late slip from the office is required. Excessive tardiness will be dealt with individually. When a student is late for school, a note must be presented indicating the reason for the lateness. Should a child be tardy five (5) times, the student will be assigned a Central Detention for grades 5-8. A mandatory parent conference must be held with a member of the administration. Students in grades K-4 will be handled by the administration.

LOITERING

Students are encouraged to seek out a teacher before and after school for extra assistance; but need to make arrangements with the teacher in advance.

Students are not permitted to "hang out" before or after school. **Students are not allowed in the building unsupervised outside of normal school hours.**

GUIDANCE SERVICES

The Guidance office provides our children with a variety of professional services, which enable students to participate in educational programs for which they are best suited. Support of student, parent and faculty is the main goal of the Guidance Counselor.

Each student has access to the Counselor at each grade level. The goal of the Counselor is to establish a relationship with the student in order to make better present and future decisions about his/her educational, social and career plans. Individual, group, and classroom counseling is provided to achieve this goal.

Pupil records are maintained in the Main Office. Parents are welcome to review records by calling the Main Office for an appointment with the counselor. Students may also request an appointment through their homeroom teacher.

HOMEWORK POLICY

- Be prepared for class with homework and all necessary materials.
- Teacher detention may be given to ensure that a student makes up any missed assignments or homework.

ABSENCES

Regular attendance is required so that students are exposed to the various ideas expressed in class. A note is required to re-enter school. The note should include the date(s) absent and reason. All absences other than illness and family emergencies are considered unexcused.

A doctor's note is required for an absence and/or tardy to be considered excused. More than 20 days unexcused absences or tardies will result in probable retention.

Extended illnesses do not apply if a student has a predetermined illness (asthma, etc); please notify the school nurse in September and/or provide school with doctor's diagnosis.

HOMEWORK/MAKEUP WORK MAKEUP WORK

- A. Pupils absent for any reason must make up assignments, class work and tests within a reasonable length of time.

It is the responsibility of the pupil or parent/guardian to obtain makeup assignments.

Pupils excused for field trips, concerts, competitions, etc., must make arrangements with the teacher to make up the work missed prior to the absence from class.

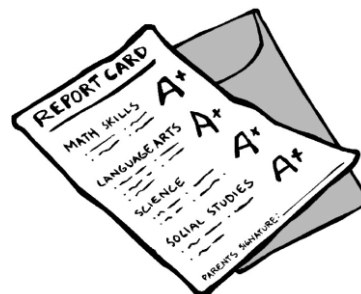
- B. When a pupil does not complete work missed for absence, he/she will receive an incomplete for the marking period.

PUPIL VACATION MAKEUP WORK

The Board of Education does not encourage absences due to vacations since educational experiences in the classroom cannot be duplicated. However, it is also recognized that families take vacations at various times throughout the year. Therefore, parents assume the responsibility for the educational needs of their children during the absence. A pupil shall be given five school days to make up all assignments, class work, homework, and/or tests missed during the vacation time.

GRADING SYSTEM

| | |
|------------------------|--------------------|
| A – Excellent = 93-100 | O - Outstanding |
| B - Good=85-92 | P - Passing |
| C - Fair = 77-84 | S - Satisfactory |
| D- Poor = 70-76 | I - Incomplete |
| F – Failing = below 70 | U - Unsatisfactory |
| NG - No Grade | |



HONOR ROLL CRITERIA

An honor roll has been established for students in grades 6, 7 and 8 who attain a high level of academic achievement during each marking period. In order to be included on the honor roll, students must earn the following grade reports. (*Note: A = 93-100, B = 85-92*)

Gold Honor Roll

Pupils in grades 6-8 are eligible for the Gold Honor Roll at the end of each marking period. Students must achieve straight "A's" (numerical grade of 93 or above) in all subjects.

Blue Honor Roll

Pupils in grades 6-8 are eligible for the Blue Honor Roll at the end of each marking period. Students must achieve straight "A" (numerical grade of 93 or above) and "B's" (numerical grade of 85-92) combination in all subjects.

EXTRA CURRICULAR ACTIVITIES/SPORTS

Pupils who fail two or more subjects will be excluded from extra-curricular activities/sports for two weeks. After two weeks the grades/conduct will be re-evaluated and pupil may be able to report back to extra-curricular activities/sports.

PLAGIARISM

All student work should exhibit originality and thoughtfulness. Taking credit for other people's work is considered plagiarism and is equivalent to cheating.

PROPER ATTIRE (DRESS CODE)

It is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of distractions to the educational process. An "acceptable mode of dress" shall be based upon the following criteria:

- Health and safety
- Cleanliness.
- Cause of disruption
- Good taste
- Student attire shall be school appropriate – neat, clean and reflecting an appearance of modesty
- Clothing with inappropriate pictures, liquor ads, tobacco, offensive symbols, signs, slogans degrading any race, societal group color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
- Buttons, pins and other accessories are permitted as long as they comply with the above mentioned regulations and do not cause disruption, disorder, or a danger.
- Footwear must be worn and securely fitted at all times.
- No tank top shirts of any kind are permitted (unless worn with a shirt underneath)
- Very short shorts and skirts are not permitted.
- Undergarments may not be exposed.

Any violation will be up to the discretion of the teacher/administration. Administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents are strongly encouraged to assist students in being in compliance with the dress code before students leave home for school.

Dress code applies when on school property and on school sponsored activities and trips. In addition, some department restrictions on attire may be prescribed for participation or implemented for reasons of safety.



BICYCLES/ SKATEBOARDS

It is the student's responsibility in grades 3-8 to place his/her bicycle in the rack provided and have it secured with a lock and chain. The school is **not** responsible for bicycles. **Helmets are required.**

Skateboards are discouraged. If a pupil uses a skateboard **they must wear a helmet.**



VISITORS

All parents/visitors must enter the school through the Main Office and sign the visitor's register. You must also obtain a visitor's badge. The badge is to be visibly worn for the entire visit and returned to the office when leaving. Any individual who does not register in the Main Office shall be considered trespassers as per State law. Brielle believes in a strong partnership with parents and the community; however, to facilitate the smooth operation of the school, it is requested that parents and other visitors make advance appointments to visit teachers, counselors, the school nurse and the administrators.

INSURANCE

The Board of Education provides a Student Accident Insurance Policy that covers all students while involved in all school sponsored and supervised activities including sports and field trips. This policy covers expenses in excess of benefits provided by a family's primary medical insurance carrier.

SCHOOL HEALTH SERVICES

The school nurse is available to handle emergencies and general health matters. By law, the nurse cannot give any medication without parent's permission nor can she make a medical diagnosis of illness.

Any medication prescribed by a doctor, that is to be taken in school, must be brought to the nurse by the parent/or guardian (not the student) - for her to administer and hold.

ILLNESS OR INJURY AT SCHOOL

If a student should become sick or is injured while at school, the nurse will administer first aid as necessary to prevent further complications. If a student is too ill to remain in school the parent will be contacted to come and transport him/her home.

If any injury seems serious, the parent will be contacted to transport the student. In extreme emergencies, where the parent or the person designated on the emergency card cannot be located, an injured pupil will be transported to a doctor.

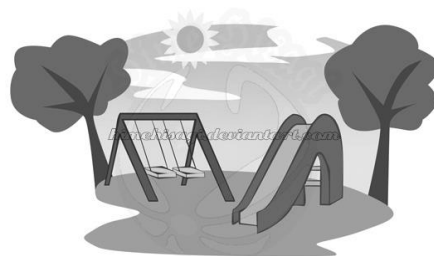


CAFETERIA

- Students must sit within the assigned area and table.
- Students may not table-hop
- Students are responsible for cleaning up their table and the surrounding area
- Students must recycle
- No food or drinks are permitted to leave the cafeteria

PLAYGROUND RULES

1. Students are to play in their assigned area on the playground.
2. Students may not leave the playground at any time.
3. No food is permitted on any outside school grounds.
4. Proper respect will be given to playground personnel at all times.
5. Students are excused from playground time only if they have a note from home.
6. Students are not permitted to play-fight, wrestle, use hard balls, bats, or other items that might be considered unsafe while on the playground.
7. When a student leaves the school grounds during lunch, he/she will not be permitted back in the school building until the end of the period. In case of severe weather conditions, the students will be permitted to enter the building and report to the All Purpose Room.
8. The area at the rear of the school, near Highway 35 is strictly **off limits**. Students must stay clear of this area.



INAPPROPRIATE CONDUCT IN THE LUNCHROOM OR ON THE PLAYGROUND WILL RESULT IN THE FOLLOWING:

- a. First offense – a talk to the student in reference to the negative behavior and its outcomes. Loss of play privileges for the day.
- b. Second offense – parents/guardians will be notified by telephone regarding the specific behavior problem. Loss of lunch privileges for the day.
- c. Third offense – parent/guardian will be notified by telephone regarding the specific behavior problem. Conference with the administrator, teacher or lunchroom staff. Student will not be permitted in the lunchroom for a period of time to be determined by administration.

STUDENTS' RULES AND REGULATIONS

Our philosophy flows from our basic school understanding in that we seek to develop a relationship with the child and the parents that will encourage open communication and mutual respect. Rules and regulations are made for the good of all the students and are observed so that each student is free to learn and develop as a person. With that in mind, we realize that the discipline of a child is primarily rehabilitative and not totally punitive by nature; however, this by no means takes away the accountability of the student's actions. **Remember the three "R's": Respect for self; Respect for others, and Responsibility for all your actions.** Encouragement of students to recognize their own self-worth while reflecting on their actions and consequences will be at the core of our discipline philosophy. An overall goal of Brielle Elementary School is to teach that each child is worthwhile and deserving of respect, thus strive to practice the "Golden Rule" and treat others the way that you wish to be treated. With this in mind we strive to teach children self-discipline. By making each child accountable for his or her own actions, students will learn from their experiences and be empowered to grow with dignity.

DISCIPLINE

We believe that a safe, orderly and respectful environment is a prerequisite to learning. These guidelines pertain to all students and staff and should be strictly adhered to in order to ensure consistency. The following apply to any school related activity on or off school grounds:

Pupils who indulge in disruptive behavior may be subject to discipline. Disruptive behavior includes but is not limited to:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over a pupil;
- C. Actions that constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil, a teacher, or any school employee;
- E. Taking, or attempting to take, personal property or money from another pupil whether by force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;
- H. Inciting others to take part in an unauthorized occupancy;
- I. Inciting other pupils to truancy;
- J. Truancy and class cutting; leaving school property without permission;
- K. Poor attendance and lateness;
- L. Use or possession of dangerous or illegal articles;
- M. Use of any tobacco product on school property;
- N. Use, possession, or sale of a controlled dangerous substance;
- O. Use of profanity or abusive language;
- P. Turning in a false alarm;
- Q. Tampering with or damaging property of other pupils or staff members;

Any pupil who commits an **assault** (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process.

MAJOR OFFENSES

Serious Fighting
(Inciting a conflict will be considered a serious offense)

Profanity directed toward a staff member

Truancy

Weapons

Extreme Misbehavior

Drug/Alcohol Offense

Smoking/Vaping

Vandalism
(Damaging school property)

Theft

Extortion/Threats

Assault

Defiance of Authority

Continued and Willful

Any Act Endangering

Sexual Harassment

MINOR OFFENSES

Late to Class

Cutting Teacher Detention

General Misconduct

Cutting of Class

ADMINISTRATIVE ACTION

Minimum In-School Suspension (ISS)

Minimum ISS

5 days detention

Suspended or Expelled according to the severity of the infraction as per Board policy

Out of School Suspension

Brielle Police notified/
Out of School Suspension
Department of Human Services substance abuse evaluation mandatory prior to return to school.

Out of School Suspension

Minimum ISS –
Restitutions as per Title 18A
NOTE: Damaging School property/graffiti
Administrative action dealt with on an individual basis depends upon severity of the content.

ISS/OSS – Individual Basis depending upon value and nature of theft.

Minimum ISS

Out of School Suspension

Minimum ISS

Minimum ISS

Minimum ISS

Minimum ISS

ADMINISTRATIVE ACTION

When chronic, in the teacher's opinion. Lateness should be referred to administration after the teacher has exhausted corrective action on his/her part including, but not limited to, parent contact and teacher detention.

Minimum- Administrative Detention (2) coupled with a phone call to parents.

Minimum-Administrative detention

Immediate referral to Administration



Code of Conduct

I will treat others the way that I wish to be treated.

I will be responsible.

I will respect myself and others.

I will choose to learn and allow others to learn.

I will allow the teacher to teach.

I will do my personal best.

CENTRAL DETENTION

Students in grades 5-8 may be assigned to central detention from 3:10-4:00 p.m. Parents will be notified beforehand.

PARENT/GUARDIAN INVOLVEMENT & SUPPORT

We believe that parent/guardian involvement and support is a key component to a successful standard of student conduct.

- Parents/Guardians are partners with the school in the education of their children
- Parent/Guardians provide the first institution for learning.
- Parent/Guardians have the primary role in influencing the behavior of their children.
- Parents/Guardians have responsibility for acts of violence or vandalism committed by a child.

Students must observe good order, be diligent in study, and respectful to fellow students, teachers, and staff. Students must be neat in person and attire, and follow school regulations. Students are responsible to the school staff for their behavior in the school, at school-sponsored activities, and while going to and from school. School staff will work with students to encourage accountability in accordance with our philosophy of discipline.

SUBSTANCE ABUSE

Whenever it shall appear to any teaching staff member, school nurse or other education personnel that a pupil may be under the influence of alcohol or other drugs, they shall report the matter as soon as possible to the school nurse or medical inspector (school physician) or a substance awareness coordinator and the principal.

The pupil shall be removed to a protective environment for observation and care by the school nurse or medical inspector (school physician) until his/her parents/guardians can be contacted.

The principal or his/her designee shall arrange for an immediate examination of the pupil.

If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcohol or other drugs, the pupil shall be returned to the care of the parent or guardian as soon as possible.

Pupils possessing for distribution, or administering alcohol or other drugs (at any time on school grounds), as defined in this policy to others in school, at a school sponsored activity, or out of school, shall be immediately referred to the principal. The principal shall immediately notify the police and the parents and transfer the pupil to home instruction and will make the appropriate recommendations to the Board of Education concerning the expulsion of the pupil. A copy of the entire policy and regulation pertaining to Substance Abuse is available upon request.



Brielle Elementary School
Harassment, Intimidation and Bullying Policy

“Harassment, intimidation, or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, as defined in N.J.S.A. 18a:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

Students are expected to behave in a way that creates a supportive learning environment.

Brielle Elementary School prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

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

Harassment, Intimidation, and Bullying Off School Grounds

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

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other pupils; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a pupil or damaging a pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any pupil or group of pupils; or
4. The alleged behavior creates a hostile educational environment for the pupil by interfering with a pupil’s education or by severely or pervasively causing physical or emotional harm to the pupil.

Brielle Elementary School Anti-Bullying Code of Conduct

As part of the Olweus Bullying Prevention Program, Brielle School adopted an anti-bullying code of conduct that directly coincides with the Brielle discipline code of conduct. The Brielle School District is maintaining a climate that will not accept any form of bullying.

Four anti-bullying rules will be posted throughout the entire building and in every classroom:

- 1. We will not bully others**
- 2. We will try to help students who are bullied**
- 3. We will make it a point to include students who are easily left out**
- 4. If we know that somebody is being bullied, we will tell an adult at school and at home.**

Discipline associated with the Olweus Bullying Prevention Program will be administered in the form of a strike consequence. If a student is observed or it is reported and confirmed that a student is in violation of anti-bullying rules he/she will receive a strike.

Level One bullying behaviors: Pushing/shoving/tripping, teasing/name calling, rumors/gossiping, inappropriate gestures, intentional isolation, degrading noises, making fun of someone, put-downs.

If a student continues to engage in Level One Offenses, he/she will move to **Level Two** consequence. Level Two bullying behaviors: Sexual harassment: sexually charged comments toward a particular person, physical acts, and notes or writing that are demeaning.

Continued violation of anti-bullying rules, will also result in **Level Three** consequences. Level Three bullying behaviors: Physical assault or violence, unwanted sexual touching, threats, and or repeated verbal/physical harm.

Level Two and Level Three consequences will be determined by a building administrator.

| DISCIPLINARIAN | STRIKES | LEVEL | CONSEQUENCES |
|-----------------------|----------------|--------------|--|
| Teacher | Strike 1 | ONE | Student will receive On-The-Spot Intervention |
| | Strike 2 | | Student will complete the "Think About It" form and a call or letter to parents |
| | Strike 3 | | Request parent/guardian meeting. Student will complete the "Think About It" form. Counselor/disciplinary team. Moves to Level 2. |
| Administrator | | TWO | Administration determination which may include detention, in-school suspension or out-of-school suspension. |
| Administrator | | THREE | Administration determination which may include detention, in-school suspension or out-of-school suspension. |

A student's first three **Level One** offenses will be considered STRIKES.

When the student has a third strike he/she is elevated to a LEVEL TWO consequence. Students will be notified when they receive a strike.

Once a student has been elevated to a LEVEL TWO consequence, every additional infraction, depending on the severity will be documented as a LEVEL TWO or THREE with consequences being determined by a building administrator in consultation with the Brielle Discipline Code.