

STONE BRIDGE MIDDLE SCHOOL

Discovering True North

STUDENT AND FAMILY HANDBOOK
2023-2024



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STONE BRIDGE MIDDLE SCHOOL

Discovering True North

Mission Statement

Every learner welcomed
Accepted for who they are
Nourished, nurtured, and challenged
Rooted in community
Inspired by excellence
Forming wings; realizing dreams
Able to contribute to the waiting world

School Administration

Stefanie Folino, Middle School Principal

Brian Myslinski, Middle School Vice Principal

Board of Education

Mr. Patrick Nolan, President

Mr. Brett Williams, Vice-President

Stacy Bletcher

Howard Krieger

William Borkowski

Chris Midura

Alan Brockway

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Vanessa DePompo

Kathy Winecoff

District Administration

Mark Guterl

Superintendent of Schools

Nicole Petrone

Business Administrator/Board Secretary

Patrick Leary

Asst. Superintendent for Curriculum and Instruction

Thomas Buffa

Director of Buildings and Grounds

Margarita Baldeo

Director of Special Services

STONE BRIDGE MIDDLE SCHOOL PHILOSOPHY

Discovering True North

The Stone Bridge Middle School is committed to providing an exceptional educational experience centered on rigor, relevance and relationships. Each member of our faculty and staff is committed to middle level education, and is knowledgeable of the needs of young adolescents. Each day, SBMS will always work towards the intellectual, social, physical, psychological and moral development of our students in their journey towards *Discovering True North*.

Every member of the Stone Bridge Middle School is committed to living the REDBIRD 4 – Respect, Responsibility, Integrity, and Empathy. Keeping these core values in mind at all times, we will continue to foster an environment where everyone learns!

Our school community is committed to providing an academically enriching program that will provide challenge and support for our students. We, as a middle school family, will always celebrate our individual uniqueness.

We will help each student develop to his/her fullest potential. Knowing that our parents and community members are an integral part of the development of our students, we will strive to involve parents and community members in the educational process. Every adult in the school is dedicated to providing the most effective middle school education.

We hope that each student will be enriched by their SBMS experience, and that they know we will do anything we can to support their journey in reaching True North.

The REDBIRD 4

In order to create the very best middle school education and experience, the students, faculty, staff and community members of our school have identified four core values that every member of our school community will live by. Every member of our school family will keep these values in mind at all times; they will help drive our choices. We call them the REDBIRD 4:

Respect

Every member of the Stone Bridge Middle School will be respectful towards each other, the learning environment, our school facility and the individual differences that we all possess.

Responsibility

Every member of the Stone Bridge Middle School is responsible for each and every one of his or her choices (academic and behavioral choices) knowing that there is a positive and/or negative consequence to everything we do.

Integrity

Every member of the Stone Bridge Middle School will be exemplars of integrity in every academic, co-curricular and personal situation they experience. It is doing the right thing even when no one is looking.

Empathy

Every member of the Stone Bridge Middle School will have a feeling of concern for other people that creates a desire to help them; understanding what another person is going through and entering into their feelings so that you know how to help them.

The Stone Bridge Middle School

Discovering True North

Dear SBMS Students,

Each September, we get excited about the prospect of you returning to school. Your energy, personality, and talent are things that make SBMS what it is today. We are looking forward to a very memorable and exciting year.

As you know, SBMS is committed to constantly improving your educational experience. Everyone at SBMS learns - teachers, students, staff and parents are all growing, every single day. With this in mind, it is important that we all work together to develop an attitude and environment, which fosters positive feelings and success in our journey towards *Discovering True North*.

Just as we are determined to make this a superb school year, we hope that you are committed to doing your very best, also. If you haven't already, you should begin to set some academic and personal goals for yourself. Try to build on what you accomplished last year and work very hard to do even better! We, too, are setting goals for ourselves as educators. Each of these goals is being made with one focus...you! We should all use our goals throughout the year to help guide us to success. We have spent a great deal of time planning our school year so that you have the best educational experience possible. As a school, we will continue to honor the Redbird 4 (Respect, Responsibility, Integrity, and Empathy) as we commit ourselves to being good students and even better people! Both academically and personally, we hope that this year will be one of the best of your lives.

As we begin another year, WE PROMISE...

...to always respect who you are and the ideas you have.

...to advocate for you.

...to praise you for the great things you do.

...to hold you accountable for your actions because it will help you grow as an individual.

...to help guide you through your middle school years.

...to be here for you now and after you graduate.

Each of you has unlimited potential. We will all work together so that you are able to realize this potential. Every adult in this school and in our community is dedicated to providing the most effective education for you.

As we enjoy the very best year of our lives, always remember the REDBIRD 4 in everything you do. They are the key to a successful school year as well as *Discovering True North*!

Mrs. Folino
Principal

Mr. Myslinski
Vice Principal



Student Rights and Responsibilities

All SBMS students and faculty members are expected to follow the REDBIRD 4. Each student has rights as a member of our learning community. With each of those rights, comes a great deal of responsibility.

Learning

Rights/Opportunities	Responsibilities
Students have the opportunity to receive a comprehensive appropriate education.	Students are responsible for daily attendance, for completing class assignments / homework on time and for bringing appropriate materials required for class use.
Students have the opportunity to attend school in a safe environment that is free from disruptive behavior by others.	Students are responsible for behaving in such a manner that does not pose a potential or actual danger to themselves or others and that is not disruptive to the learning process for others.
Students have the opportunity to make up schoolwork missed during an excused absence.	Students are responsible for obtaining and completing make-up work assigned for periods of absence.

Fair Treatment

Rights/Opportunities	Responsibilities
Students have the right to be informed of all current school policies, rules and regulations that apply to them.	Students are responsible for being knowledgeable about and following all school policies, rules and regulations that apply to them.
Students have the right to be informed of all classroom expectations.	Students are responsible for being knowledgeable about and meeting all classroom expectations and evaluation procedures that apply to them.
Students have the right to be treated respectfully by district employees and other students.	Students are responsible for treating others including other students and district employees in a respectful manner. Students also are expected to treat the property of others and the district responsibly.
Students have the right to feel emotionally and physically safe before, during and after school.	Students are responsible for respecting the space and freedom of those around them. Students also are responsible for not engaging in conduct that threatens to injure themselves, other persons and property. Students are responsible for refraining from using force or physical contact for the purposes of inflicting physical and emotional harm on another.

Equal Opportunity

Rights/Opportunities

Students have the right of equal opportunity to participate in all school activities and school education programs for which they are eligible within limits.

Responsibilities

Students are responsible for following the rules and regulations of the school-sponsored activity in which they participate or others participate. Students may not discourage the participation of other students.

Dress and Grooming

Rights/Opportunities

Students have the opportunity to wear clothing of their choosing and to engage in personal grooming which is not potentially disruptive to the education process, which does not pose a threat to the health or safety of other students and which is not lewd, vulgar, obscene, explicit or discriminatory.

Responsibilities

Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, is not explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other products, which are illegal for use by minors, is not permitted.

Student Movement

To ensure the safety of our learning community, all students must be accounted for at all times before, during and after school. The names of any students missing from class will be reported to the office. Students must adhere to the following guidelines:

- Move in a timely, orderly manner
- Use of pass at all times
- Sign-out prior to leaving a classroom
- Proper sign-out by parent/guardian if leaving school property during the school day
- Enter classroom only when a teacher is present
- Have a late pass if tardy to class.
- Students who abuse this privilege may be placed on pass restriction.

Dress Code

The school affirms that acceptable standards of dress for students are predicated on neatness, cleanliness, modesty and safety. These guidelines apply to students in school as well as school-sponsored events. Dress and grooming that is potentially disruptive to the educational process is prohibited, including, but not limited to, the following:

- Shorts, skirts and dresses of inappropriate length (as deemed by Administration)
- Flannel pajama pants or any clothing that is related to sleep wear
- Low-cut tight-fitting, bare midriffs, and/or transparent clothing
- Muscle-shirts, team jersey's exposing skin, under garments are visible
- Spaghetti straps or strapless dresses or shirts
- Hats, head-covering or bandanas

- Jeans that fall below the waist
- Any item worn that may be a distraction to others
- Outdoor jackets or coats in the classroom
- Wearing clothes that include words or pictures that others may deem offensive
- Flip-flops, strapless shoes and slippers. Sneakers and socks must be worn to participate in physical education and to use playground equipment during recess.
- Backpack during the school day, unless medical orders from doctor
- Students may not wear clothing/hats that promote alcohol, tobacco products, vape products, or any type of drugs.

Cell Phones/Nuisance Items/Personal Property

Students are expected to respect the learning environment and each other at all times. Students are cautioned not to bring items to school that may disrupt the learning environment, compromise the safety of others, or have a large monetary value. The students, and not the school, will be responsible for their personal property. If it is necessary to bring more money than needed for lunch, students are advised to leave it in the office for safekeeping.

The use or possession of any of these items during school hours will result in the confiscation of the item and possibly accompanied by disciplinary consequences. They must be stored in the student's locker or the main office. Texting / calling parents, family members, or friends are not permitted during school hours. Use of cell phones for the purpose of videotaping is not permitted at any time.

Parents can pick up the item in the main office. Some of these items include, but are not limited to:

- Cell phones
- I-pods/earphones
- Wallet chains
- Squirt guns
- Laser Pointer

For safety reasons, skateboards, roller blades and bicycles are not to be used as transportation to school. School administrators retain the complete discretion to prohibit student possessions or use of any object at school.

Lockers

To foster responsibility, students are issued a locker at the beginning of the school year. Lockers should be kept locked at all times. Locker combinations should be kept confidential to maintain the safety of one's property. Each student is responsible to keep his/her locker clean on the inside and outside. Students will be held monetarily responsible for locker damage. Lockers are school property and the school retains the right to conduct periodic inspections. Lockers should be closed when not in use. An open locker can be dangerous to those walking by and may encourage someone to take a student's personal possessions.

Student-athletes will be given a gym locker, which will fall under the same guidelines as general lockers.

Textbook/School Property

In respect for future classes, students are responsible for all books issued to them and will be expected to pay for damaged or lost books by the end of the school year. All books should be covered throughout the year.

Students are responsible for any equipment or materials loaned to them during the school year. (Example: locks, library books, athletic uniforms, etc.....)

Students who damage or disfigure school property (building, equipment, etc.) will be required to pay the repair or replacement costs and will receive appropriate disciplinary action. The district's School Resource Officer (SRO) will be notified.

Cafeteria/Recess Expectations

Students are expected to cooperate respectfully with all cafeteria staff members. Some expected behaviors are:

- Adhering to the REDBIRD 4 at all times.
- Maintaining the cleanliness of the lunchroom and recess area
- Obtaining permission and a pass to leave the cafeteria
- Respecting the two-minute cleanup signal
- Being attentive and alert to directions and announcements

Food or drinks are not allowed outside of the cafeteria. All students are encouraged to bring water to school. Water should be carried in a BPS Free container. Heavy/metal glass containers are not permitted for safety reasons. To ensure safety, students are not permitted to leave the school grounds for lunch. Carbonated beverages, energy drinks (i.e. Red Bull, Monster, Sobe Energy, or other related drinks) and glass containers are not allowed in school without administrative permission.

Students are expected to wait for permission to exit the cafeteria. A staff member will check each table before dismissing the students seated there. Students are expected to be respectful to all cafeteria staff members.

Weapons

No weapons are permitted on school grounds. Our weapons policy is in accordance with federal, state, and district policies. There is an expectation that anyone who has reason to believe a weapon is on a school site, bus, or at a school-sponsored activity has a duty to report that information to the site administrator, police officer, or any adult supervisor.

Definition: A "weapon" means any object, device, instrument or substance designed as a weapon or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury.

Violation of the district's weapons policy may result in one or more of the following consequences:

- Suspension in accordance with the Pupil Fair Dismissal Act
- Confiscation of the weapon (if it can be done safely)
- Expulsion or exclusion from school
- Points
- Other disciplinary action as deemed appropriate by school district officials.
- Notification of proper authorities and the Superintendent

Unique Situations

Discipline situations that violate any aspect of the REDBIRD 4 are not acceptable forms of behaviors. Situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or districts needs. Continued offenses will result in further disciplinary action.

Various corrective measures may take the form of community service.

Computer Technology

Network and Internet access are provided as tools for conducting district business and for specific educational purposes (as stated in the various curricula). The District reserves the right to monitor, inspect, copy, review, delete, and store, at any time and without prior notice, any and all materials, files, information, software, communications and other content that is created, transmitted, received or stored using any of its electronic resources.

The Upper Freehold Regional School District has no control over information transmitted over the Internet, including items automatically collected into news groups or e-mail items sent into or stored within this network. While most of the content available on the Internet is innocuous and much of it is a valuable educational resource, some objectionable material exists. The district has and continues to take steps to block objectionable areas, but potential pitfalls remain. The district monitors all websites visited. It is specifically prohibited for employees and students to knowingly visit sites that promote bullying or feature pornography, terrorism, espionage, theft, or drugs.

The district's electronic resources are not to be used to send or receive harassing, discriminatory, threatening or otherwise offensive content. Any dangerous or abusive actions by a student that directly affects another student, the school itself or its staff, whether created, distributed or accessed on district technology resources or an individual's personal technology resources will require the district to take (disciplinary or legal) action. The impact on the school, its safety and the safety and well-being of its staff and students requires that the district exercise its authority.

The use of privately-owned technology by pupils in the educational program during the school day must be under the terms and conditions outlined in UFRSD District Policy 2363 – Pupil Use of Privately-Owned Technology.

Administration may approve a pupil's use of privately-owned technology based on the assignment(s) to the pupil. Teaching staff members shall notify the principal that pupils may need to use privately-owned technology during instructional time.

Administration in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology.

Stone Bridge Middle School does not assume any liability for the loss or damage of student-owned electronic devices or their content. All users of personal electronic devices either connected to UFRSD technology resources or used on campus may be held responsible for damages to those resources as a result of the transmission of malware or hacking tools, regardless of intent or lack of intent. Stone Bridge Middle School reserves the right to inspect all such devices.

E-mail/Internet

Parents/guardians may request that a student be taken off the users' list for Internet and/or e-mail. However, parents/guardians are advised that e-mail and the Internet may be used within the classroom for learning applications.

Abuses of Internet and e-mail access such as harassment, illegal activity and the like will incur administrative action including police notification and/or suspension. Harassment: emotional, physical, verbal or cyber related will result in administrative action. If Internet abuse happens off school grounds but affects the school environment, the administration has the legal right to take disciplinary action.

Playing non-educational games on our system is not permitted unless authorized by an instructional staff member or administrator. Students are subject to disciplinary action if they fail to follow this rule.

1:1 Initiative

The Upper Freehold Regional School District has fully implemented the 1:1@UFRSD computing program. 5th grade students and new students to the district will be issued new Chromebooks during 5th grade orientation.

All participating students will be expected to use their district-owned devices only for educational purposes in accordance with various district policies outlined before and during pick-up of Chromebooks. The following main takeaways of these policies include:

- All students will take care of the Chromebooks issued to them.
- Chromebooks will be used for educational purposes only.
- All Chromebook chargers will be left at home.
- All students will bring their Chromebooks to school every day fully charged.
- No other people will log on to a student's Chromebook.
- Any damage to a Chromebook will be reported immediately.
- Chromebooks should be carried in protective carrier cases.
- Students will place no markings or stickers on Chromebooks.

Distribution dates will be set up annually for all rising 1st, 4th and 9th graders and students new to the district. Students with outstanding technology fines will not be issued their new Chromebook until those fines are satisfied.

Students will be issued a new Chromebook and charger at the time of distribution. It is strongly encouraged that all students purchase a protective case to help minimize the possibility of damage to their Chromebook.

The Upper Freehold Regional School District collects a Technology Fee for all students who receive a new Chromebook upon enrollment at each school. This includes all rising 1st, 5th, and 9th graders or any student who is new to the district. The purpose of this fee is to defray the cost of extended manufacturer warranties. The Technology Fee for the **2023/2024 school year is \$52.**

All technology fines and fees must be paid online at <https://ufrsd-ar.schooltoday.com/> See below for more information on fines and fees.

Theft of School-owned Devices

In the event a district-owned device is stolen, a student will need to immediately file a police report and provide a copy of the report to the UFRSD Technology Department.

Non-Accidental (Intentional or Negligent) Damage of School-owned Devices

Per UFRSD BOE Policy 7523, "School District-provided Technology Devices to Pupils," the cost of replacement or repair of any device deemed by SBMS administration to have been damaged or made unusable intentionally or through negligence will be the responsibility of the student.

Loss of School-owned Devices

Per UFRSD BOE Policy 7523, "School District-provided Technology Devices to Pupils," the cost of replacement of a device for which a student is responsible will be the responsibility of the student.

Damaged Chromebook Policy

Costs to cover damage whether accidental, intentional or by negligence will be paid for by the student based on the fees below. Those caused by negligence or intentional actions will be treated by SBMS administration as a disciplinary infraction in addition to paying for the repairs.

2023/2024 Damage or Loss Fees:

- *Lost, Stolen or Damaged beyond repair (total loss) - \$450

- *Broken screen - \$80

- *Repairable damage beyond a broken screen will be sent to HP or Lenovo for a repair quote.

The student will be responsible for the actual cost of repair.

Lost/Damaged/Stolen Chromebook Chargers

All students issued a district-owned Chromebook will receive a brand new charger at the time of distribution. Students are expected to leave their chargers at home and to bring their devices fully charged into school every day. In the event a student loses or damages a charger, or if the charger becomes unusable for any reason, the student will be responsible for replacing the charger with a district-approved charger compatible with the Chromebook and returning one with their Chromebook at the end of the school year or upon transfer to another school district.

Attendance

It is the responsibility of all students to attend class on a daily basis. Absence from class interferes with classroom learning experiences and the continuity of the instructional process. In addition, frequent absences limit the ability of pupils to complete the prescribed curriculum requirements successfully.

Absences

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence.

Absence from class on a full day is defined as not having been present for at least 70 minutes of the 85-minute class period.

Absence from class on a half day is defined as not having been present for at least 34 minutes of the 41-minute class period.

The school district's promotion policy states that a pupil with less than 162 days in attendance in grades 5-8 may not be promoted to the next grade level.

The process for addressing absenteeism is as follows:

- Student who has accrued five (5) unexcused absences in the first marking period.
 - Parents will receive a letter from the school that will alert and remind the parent and student of our school and state regulation regarding notification.
- Student who has accrued nine (9) unexcused absences by the end of the second marking period.
 - A letter will be sent to the parents requesting a conference with the school administration, attendance officer and/or counselor.
- Student who has accrued fifteen (15) unexcused absences by the end of the third marking period.
 - Administrative conference will take place with parents and student to review attendance and to discuss possible actions that may need to take place as a result of additional absences.
 - Review of state regulation.
 - Discussion of credit completion over the summer/discussion of possible retention will take place.
- Any absences above (18) will result in the following:
 - **Summer credit completion at the parents' expense**
 - A meeting with Superintendent and School Administration
 - The school will report appropriate authorities' infractions of the law regarding the attendance of pupils below the age of 16.
 - School Attendance Officer Action
 - It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program that is offered to each pupil who is habitually and repeatedly absent from his/her assigned program and to consult with the Intervention and Referral Committee and/or Child Study Team for its recommendation.

If the school nurse has legitimate documentation for all of the absences and the child's grades are not adversely affected, parents may not be asked to attend an administrative conference. If the nurse does not have legitimate documentation for all the absences, parents will be asked to explain the absences, and discuss possible actions that may need to take place as a result of the accumulation of absences.

Pupils, who participate in school programs and activities in the evening, or after school, must be present in classes for the length of a legal school day (a minimum of 4 hours of instructional time).

Students who are absent from school for more than half of their scheduled school day are not eligible to participate in any practice, game, meet, special program, evening activity, event, or contest scheduled for that day without the approval of the school administration.

For cumulative unexplained absences of 10 or more, the student is truant pursuant to N.J.S.A. 18A:38-37, and the school district shall make a mandatory referral to the court program, Family Crisis Intervention Program, required by the NJ Administrative Office of the Courts.

Excused absences

The Board of Education considers the following as cause for excused absence:

- a. Disabling illness documented with a physician's note
- b. Recovery from accident
- c. Required court attendance
- d. Death in the family
- e. Religious observance
- f. Such good cause as may be acceptable to the Principal

Attendance need not always be within the school facilities. A pupil will be considered to be in attendance if he/she is present at any place where school is in session by authority of the Board.

A medical certificate from a physician is necessary after an absence of five (5) or more days. Excessive absences will be reviewed by the administrative team and will be reported to our district's attendance officer.

No student excused for a religious holiday shall be deprived of an award of eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Requests to have an absence excused due to a chronic illness must meet the following criteria:

1. Original note from doctor indicating chronic condition,
2. A parent must call each absence into the school office to indicate the absence is due to a chronic condition.
3. Home instruction is also available with appropriate medical documentation. The principal's office should be contacted to set up a home instruction program if the absence is expected to last more than five to ten days.

Unexcused Absences

An unexcused absence is any absence that falls under one of the following categories:

- Personal illness without doctor's note
- Shopping
- Vacations
- Oversleeping

- Faulty private transportation
- Missing the bus
- Any reason not listed in the above section
- Travel sports and Travel cheerleading will count as an unexcused absence

After each absence from school, for whatever length, a note is required, and must be given to the homeroom teacher upon returning to school. The teacher will forward all notes to the main office. The note should include the reason for absence, the dates of absence, and the signature of a parent or guardian.

Parents/legal guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. For the safety of each child, an office staff member will call a parent/guardian of any student who is absent for whom notification has not been received. The staff member will call the home first, and then the place of work, and finally the emergency numbers provided until an adult is reached.

Leaving School Early

No student will be allowed to leave school without having brought a note from a parent/legal guardian to the school office, or by having the parent/guardian sign the student out. The note must state the reason why the student is leaving early. The note should be presented at the office as soon as the student enters school. A student who leaves early must have the parent/legal guardian who is picking him/her up sign them out. Students will not be permitted to sign out for unexcused reasons. A student may not be signed out by an adult who is not indicated on a child's emergency contact list.

Planned Absences

If a student is planning to be absent from school for more than five days due to family vacation plans, a written note is needed at least one week prior to the date of leaving. The note should be presented to the principal's office and then to the teachers. The absence(s) will be counted as unexcused. The student will be able to turn in all assignments for credit as long as they are given to the teacher(s) within five days of returning to school.

Requesting Work for Absent Students

If the student is unable to attend school due to an illness, but is able to study at home, call the school office and request that the assignments be available to be picked up by the parent, or email the teachers directly.

Tardiness

Arriving on time is an important responsibility for all students. Students should be at school by 8:10 a.m. Any student arriving after 8:10 a.m. must report to the main office to receive a pass before entering homeroom.

Excessive tardiness will be dealt with on an individual basis through the office. See chart on pages 33 for tardiness consequences.

Lateness to Class

Getting to class on time is essential to the learning process. Attendance is taken at the beginning of each class period. Students entering late must have a pass. (See "Student Movement"). Students may receive a lunch detention for lateness. Habitual lateness may result in a referral to the office.

Three or more lates within the same marking period will result in a lunch detention.

To encourage responsibility for students, decisions regarding locker stops will be left up to the individual student. Being delayed at a locker, however, will not be an excuse for being late to class for any middle

school student. Students are expected to bring their planner, writing implement and required books and notebooks to each class.

Participation in Physical Education

Students who present written requests (home, doctor, nurse) for non-participation in physical education are to be referred to the nurse's office for certification. Students who cannot participate in physical education classes will not be allowed to participate in after-school sports. For students excused from Physical Education due to medical reasons, must have a doctor's note before that student can resume participation in Physical Education. The doctor's note must be given to the school nurse prior to resuming participation.

Academics

The SBMS Staff is committed to meeting the needs of all learners. Students have the responsibility to do their very best in all of their academic endeavors. Everyone learns at SBMS!

Academic Integrity

A part of the **REDBIRD 4**, academic integrity, is an important piece to being a SBMS student. Being the best student that one can possibly be is what academic integrity is all about. Honesty and integrity are essential to excellence in education; however, if a student chooses not to exemplify academic honesty and integrity (e.g. cheating, lying, plagiarism, etc...), the following point system is in place.

<u>1ST OFFENSE</u>	<u>2ND OFFENSE</u>	<u>3RD OFFENSE</u>
Office referral, parent communication from teacher, no/partial credit on assignment or test, detention points	Office referral, parent communication from teacher, no credit on assignment, guidance referral, one or more after-school detentions, points	Office referral/ no credit on assignment, parent conference with administrator, teacher, counselor, and student, in-school suspension, and points.

The following are examples of forgery/cheating /plagiarism as agreed upon by the administration of the UFRSD and shared on the district website:

- Writing a parent's name or teacher's name when his /her signature has been requested.
- Having notes or other information sources visible or accessible during an assessment situation
- (Desks / lab tables should be cleared unless otherwise specified by the teacher.)
- Looking at another student's test or other information sources during an assessment.
- Assisting or otherwise supplying information to another student who is attempting to cheat during an assessment.
- Copying and submitting homework, a lab assignment, a research paper, essay or any written work or project that was created by another person or group of people.
- Fabricating, changing results, or using the results of other students' work to complete an assignment.
- Texting / Communicating via an electronic device while in possession of a test, quiz, or exam constitutes cheating.
- Using another person's words or ideas without proper credit. If you are unclear about how to indicate proper credit, discuss the situation with your teacher.

Computer/Internet Use

Technology is a vital part of a student's learning. It is an extremely powerful tool that can provide infinite possibilities for every student. Students are expected to treat and use all technology equipment with respect and responsibility.

In order for students to obtain the privilege of using the Internet in school, students and parents must sign the *SBNET Student Agreement and Parent Permission Form* and agree to all the responsibilities and conditions associated with the Acceptable Use Policy. The conditions include conduct, security, vandalism and etiquette associated with the computer network and Internet. Students must always be in a room, which is supervised by a staff member, when using the Internet. Internet use in school must be related to instruction. Students who choose not to follow the school policy regarding computer usage may be subject to the following consequences:

The school reserves the right to inspect student computer files where there is reason to believe that those files are inappropriate or being used to pose a hazard to the safety and good order of the school. Please note that any use of computers, in school, to bully, intimidate or harass may result in more severe consequences.

Library Media Services

The Stone Bridge Middle School Library Media Center is committed to providing the highest levels of service to students and staff. The goals of the program are to encourage its users to view learning as lifelong and unending, and to ensure that students and staff are accomplished, self-reliant users of ideas and information in all forms of media. The mission of the Library Media program further strives to promote literacy and the love of reading and learning while maintaining a nurturing, creative and collaborative environment.

The SBMS LMC offers books, eBooks, and periodicals in a variety of reading and interest levels to support and challenge our readers. To meet the needs of our students, the LMC maintains a collection consisting of a wide range of books for all grade levels. Some books that are appropriate for seventh and eighth graders may not be for fifth and sixth graders. To help inform parents of materials reviewed for an older grade level, our library is putting YA stickers on young adult books (those that are recommended for ages 12 and up based on content.) Children mature at different rates and vary in their interests and backgrounds. Please discuss with your child the materials they check out from our library.

Students may check out up to three items at time for a two week period. These items may be renewed as needed based on availability. Students are responsible for payment of lost or damaged print and AV items.

Use of Planners

Two very important concepts for middle school-aged students to understand and practice are self-organization and time management. In an effort to assist in the development of these two goals, the school has provided every student in grades 5-8 with a calendar planner, which will be used on a daily basis in each class. The planner will be used to record homework assignments and other commitments; to record and track academic progress; and to serve as a resource section with tips on grammar, essay writing, and time management techniques. Planners can also be used by parents and teachers to communicate.

We consider the planners a "must" for all students. If it should be lost, an immediate replacement is required. A replacement for a lost planner can be purchased from the main office for \$3.00 while supplies last.

Middle School Homework Help

Knowing that middle school life can be hectic, students may have an opportunity to attend an after school Homework Help session, Monday through Thursday. The session is designed to give students academic support and a chance to complete homework after school from 2:45-3:30 p.m. with a teacher on duty to provide help, if needed. Parents should be prepared to provide transportation. A permission slip must be signed for each student attending homework club; a copy of the permission slip can be found on our website.

Student Grades

Student grades can be accessed at any time by utilizing the Realtime Parent Portal. Mid-marking notices will not be sent home via paper.

Major Subject Grading

A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69
A 93-97	B 83-87	C 73-77	D 63-67
A- 90-92	B- 80-82	C- 70-72	D- 60-62
			F Below 60
			I Incomplete*

*Used for extenuating circumstances

Evaluation

Teachers use a variety of assessments to determine a pupil's progress. These factors include class participation, tests/quizzes, projects, project-based assessments, performance-based assessments and homework. Since students will have more than one teacher, it is the responsibility of the student to be familiar with each teacher's exact evaluation procedures.

Summer School

In the event a student fails two or more marking periods in one or more academic subjects, he/she will be expected to attend a **Credit Completion course**. The course usually runs the two weeks immediately following the end of the school year. Math Lab or Language Arts Lab will be suggested for those students who are in danger of failing these courses.

Important Dates

End of the Marking Period

Marking Period 1 - November 15, 2023

Marking Period 2 - January 30, 2024

Marking Period 3 - April 11, 2024

Marking Period 4 - June 14, 2024

Report Card Dates

Marking Period 1 - November 27, 2023

Marking Period 2 - February 7, 2024

Marking Period 3 - April 17, 2024

Marking Period 4 - June 21, 2024

Award Recognition - Infractions and Points

The awards given to our 8th Grade students are for academic, artistic, athletic and character accomplishments. In order to be eligible for an 8th Grade Award, students must adhere to the Code of Conduct. If a student has been cited for a more egregious offense or accumulated 30 points (demerits) at any point during the year, the student's eligibility for awards will be reviewed by the Discipline Oversight Committee.

Valedictorian/Salutatorian

The valedictorian and salutatorian are determined by calculating a student's academic average at the close of his/her 8th grade year (*averages do not include grades earned in grades 5th through 7th*). Averages will be determined by calculating student grades at the close of the first Friday of June, using a student's averages in each of his/her core classes i.e., Language Arts, Math, Science, Social Studies and Spanish. Students enrolled in Geometry will earn three additional points on their end of year average. Each core average will then be utilized to determine a student's overall academic average for the school year. We will utilize grades rounded to the nearest 100th of a point to make this determination, i.e., 97.461 will read as a 97.46 and a 97.465 will read as a 97.47. Should students earn identical averages for either of these awards, the recognition shall be shared among students. Students who enter Stone Bridge as an 8th grader, and have completed an entire year at SBMS, are eligible for this recognition.

Math Placement Requirements

The middle school program has two levels of math in grades 5-8:

- ✓ Math 5 or Advanced Level Math 5
- ✓ Math 6 or Advanced Level Math 6
- ✓ Math 7 or Advanced Level Math 7
- ✓ Math 8 or Algebra

Typically, 20-25 percent of our students are placed in our advanced level math courses, and 75-80 percent of our students are placed in a grade level math class.

In an effort to place each student at a level that ensures both success and challenge, we look carefully at the following measures. Please note that benchmark testing has been established at each grade level and currently replaces the pre-existing standardized testing, NJ ASK, as well as the most recent PARCC assessment.

- ✓ **Overall grade mathematics** (*an average of marking periods 1-4*)
- ✓ **Benchmark tests** (*benchmark tests are given periodically throughout the year; these tests assess a student's understanding of current learning*)
- ✓ **End-of-course math assessment** (*cumulative final exam*)
- ✓ **Placement test** (*problem solving test or an Algebra aptitude test for those students moving to 8th grade*)

A student's performance on each of the measures is assigned a point value according to the tables provided below. Students who score 17 or more points are placed in ALM or Algebra. Students who score below 17 are placed in a grade level math class. To account for the transition from elementary school to middle school, students moving from 4th to 5th grade must score 20 or more points to be placed in ALM. Math placement is not an exact science. Nevertheless, the score threshold we have established has proven to be a reliable predictor of success.

Should you have questions regarding your child's math placement, please contact administration.

End of Year Average Marking Periods 1-4	Benchmark Tests Tests 1, 2 and 3	End of Course Math Assessment	Placement Test Algebra	Placement Test ALM
98 and above: 5pts. 92-97: 4pts. 90-91: 3pts. 88-89: 2pts. 82-87: 1pt. Below 82: 0pts.	90-100: 3pts. 85-89: 2pts. 80-84: 1pt. 79 and below: 0pts.	90-100: 5pts. 85-89: 4pts. 80-84: 3pts. 75-79: 2pts. 70-74: 1pt. Below 70: 0pts.	90-100: 5pts. 85-89: 4pts. 80-84: 3pts. 75-79: 2pts. 70-74: 1pt. Below 70: 0pts.	80-100: 10pts. 70-75: 8pts. 60-65: 6pts. 50-55: 4pts. 40-45: 2pts. Below 40: 0pts.

Harassment / Bullying / Intimidation

The safety and education of our SBMS students is paramount. The expectations and policies that follow will help ensure that students are given the opportunity to experience an optimum learning environment and to be emotionally and physically safe during their school day.

STONE BRIDGE STANDS UNITED AGAINST BULLYING!

SBMS Oath to Stop Bullying

1. We do not bully.
2. We always help others.
3. We include kids who are left out.
4. We report bullying.

(D. Olweus)

Students are expected to interact with each other in a positive and respectful manner. Any form of bullying, harassment, or intimidation will not be tolerated at SBMS. Each value of the Redbird 4 should be followed at all times. Of all school expectations, these are the most crucial to maintaining a safe school. Therefore, actions which disrupt the harmony and emotional/physical safety of SBMS students will incur the most severe reactions from the administration. Attendance at SUN Meetings are a required component of the Stand UNited initiative for students

Definition of Bullying:

Bullying is when someone does or says things to hurt another person on purpose.

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying can involve a pattern of behavior repeated over time or a single incident.
- Bullying involves an imbalance of power or strength.



Examples of Physical Harassment/Bullying/Intimidation:

- Hitting
- Pushing
- Shoving
- Taking someone's possessions
- Damaging or destroying someone's property
- Physical acts that are humiliating, but not bodily harmful

Examples Verbal Harassment/Bullying/Intimidation:

- Making fun of someone
- Name calling
- Hurtful teasing
- Threatening a person

Examples of Social Harassment/Bullying/Intimidation:

- Gossiping
- Starting rumors
- Spreading rumors
- Writing hurtful notes to, or about, someone
- Writing hurtful comments to, or about, someone
- Excluding someone in a hurtful way from a group

Examples of Racial/Ethnic Harassment/Bullying/Intimidation:

- Jokes about racial or ethnic groups
- Racial or ethnic slurs or put-downs
- Physical or verbal attacks against an individual or group due to race or ethnicity

Examples of Sexual Harassment/Bullying/Intimidation:

- Jokes, photos, gestures, noises, and/or comments relating to sex and sexual activity which are unwelcome and cause feelings that are uncomfortable.
- Sexual advances either physical (touching, grabbing, cornering, etc...) or verbal that are unwelcome and cause feelings that are uncomfortable.
- The use of intimidation to demand sexual attention (e.g. doing or saying something to reduce someone's popularity, hurting a person's chances for a reward due to saying or doing something inappropriate, etc...)
- Spreading rumors of a sexual nature about another person.

Examples of Relational Harassment/Bullying/Intimidation:

- Harming or threatening to harm relationships by removing the feeling of acceptance, friendships, or group inclusion.
- Any act in which a relationship is used as a weapon, including manipulation. Includes the silent treatment, damaging one's self-esteem, rumor spreading, ganging up against another, non-verbal gestures, or body language.

Student Reporting Procedure

Please know that we will make every effort to keep the names of those who report bullying behaviors anonymous.

- Have you been bullied or have you seen someone bullied?
- Take a stand and REPORT it to a trusted adult at school and/or a trusted adult at home!
- Talk to a friend and report together!
- How can you report?
- Fill out a Stand UNited Reporting Form (SUN Box) located in the library, main office, or in each grade level.
- Email any staff member, counselor, Mrs. Folino or Mr. Myslinski.
- Speak to a counselor or any staff member

The school WILL investigate every report and will use the Bullying Behavior Chart to determine if a student exhibits bullying behaviors.

****Bullying Behavior Chart (see page 23)**

****Consequences for bullying (see page 24)**

Bullying Behavior Chart

The chart below includes examples and is not inclusive of every bullying behavior.

**This does not have to be the same target of bullying behaviors. It relates to any bullying behavior regardless of the target of the behavior.*

PHYSICAL Harm to another's body or property		EMOTIONAL Harm to another's self-esteem or feeling of safety		SOCIAL Harm to another's group acceptance		SEXUAL Discomfort on the basis of gender	
VERBAL	NON-VERBAL	VERBAL	NON-VERBAL	VERBAL	NON-VERBAL	VERBAL	NON- VERBAL
LEVEL 1		LEVEL 1		LEVEL 1		LEVEL 3	
<ul style="list-style-type: none"> ⊗ Expressing physical superiority ⊗ Blaming the victim for starting the conflict 	<ul style="list-style-type: none"> ⊗ Making threatening gestures ⊗ Defacing property ⊗ Pushing/shoving ⊗ Taking small items from others 	<ul style="list-style-type: none"> ⊗ Insulting remarks ⊗ Calling names ⊗ Teasing about possessions, clothes, physical appearance ⊗ Telling others not to be someone's friend 	<ul style="list-style-type: none"> ⊗ Giving dirty looks ⊗ Insulting gestures (eye-rolling, holding nose, etc.) ⊗ Making fun of someone's hygiene (Saying someone has germs or is dirty) 	<ul style="list-style-type: none"> ⊗ Gossiping ⊗ Starting or spreading rumors ⊗ Teasing publicly about clothes, looks, relationships with boys/girls, etc. 	<ul style="list-style-type: none"> ⊗ Ignoring to exclude someone from group activities 	<ul style="list-style-type: none"> ⊗ All sexual harassment is moved up to a level 2 or 3 offense. <p>Bullying policies and procedures do not replace sexual harassment laws.</p>	
LEVEL 2		LEVEL 2		LEVEL 2		LEVEL 2	
<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Threatening physical harm to frighten and intimidate ⊗ Retaliation of any kind *** 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Damaging property ⊗ Stealing/hiding or purposefully taking ⊗ Starting fights ⊗ Scratching or biting ⊗ Pushing, tripping or causing a fall ⊗ Assaulting ⊗ Threatening gesture 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Insulting family ⊗ Harassing with phone calls ⊗ Insulting your size, intelligence, athletic ability, race, color, religion, ethnicity, gender, disability or sexual orientation ⊗ Retaliation of any kind 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Saying someone is related to a person considered an enemy of this country (such as Osama bin Laden) ⊗ Defacing school work or other personal property, such as clothing, locker or books ⊗ Retaliation of any kind *** 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Ostracizing, using notes, electronic messaging, email, etc. ⊗ Posting slander in public places (such as school bathroom or online) ⊗ Retaliation of any kind *** 	<ul style="list-style-type: none"> ⊗ Any level one infraction that has occurred more than 2 times * ⊗ Playing mean tricks to embarrass someone ⊗ Retaliation of any kind 	<ul style="list-style-type: none"> ⊗ Sexual Comments ⊗ Retaliation 	<ul style="list-style-type: none"> ⊗ Leering ⊗ Gestures ⊗ Actions or comments based on a person's sexual orientation ⊗ Retaliation
LEVEL 3		LEVEL 3		LEVEL 3		LEVEL 3	
<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * or level 1 behavior that is continuous over time ⊗ Making repeated and/or graphic threats (harassing) 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * ⊗ Intentional destruction of property ⊗ Setting fires ⊗ Battery, physical fighting ⊗ Physical cruelty 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * ⊗ Harassment based on race, color, religion, ethnicity, gender, disability or sexual 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * ⊗ Destroying personal property, such as clothing, books, jewelry ⊗ Writing graffiti with 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * ⊗ Enforcing total group exclusion against someone by threatening others if they don't comply 	<ul style="list-style-type: none"> ⊗ Any level 2 infraction that has occurred more than once * ⊗ Arranging public humiliation ⊗ Retaliation 	<ul style="list-style-type: none"> ⊗ Displaying sexually explicit pictures or objects ⊗ Sexual harassment verbal with the intent to emotionally harm ⊗ Any type of physical harassment ⊗ Retaliation *** 	

<ul style="list-style-type: none"> ⊗ Practicing extortion (such as, taking lunch money) ⊗ Threatening to keep someone silent: "If you tell, it will be a lot worse!" ⊗ Retaliation *** 	<ul style="list-style-type: none"> ⊗ Repeatedly acting in a violent, threatening manner ⊗ Assaulting with a weapon ⊗ Threats, physical verbal or forced silence ⊗ Retaliation *** 	<ul style="list-style-type: none"> orientation (bias incident) ⊗ Retaliation 	<ul style="list-style-type: none"> bias against race, color, religion, ethnicity, gender, disability, or sexual orientation ⊗ Retaliation 	<ul style="list-style-type: none"> ⊗ Harassing racial or religious slurs or insults ⊗ Extortion ⊗ Retaliation 		
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Level 1		Level 2		Level 3	
Procedure	Consequences	Procedures	Consequences	Procedure	Consequences
<ul style="list-style-type: none"> • Teacher deals with incident then reports to administration • Parent contact • Teacher records incident on Bullying Behavior form 	<ul style="list-style-type: none"> • Student completes reflection form • Lunch detention • Tolerance Training • Restitution • Loss of computer privileges • Administration/ABS meets with student and reviews bullying policies and its implications • Lunch detention • Redbird Reflection • After school detention 	<ul style="list-style-type: none"> • Teacher deals with incident then reports to administration • Teacher records incident on Bullying Behavior form • Administration is informed • Parent is called by administration/ABS within 48-hours • Administration will update staff within 48-hours • Sharing report with affirmative action officer 	<ul style="list-style-type: none"> • Student contacts parent • Privileges reduced * • Community Service • Referral to guidance counselor • Referral to school psychologist • Redbird Reflection room • Short term suspension • loss of recess or activities • After school detention • Restitution • Lunch detention • In addition to above consequence Tolerance Training 	<ul style="list-style-type: none"> • Teacher deals with incident then reports to administration • Teacher records incident on Bullying Behavior form • Parent is called by administration /ABS • Administration meets with student and parents to create a plan for the student. • Administration will update staff • Affirmative action officer notified 	<ul style="list-style-type: none"> • Restitution • Short/Long term Suspension • Referral to law enforcement • Removal from extracurricular activities • In addition to above consequences Tolerance Training

Bullying Behavior Chart- Procedures/Consequences

Bullying Behaviors are known to be harmful for everyone, victims, targets, bystanders. This policy and consequence guide for bullying behavior is intended to support student's efforts to reduce bullying behaviors that will result in optimal mental and physical health for all. Research has shown that academic achievement is enhanced in environments where students feel safe and welcome.

Notes: Procedures are mandatory. Consequences may be chosen from on a case by case basis; at least one item must be chosen from the consequences column and documented on behavior report form.

* Students are away from peers at lunch and other unstructured times, under supervision, and no participation in sports or other extra-curricular activities possible.

** Parents must be called by administration or Anti-Bullying Specialists.

***Any attempt at retaliation automatically moves the incident to the next level. Examples of retaliation include but are not limited to:

- ⊗ Contact with the student who was bullied that involve unwanted negative actions
- ⊗ Conversation about the incident/consequences with other students
- ⊗ Encouraging other students to further intimidate the student who was bullied
- ⊗ Contact with the reporter with regard to the incident intended to discourage reporting

Response to an Incident of Harassment, Intimidation or Bullying

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

A complete copy of the Board Policy (re: harassment, intimidation and bullying) is available upon request.

According to district policy 5512, “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:37-15.4, 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 damage the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm or 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.
- 7.

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

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying

- The developmental and maturity levels of the parties involved;
- The levels of harm;
- The surrounding circumstances;
- The nature of the behavior(s);
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

The school board policy #5512 provides a comprehensive set of definitions and procedures associated with harassment, intimidation, and bullying. It can be found on the main page of the district website.

Discipline Point System

A behavioral accountability system has been developed in grades 5-8 to provide consistency in the rules for all students and provide expectations for the students. The behavior system will issue points for designated infractions in addition to other consequences (apology, detention, suspensions, etc.). An accumulation of points will cause a forfeiture of certain privileges.

Category 1 (1 - 2 Points)

Food violation (Includes gum chewing)
Distracting / Disruptive behavior
Failure to secure locker

Category 2 (3 - 4 Points)

Late to class without valid reason (Teacher / Office / Nurse Pass must be possessed)
Minor inappropriate network behavior/minor e-mail infraction
Inappropriate physical conduct (Pushing / Shoving)
Out of bounds / Wandering
Minor inappropriate language
Outstanding library books, field trip forms, athletic equipment and uniforms
Dress code violation, includes in possession of or wearing hats or hoods

Category 3 (5 - 6 Points)

Disturbance: morning line up, class, or cafeteria
Bus Violation - Screaming, failure to secure a seat belt, standing on a moving bus, riding home on a bus other than your own, etc.
Major inappropriate language
Use of electronic devices
Lack of cooperation
Inciting or running toward an altercation
Repeatedly Late to School (Unexcused)

Category 4 (7 - 8 Points)

Deceitful conduct
Cheating
Forgery/misrepresentation
Academic Integrity Violation
Defacing school property/vandalism
Defiance
Disrespect
Abusive language
Fighting
Major e-mail infraction/Major network infraction
Smoking/e-cigarettes/tobacco use
Theft (Minor - Less than \$10)
H.I.B. - Minor Offense
Unsafe Act

Category 5 (9 - 10 Points)

Assault
Bias incident/sexual harassment

Defacing school property (major)

Drug or alcohol possession/distribution or intent to distribute

Under the Influence of alcohol and / or a controlled dangerous substance (This includes prescription drugs not prescribed to the student under the influence)

Possession, use or intent to use weapons

Category 5 continued (9 - 10 Points)

Theft (Major-Greater than \$10)

Threatening behavior

Bullying or intimidation / harassment of staff or students (H.I.B. - Major Offense)

In the event that an incident does not clearly fall into the above categories, the Administration reserves the right to interpret the code and adjust the demerit points. The Administration also has the right to notify the police if the situation warrants. The School Administration will always call the police for any criminal behavior.

Schools continue to have the right, but are not required, to impose consequences on a student for conduct away from school grounds consistent with NJAC 6A:16-7.7, Conduct away from school grounds. The only change in this authority resulting from the ABR (Anti Bullying Rights Act) is that schools are now required to address HIB occurring off school grounds, when there is a nexus between the HIB and the school (i.e., the HIB substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

Definitions:

Appropriate Administrative Action – formulating a suitable penalty/remedy for a student’s misconduct based upon the offense committed and the student’s cumulative discipline file.

Assault – a person attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another. Even one incident of an assault, may result in the Superintendent considering an Out-of-District placement. Violence will not be tolerated in our school.

Bias Incident – student indicates a judgment upon another student based on ethnicity, religion, gender, race or color, sexual orientation, etc.

Bullying – any gesture, written, verbal or physical act that has the effect of insulting or demeaning any student or staff member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental, physical or sensory disability or other distinguishing characteristics.

Catch Up Club / Lunch Detention – It is the student’s responsibility to attend their assigned Catch Up Club or Lunch Detention. A notice will be given in homeroom and students are expected to attend on their assigned day. Failure to attend will result in additional points and additional detentions.

Cell Phones – Although we appreciate that cell phones have become a common possession in a student’s life, they should not be utilized at Stone Bridge Middle School. As students enter the building for arrival, cell phones must be turned off and placed in lockers or backpacks. When the school day concludes, students may retrieve their phones and turn them on once they leave the school building. Cell phones should not be seen inside the school building. In the event a student needs to call home during the school day, the student should utilize the phone in the main office. If the student needs to make a call in the afternoon after the main office has closed, the student may use his / her own cell phone in the presence of a coach, advisor, or supervising adult. At no time should a student use a cell phone without the consent of a supervising adult.

SBMS and the UFRSD are not responsible for lost or stolen cell phones. Parents are reminded to please not call your child's cell phone during the school day.

Cheating – acting dishonestly when taking a test/quiz or when completing any assignment for a class (see Academic Integrity in the handbook).

Deceitful Conduct – purposely misleading or providing false information when asked or confronted by a staff member.

Defacing School Property – any action of a student where the physical property of the school is deliberately marred.

Defiance – the action by which a student challenges the authority to the staff member or a school rule.

Disrespect – making gestures, using abusive language, inappropriate comments or threats to a student or staff member, which would be deemed offensive/hostile by that person. Purposely embarrassing actions or comments towards or about students and staff.

Disruptive Behavior – after being warned, the student exhibits persistent petty unpleasantness.

Disturbance (Class, cafeteria, study or bus) – interfering directly or indirectly with the instructional climate, the rights of others, or the normal, safe operation of the school.

Dress Code Violations – any student who is wearing clothing that does not adhere to the dress code. This is considered defiance of school rules. Students will be requested to change their clothing provided by the administration unless the student has appropriate clothes. Students may not wear clothing/hats that promote alcohol, tobacco products, vape products, or any type of drugs.

Electronic Devices – any type of e-readers, iPods, Side-kicks, electronic games, etc., or any other electronic device are not allowed to be used or seen during the school day unless the classroom teacher has given prior permission. Upon entering the school building, all electronic devices must be turned off and put away.

Food Violation – students are expected to clean up after themselves once they are done eating lunch. Failure to clean up properly will result in the revocation of recess privileges.

Fighting – mutual engagement in a physical confrontation that may result in bodily injury to either party or others. Does not include verbal or minor confrontations such as a shoving match. Even one incident of fight may result in the Superintendent considering Out-of-District placement. Violence will not be tolerated in our school.

Forgery-Misrepresentation – plagiarism, copyright infringement or falsifying written information so as to misrepresent the views, facts as expressed by teachers, staff or parents. Turning in work, written or verbal (giving a speech), that is plagiarized or copied directly from another source as one's own work.

Hats – any head covering (except for religious purposes) may not be worn during school hours. Hats may **not** be carried around during school hours. This is a violation of the Dress Code policy.

Inappropriate Language – the use of curse words or offensive language, be it casually in the hallway or when used in the presence of (but not directed at) a teacher or school official.

Inappropriate Physical Conduct/Intimate Physical Behavior – physically acting in such a way that it may cause harm to themselves or others. Amorous behavior is **NOT** allowed.

Inciting or Running Toward a Fight – any student who aggravates, irritates and otherwise encourages a fight or, in fact, looks to add to the fight will incur the appropriate penalty.

In-School Suspension – students will be assigned by the administration for infractions of the school rules. Teachers will send work for the student in ISS. A staff member may be available to assist with assigned work. Students are required to complete all work.

Insubordination – when a student refuses to comply with direction given by any member of the staff in an attempt to undermine the staff member's authority.

Lack of Cooperation – when a student does not follow written or oral directions given by a teacher, administrator or staff member.

Major E-Mail Infractions – abuse of the email privilege includes, but is not limited to: sending abusive message to fellow students; initiating trouble in or out of school with inflammatory messages; harassing fellow students or groups; using email in classes where one is instructed by his or her teacher not to; mass mailings and advertising; and monopolizing workstations for the purpose of using e-mail.

Major Inappropriate Network Behavior – computer network misuse or unauthorized system access including the commission of acts that endanger network security, such as securing unauthorized rights and permissions; breaking into the computer network; reading, copying or destroying unauthorized files and directories; creating ghost files; bypassing blocks; compromising the system, etc. For those students who import viruses from the use of EXE., .dot, .com zip files, will incur a suspension from school and from the district network. Egregious offenses may warrant law enforcement notification. At no time should students use technology to impersonate or insult /demean their teachers. (Additional information about misuse of technology can be found within the handbook)

Minor E-Mail Infractions – when a student personally abuses the email privilege for which it was intended.

Minor Inappropriate Network Behavior – committing acts which are a nuisance to network users, such as using unauthorized commands and/or menus, placing of offensive materials in open files and directories, failure to secure personal password, etc.

Out of Bounds – not being where a student is supposed to be and without permission.

Out-of-School Suspension – students suspended out of school are not allowed on school property. Their work will be gathered and sent home.

Recess Behavior – Students should use recess time to play and relax. Students may not throw ANYTHING at each other while at recess. Students will have their recess privileges suspended and will earn additional consequences for failing to follow recess rules.

Staff and Peer Intimidation – applying pressure through the use of physical force or by verbal threat upon another to do something other than what the individual wishes to do. Disturbing personal property in any way. Bullying behavior towards others is a form of intimidation which will result in serious consequences.

Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples: invades personal space while working with someone, makes obvious sexual gestures towards someone, asks questions about personal and/or sexual life, communications which are sexually offensive, touches, rubs or grabs someone's body, requests to electronically send photographs, taking photographs without someone's permission.

Smoking/Use of Tobacco – all uses of tobacco, including but not limited to electronic cigarettes, holding a lit or unlit cigarette, possession of tobacco products, chewing tobacco, and being in a lavatory stall where smoke is evident. In addition, where a staff member suspects a student of smoking, the odor of tobacco or the exhaling of smoke will be sufficient to apply the appropriate penalty. Students who act as "lookouts" to facilitate other students' smoking will be subject to appropriate administrative action.

Social Probation – Students who accumulate more than 40 points will be placed on social probation. Once on social probation, students are ineligible for sports, clubs, and field trips. A student may work down his / her points through good behavior and community service. Students will be notified of the social probation status in the presence of his / her parents.

Substance Abuse – bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs, lockers, or clothing; giving, selling or persuading others to use alcohol or other drugs or what is believed by the student to be controlled dangerous substances or alcohol.

Theft – any item which is the property of the school, a staff member, visitor or another student and is stolen must be reported to the administration. For items over \$10, an incident report must be filled out by the student, signed by the parent and presented to an administrator who will forward the report to the police. This will be considered a major theft infraction. In the cases where an item costs less than \$10, the administrator will attempt to locate the item and the perpetrator. This will be considered a minor theft infraction.

Threat to Staff/Another Student – any overture which intends to harm an individual, be it verbal or physical.

Unsafe Acts – committing acts which threaten or potentially threaten the safety of others and/or oneself, i.e. Examples: Throwing rocks or snowballs, unsafe play during recess, etc.

Vandalism – an action in which a student purposefully abuses school property and may incur physical damage to the property.

Please note:

ISS / OSS = Prohibition from after school activity

If a student receives an OSS or ISS, the day or days of the suspension includes all after school activities as well. Students may not participate in any after school activities, including sports, until the suspension concludes.

Points Accumulation

10 Point Accumulation:

- A letter is sent home and a parent conference is offered with the vice principal and student.

20 Point Accumulation:

- A letter is sent home.
- Student serves 2 after-school detentions starting the day after notification (need 24-hour

notice).

- All extracurricular activities, whether they are social, athletic, practices or games, cease until the day after the detentions are fulfilled.

30 Point Hearing:

- Parents or guardians are called to explain the process and arrange a time for the parents/ guardians and student to participate in a 30 Point Hearing.
- A letter is sent home.
- Student will be referred to the Response to Intervention Committee.
- Student serves In-school Suspension, length and dates to be determined by the administration, starting the day after notification.
- A student is automatically placed on social probation upon obtaining 30 demerit points. Probation is enforced until such time that demerits fall below 20 points; a student's ability to participate in extra-curricular activities or trips will be reinstated at this time.
- Probation, as defined, means being prohibited from attending games, participating in practices, games, competitions, fine arts activities, student government, dances, and field trips. While on probation, students may not be on school property following the end of the school day unless accompanied by a teacher for academic reasons or administrative approved athletic events.
- The student will be required to attend the 30 Point Hearing. The parents/guardians of the student will be invited to attend. If the student does not have a mentor, one will be assigned.
- The student's classroom teachers and guidance counselor will be invited to attend.
- Students may choose a teacher or staff member as an advocate to attend the 30 Point Hearing.
- The student and parents/guardians will be notified of probationary status. Students will be issued an individual contract.

40 Point Accumulation - Principal's Hearing:

- Parents or guardians are called so administration can explain the situation and procedures that will follow, and to arrange a time for the parents / guardians and student to appear before the Principal.
- A letter is sent home with the scheduled meeting time.
- The 40 Point Hearing is arranged with parents or guardians, the student, the student's teachers, guidance counselor, and the Vice Principal.
- An individual contract will be issued. Student will be assigned an in or out-of-school suspension – length to be determined.
- If student is involved in extracurricular activities, he/she will not be allowed to continue these activities.
- Student will continue on social and extracurricular activity probation until such time that the demerits fall below 20 points.
- If the student is an 8th Grader, participation in the graduation ceremony may be in jeopardy.

Program and Placement Review and Possible Board of Education Action

If after four weeks beyond the 40 point hearing no improvement has been documented, the Superintendent will be contacted for program and placement review and possible Board of Education action.

Rewards for Improved Behavior

The point system at Stone Bridge Middle School allows for students to have demerits removed for improved behavior. The following outlines the student's responsibility to receive this consideration: If a student completes twenty (20) consecutive school days without a point / demerit, the student will be eligible to have 5 demerits removed from the accumulated point total. Community service may be completed to reduce the number of points a student has. The community service should be related to the discipline infractions (when applicable). Student-led SUN meeting presentations are encouraged as a way to show growth and educate

peers. The student will be asked to propose a project and the administration must approve the project, prior to its completion, for credit to be given. One demerit will be removed for each hour of Community Service up to 12 demerits per month. A form (signed by an administrator) will be required for each student prior to participation in a community service project. If the project is not approved, students cannot be expected to be given credit. A student cannot receive more than 12 points of credit for community service during any given month. Community Service will end on **May 31st**. All community service forms must be submitted by **May 31st**.

Stone Bridge Middle School - Infractions and Corresponding Disciplinary Actions

***Infractions will always incur demerits (points) ***

<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Food Violation	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Distracting Behavior	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Failure to Secure Locker	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Late to Class	Warning	Warning	Lunch Detention	Lunch detention after 3+ lates
Network Violation - Minor	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Inappropriate Physical Contact	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Out of Bounds	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Inappropriate Language - Minor	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Outstanding Library Books - Equipment	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Dress Code Violation	Warning	Lunch Detention	Lunch Detention	A.S. Det.
Disturbance	Lunch Detention	Lunch Detention	A.S. Detention	A.S. Det.
Bus Violation	Lunch Detention	L.D. & Parent Conference & Bus Probation	A.S. Detention & Bus Suspension	A.S. Det. & Bus Suspension

Inappropriate Language - Major	Lunch Detention	Lunch Detention	A.S. Detention	A.S. Det.
Phone / Electronic Device	Lunch Detention	Lunch Detention	A.S. Detention	A.S. Det.
Repeated Lack of Cooperation	Lunch Detention	Lunch Detention	A.S. Detention	A.S. Det.
<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
Inciting / Running towards an Altercation	Lunch Detention	Lunch Detention	A.S. Detention	A.S. Det.
Repeatedly Late to School	Lunch Detention (3 Lates in a Semester)	A.S. Detention (6 Lates in a Semester)	A.S. Detention (9 Lates in a Semester)	A.S. Det. (12 Lates in a Semester)
Deceitful Conduct	A.S. Det.	A.S. Detention	A.S. Detention	A.S. Detention
Cheating / Forgery	0 on Exercise and A.S. Detention	0 on Exercise and A.S. Detention	0 on Exercise and ISS	0 on Exercise and ISS
* Defacing School Property - Minor	A.S. Det. & Restitution	A.S. Det. & Restitution	ISS & Restitution	ISS & Restitution
Defiance	A.S. Detention	A.S. Detention	ISS	ISS
Disrespect	A.S. Detention	A.S. Detention	ISS	ISS
Abusive Language	Det. / ISS	ISS / OSS	OSS	OSS
* Fighting	ISS / OSS	OSS and Superintendent Notified	OSS and BOE Notified	
* Network Infraction - Major	ISS & Network Suspension (30 Days)	ISS & Network Suspension (60 Days)	OSS & Network Suspension (Remainder of School Year)	
Theft - Minor	A.S. Detention	ISS	ISS	OSS
H.I.B. - Minor	See	H.I.B.	Chart	Page – 20-21
Smoking / Tobacco - E Cigarette	Counseling / ISS / Parent Conference	Counseling / ISS / Parent Conference	Counseling / OSS / Parent Conference	Counseling / OSS / Parent Conference

** Unsafe Act	AAA	AAA	AAA	AAA
* Assault	OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
* Bias Incident / Sexual Harassment	ISS or OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
<u>Infraction</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>	<u>4th Offense</u>
® Defacing School Property - Major	ISS or OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
* Drug / Alcohol Possession or Under the Influence	ISS and OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
* Drug / Alcohol - Distribution or Intent to Distribute	OSS / Parent Conference / Superintendent and Board Notified	The first offense will warrant a board hearing.	Board hearing will determine educational placement.	
INFRACTION	1st Offense	2nd Offense	3rd Offense	
* Possession of a Weapon	ISS and OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
* Theft - Major	OSS / Parent Conference	OSS / Superintendent Notified	OSS / BOE Notified	
* Threatening Behavior	OSS / Parent Conference	OSS / Superintendent Notified (Out of District Placement may be considered)	OSS / BOE Notified (Board Hearing)	
* H.I.B. - Major / Harassment of Staff (See H.I.B. Chart, pages 18-19)				

**AAA= Appropriate Administrative Action

® Our school building is to be treated with respect. Any act of vandalism may be reported to the police. In addition, students who perpetrate acts of vandalism may be brought in front of the Board of Education for a disciplinary hearing. Any student who commits an act of vandalism will be required to pay for repairs from vandalism. (Labor, material, etc.)

**At no time should perfume or cologne be sprayed in our school. Spray deodorant is also prohibited. No spray deodorant or perfume should be used on the bus.

Transportation

Getting to and from school safely is the right of every SBMS student. Students are expected to follow the values of the REDBIRD 4 to and from school.

Bus

In appreciation for our bus drivers and for student safety on the bus ride, students will be held to the same expectations as they are within the school building. Students are responsible for keeping their bus area clean. If students damage a bus, they will have to make restitution. If students do not follow the rules, **they can lose their bus riding privileges**. Any disruptive or mean behavior or behavior that doesn't align with the Redbird 4 while riding a school bus is prohibited. Helpful reminders:

- Students are reminded that any and all disciplinary incidents occurring while going to and from school will be handled accordingly in the principal/vice principal's office – always remember the REDBIRD 4.
- Buses will deliver students to the bus dock each morning between 7:55 and 8:05 a.m. Buses will depart from the bus dock behind Stone Bridge Middle School at 2:50 p.m.
- Walking students are not permitted to go home on the buses with the regular bus students. Please know that Stone Bridge Middle School strongly discourages walking to and from school. Walking cannot take place without a signed Stone Bridge Walking Permission Slip.
- Bus students are not permitted to switch bus assignments. Extreme emergency situations will be addressed on an individual basis through the office of the transportation coordinator. Any bus student who is not taking the bus home must submit a written parent permission note in the morning to the Main Office. In addition, the parent must phone the main office during the school day to verify the change in dismissal.
- Students waiting for late arriving buses should do so in an orderly manner on the bus dock.
- Food and drink are not permitted on school buses.

Walking Students

Walking to and from Stone Bridge Middle School is dangerous and is strongly discouraged due to our concern for the safety of our students.

- Students are reminded that any and all disciplinary incidents occurring while going to and from school will be handled accordingly in the principal/vice principal's office - always remember the REDBIRD 4. Each incident will be addressed in conjunction with our discipline policies.
- Students who walk to and from Stone Bridge Middle School must have a Stone Bridge Walking Permission Slip signed by a parent/guardian. The form can be found on the middle school website.
- Students will not be permitted to walk unless a walking permission slip is on file.

Athletics and Activities

SBMS is committed to providing a variety of inter-scholastic opportunities for our students. All students should familiarize themselves with the requirements and policies that need to be followed in order to have the privilege of participating in these activities.

Student-Athlete Philosophy

It is the philosophy of the Middle School administration that students who participate in interscholastic athletics are representatives of the Stone Bridge Middle School and the school district. Therefore, as per the REDBIRD 4, it is expected that team members will display an exceptional degree of positive behavior and sportsmanship at all times. As always, student-athletes are expected to maintain a high degree of scholarship and integrity at all times.

Athletic Eligibility for Students

All students in grades 6-8 of the Stone Bridge Middle School may participate in the interscholastic athletic program.

In order to participate in athletic practices and games, a student must receive a satisfactory medical examination for the current school year and submit a properly signed athletic participation form for each sport.

Middle school athletes are expected to maintain the highest degree of individual scholarship. An athletic eligibility policy is in effect for the 2023-2024 school year. Any student who fails one or more subject areas may be ineligible for participation in the athletic program during the next marking period. A student who fails or is failing a subject will be placed on an academic contract designed by the school and the student. Again, good academic standing is mandatory for athletic participation. **An overall grade percentage of 70% is expected. Failure to maintain a 70% grade percentage will result in a probationary period with administrative and coach input.** For more details, consult the district athletic director.

The athletic director and coach of the respective sport determine the number of athletes retained per squad.

Athletic Participation

Every attempt will be made to maximize the amount of each athlete's playing time during inter-scholastic competition. Students who have an assigned after-school detention must attend the detention regardless of whether they have a game or practice. Students who are absent cannot participate in an athletic game or practice on the day of their absence.

Students who do not participate in physical education class due to medical reasons cannot participate in a practice/game.

- Any student who has been injured and has had a medical treatment CANNOT participate again until medical clearance has been granted and notification given to the main office, school nurse, and coach.
- Any athlete on an in/out of school suspension MAY NOT participate in any practice or athletic contest during the day(s) of suspension. If a suspension occurs, a student/parent must have a re-entry conference prior to participating in an athletic event. Student athletes who have accumulated more than 30 demerits will be placed on social probation and athletic participation will be suspended until points fall below 20.

In an effort to reinforce the reality that athletic participation is a privilege and not a right, student-athletes are expected to adhere to our Code of Conduct and maintain a strong academic record. Students on social probation for demerit (point) accumulation will be prohibited from athletic participation. Students will have adequate notification of being in jeopardy and have an opportunity to work down their discipline points.

In addition, students failing to maintain a strong academic record or choose to neglect homework and class work may also be ruled ineligible from athletics. These students will be given prior warning and a written contract prior to exclusion from athletics.

Co-Curricular Expectations – Athletes, Spectators and Attendees

In alignment with the REDBIRD 4, students are expected to show positive behavior and good sportsmanship at all SBMS co-curricular events/contests and/or intramural events. All SBMS student management guidelines are in effect at co-curricular activities.

Students who do not adhere to this code may be removed from this event and/or restricted from participating in and attending future events. Please note that videotaping of Theater production is not permitted at any time.

Dismissal Procedure for Athletes

Athletes who have practice or a home game will be dismissed at the normal time. Dismissal times for away games requiring an early departure will be announced the morning of the game.

Co-Curricular Attendance

If a student wishes to be a spectator at an after school event they first **MUST** go home prior to attendance unless permission is granted by the school administration. Spectators are expected to behave in accordance with the REDBIRD 4. Students **MUST** have their own transportation home.

Notice to Spectators

The property of the Upper Freehold Regional School District is smoke / tobacco free. Spectators of our sporting events, regardless of age, are prohibited from smoking or using tobacco products while on school property. The use of e-cigarettes, vaping, etc. is also prohibited on school property.

Activity Fee

As a result of the substantial reduction of State aid and the budget cuts that were required to meet the budget figure established by Allentown Borough and Upper Freehold Township, the Board of Education has established an Activity Fee.

Any student wishing to participate in a sport must pay a fee of \$75.00 for each qualifying sports season. Students participating in an extracurricular club are required to pay an annual fee of \$75.00; students will be allowed to participate in an unlimited number of activities once the fee is paid.

Fees will be collected prior to the participation in any of the sports or activities listed on the “Fee Required” activity lists. Payments should be made online when registering your child for a sport.

The activity fee may be waived or reduced based on financial hardship using the NJ eligibility standards established for free and reduced lunch. If you have an extraordinary situation, please contact Mr. Guterl at 609-259-7292 ext. 3201 or at guterlm@ufrsd.net.

If you have questions regarding the fee or procedures for payment, please contact at 609-259-7292 ext. #5800 or at folinos@ufrsd.net.

Procedures for Participating in SBMS Athletics

1. All students must sign up for their desired sport. Sign-ups will take place online. **Students cannot be on a roster if they haven't signed up for the sport.**
2. Physical forms must be completed by student and parent. The “physical and participation forms” can be found on the district website under the “Athletics” tab or in the SBMS main office.
3. If possible, students should take advantage of the physicals offered at SBMS or AHS so we can guarantee that all forms are completed on time. There is no cost for these physicals. (If you plan to use your private physician, those physicals must be completed on UFRSD Athletic forms and must be submitted by August 13th)
4. **ALL physical forms and corresponding athletic forms (Fall Sports)** are due to the main office by August 13th.

5. The physical forms are then reviewed by the school nurse to make sure all necessary fields are completed.
6. After the nurse's review, the physical forms are then submitted to the Athletic Director who will deliver the forms to the UFRSD medical officer as per NJ State regulations.
7. Once the UFRSD medical officer signs off on the physical forms, the student is cleared to participate.

Additional Notes:

In the event the student has undergone a more recent physical, the student should submit a "history update form" which can also be found on the UFRSD website or in the main office. If a student is ill during try-outs, the student will be given a chance to try-out once he / she has recovered. Athletes must have 5 practice days completed before he / she can participate in a game.

Prior to beginning of sports, parents are asked to check with Ms. Simone (Ext. 5801 or Simone.Michelle@ufrsd.net) inquiring if all necessary paperwork is up to date for student to participate.

Frequently Asked Questions: The Activity Fee

1. Who pays the fee?

Parent/guardians of any student participation in any sport or activity that requires a fee listed on the "Fee Required Activity Lists".

2. When is the fee due?

The fee of \$75.00 for middle school students should be paid prior to the start of the activity. For the fall, we are extending the payment due date to September 30th. All students participating in any activity that begins during the fall season must have their payment paid by September 30.

3. Can I give the money to the coach or advisor?

No, payments are made online prior to the beginning of the season.

4. What happens if my son/daughter wants to be involved in numerous activities?

The annual activity will enable your son/daughter to participate in as many activities as they choose.

5. What happens if my son/daughter does not make a team?

If your son/daughter is cut from a sports team or activity and they do not participate in any other school activities, a refund will be given.

6. If my son/daughter gets hurt or sick and is unable to complete the season or activity will I get my money back?

The Superintendent of Schools shall be authorized to approve an activity fee refund to a pupil for seasons not listed above in extenuating circumstances.

7. Does payment of the fee guarantee my son/daughter a spot on the team or in a certain activity?

No, there is no guarantee of a position on a team or in an activity for the fee. If your son/daughter is cut from a team or activity, a refund will be issued.

8. Will my son/daughter be given a guaranteed amount of playing time because of the fee paid?

There is no guarantee of playing time or certain positions for the activity fee.

9. Are there any opportunities for the fee to be waived?

The activity fee may be waived or reduced based on financial hardship using the New Jersey eligibility standards established for free and reduced lunch. Also, if you have an extraordinary situation you may contact Mr. Guterl at 609-259-7292 ext. #3201 or at guterlrm@ufrsd.net.

11. What happens if my son/daughter quits the sport or activity?

There will be no refunds for a student quitting a sports team or activity.

12. What happens if we move during the school year?

Depending on the time of year, the Superintendent will make a decision of refunding the fee.

13. What does my fee cover and for how long?

The fee covers all sports and all “Fee Required” activities for the entire school year. It is an annual one time fee for sports and activities.

14. Can a booster club sponsor a students’ fee?

No, the fee must be paid by parents/guardians only.

Frequently Asked Question: Physicals/ Participation in Athletics

1. Where can I find deadlines for submitting paperwork to participate in sports?

Use the district website and search under the “Athletics” tab. Also, we will send home reminders in report cards, Alert Now messages, the Virtual Backpack, tweets, blogs, and make announcements via the P.A. Morning announcements are posted daily around the school and on our Stone Bridge website.

2. Once I submit my physical form, is my child cleared to participate in sports?

No, clearance to participate in sports only comes from the UFRSD medical officer.

3. Can my private doctor clear my child to participate in sports?

No, only the UFRSD medical officer can clear an athlete for school sports.

4. If we’re going to be away during the free physicals offered at school, what should we do?

1. Visit your pediatrician for a physical
2. If your insurance will not cover the pediatrician’s physical because it hasn’t been 365 days since your child’s last pediatrician-provided physical, you can visit a CVS, Urgent Care, or Walgreens that offers physicals. (Usually a \$30 charge will be incurred)

5. If my child gets cut from a sports team, whom should I contact if I have questions?

1. The Coach or the Athletic Director (Ext. 1720)

Miscellaneous Information

Change of Address/Telephone

The school should be notified immediately upon any change in address or telephone numbers. Correct home and/or work numbers are extremely important in maintaining necessary communications with the home, especially in the event of emergencies. Please note that you must provide proof of residency with address change.

Daily Dismissal

Please remember that dismissal time is 2:45 p.m. for all students.

Field Trips

All students attending school field trips must submit a special school permission slip signed by the parent or guardian prior to the departure. Attendance on field trips may be contingent upon completion of all school work, homework and adherence to our code of conduct.

Students have the obligation to adhere to deadlines and communicate with teachers, coaches, and advisors if those deadlines cannot be met. If a student fails to submit required paperwork and field trip payment by the due date, **the student may be excluded from the trip.** Warnings prior to removal will be made via the Virtual Backpack, phone calls home, morning announcements, and students will be told directly by the teacher, coach, or advisor. Students who fail to adhere to our Code of Conduct or fail to make an effort to maintain a strong academic record may forfeit their privilege to attend a field trip. Please note:

Teachers and advisors do their best to accommodate requests and special considerations. At times, it is not possible to satisfy every request and consideration. Students are asked to remember the educational / character purpose of the trip and behave accordingly. As the trip progresses, the teachers or advisors will work with the student to make the trip as pleasant and meaningful as possible

Lunch Detention Procedures

- Lunch detention can be assigned to students who violate classroom or school rules.
- Any student who receives four (4) lunch detentions during one marking period will have a letter sent to his/her parents/guardians.
- Any student with five (5) lunch detentions in one marking period will serve an after-school detention.
- If a student skips lunch detention an automatic after school detention will be issued.

Lunch/Recess

Hot lunches are available to all students on a daily basis for \$3.85. Students are able to select from the regular menu platter for alternate platters, salads, and cheese sandwiches. Menus are distributed by homeroom teachers. A swipe lunch card system is available for students to utilize in place of cash. Payments should be made in advance to UFRSD and a balance will carry on your card.

Carbonated beverages, energy drinks, and candy/gum are not allowed in school. For safety reasons, the school requests that lunch drinks not be brought to school in glass containers.

Food delivery is not allowed. Any food delivered to the school will be rejected.

Free or reduced lunches can be obtained after proper application forms, distributed through the Main Office, have been completed and submitted.

Lunches and snacks will NOT be served to students on early dismissal days.

Students will participate in recess during lunch (weather permitting).

Monetary Obligations

Situations may occur during the year which may necessitate payments of money to the Main Office (example: lunch money, student picture money, lost library books, etc.). Monies owed to the school should not accumulate over time.

Notice of Leaving the District

Parents who are moving and/or plan to enroll children in another school outside the district, should note the following accepted procedures:

1. The main office and classroom teacher should be notified well in advance of the withdrawal date.
2. Obtain and sign a transfer card at the Main Office.
3. Return all classroom texts and library books. In the event an item is lost or damaged, settle all outstanding monetary obligations to the school.
4. Take home all personal belongings.

The student's records will be sent by mail when requested in writing by the new school if all obligations to the Stone Bridge Middle School have been satisfied (see #2).

Social Media and Staff (Misrepresentation/Disrespect Towards)

The staff and administration strongly discourage our students from posting any negative comments on social media. A positive school environment benefits all our students and staff. At SBMS, we expect our faculty and staff to be treated with the respect and consideration they deserve. If students use social media as an avenue to comment on school issues, their comments should refrain from personal attacks, derogatory language, vulgarities, etc. In the event a social media post disrupts our school environment or can be perceived as threatening or demeaning, SBMS Administration will take appropriate action. This may include all or some of the following: Parental contact, parent conference, ISS / OSS, and / or referral to local law enforcement.

Student Pictures

The school provides parents the opportunity to purchase pictures taken by a professional photographer each year. Occasionally, pictures of students are published in the school newsletter and calendar. If parents do not wish their child's picture in these publications, they should contact the Main Office.

Students wishing to be in the 6th grade musical must take chorus as a 6th grader. The chorus class is required for participation in the musical.

VIRTUAL LEARNING – RULES AND EXPECTATIONS

Students should check their email prior to the **start of the school day, during the day, and at the end of the school day**. Google Classroom and Real Time should be checked as well.

Students should be out of bed, dressed in school appropriate clothing, and ready to work.

Students should conduct themselves in the same way they would in a physical classroom: Attentive, respectful, and active during the learning process.

Breakfast should be eaten before the first class.

During class, students should be present, on camera. Cameras should not be blocked or pointed away from the student.

Unless otherwise specified, microphones should be muted to minimize distractions. When the teacher requires your participation, he/she will ask you to unmute the microphone.

Students are asked and expected to attend Google Meets for the full length of the Meet.

Students need to be sitting up during remote learning/Google Meets.

Students need to be prepared to be called on during remote learning classes. Students must reply verbally or via “chat” in order to receive credit participation.

Virtual assignments are not optional. All assignments must be completed and submitted.

Students must be using their school issued chrome book and logged into their school email account during class times. This allows better communication between student and teacher.

Students should not be using their phones or interacting with parents or other students during assessments or instructional time.

If a student needs to step away from his/her computer (bathroom, drink, etc.) he/she should notify the teacher. Students should also notify the teacher upon his/her return.

If a student is asked to meet for a Working Wednesday, the student is expected to attend the work session.

Walking Home/Leaving School On Foot

No students are allowed to leave campus on foot without securing **written permission** from school administration and a parent/guardian. Forms to leave school property on foot can be found in the main office. **Each time** a student wants to leave property on foot, permission must be secured.

Standard Day Bell Schedule

Standard <u>5th</u> Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:43
Period 2	9:46-11:11
Lunch	11:14-11:44
Period 3	11:47-1:12
Period 4 (Encore 1)	1:15-1:56
Period 4 (Encore 2)	1:59-2:40
True North	2:40-2:45

5th Grade:

-85 minute Core classes
(Math and LA every day, Sci/SS run 41 mins. every day)
-41 minute Encore classes
-30 minute lunch
-3 minutes between the change of classes

Standard <u>6th</u> Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:43
Period 2 (Encore 1)	9:46-10:27
Period 2 (Encore 2)	10:30-11:11
Lunch	11:14-11:44
Period 3	11:47-1:12
Period 4	1:15-2:40
True North	2:40-2:45

6th Grade:

-85 minute Core classes (Math and LA everyday- Sci/SS run A/B model)
-41 minute Encore classes
-30 minute lunch
-3 minutes between the change of classes

Standard <u>7th</u> Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:43
Period 2 (Encore 1)	9:46-10:27
Period 2 (Encore 2)	10:30-11:11
Period 3	11:14-11:44
Lunch	11:46-12:16
Period 3	12:18-1:12
Period 4	1:15-2:40
True North	2:40-2:45

7th Grade:

-85 minute Core classes (Math and LA everyday- Sci/SS run A/B model)
-41 minute Encore classes
-30 minute lunch
-3 minutes between the change of classes

Standard <u>8th</u> Grade Schedule	
Homeroom	8:10-8:15
Period 1 (Encore 1)	8:18-8:59
Period 1 (Encore 2)	9:02-9:43
Period 2	9:46-11:11
Period 3	11:14-11:44
Lunch	11:46-12:16
Period 3	12:18-1:12
Period 4	1:15-2:40
True North	2:40-2:45

8th Grade:

-85 minute Core classes (Math and LA everyday- Sci/SS run A/B model)
-41 minute Encore classes
-30 minute lunch
-3 minutes between the change of classes

True North Bell Schedule

5th Grade Schedule	
SUN Meeting <u>or</u> Presentations	8:10-9:18
Period 1	9:21-10:29
Period 2	10:32-11:40
True North	11:40-11:45
Lunch	11:48-12:18
Period 3	12:21-1:29
Period 4 (Encore 1)	1:32-2:07
Period 4 (Encore 2)	2:10-2:45

6th Grade Schedule	
SUN Meeting <u>or</u> Presentations	8:10-9:18
Period 1	9:21-10:29
Period 2 (Encore 1)	10:32-11:07
Period 2 (Encore 2)	11:10-11:45
Lunch	11:48-12:18
Period 3	12:21-1:29
Period 4	1:32-2:40
True North	2:40-2:45

5th Grade:

- 68 minute SUN meetings OR presentations
- 68 minute Core classes (Split Sci/SS)
- 35 minute Encore classes
- 30 minute lunch
- 3 minutes between the change of classes

6th Grade:

- 68 minute SUN meetings OR presentations
- 68 minute Core classes
- 35 minute Encore classes
- 30 minute lunch
- 3 minutes between the change of classes

7th Grade Schedule	
SUN Meeting <u>or</u> Presentations	8:10-9:18
Period 1	9:21-10:29
Period 2 (Encore 1)	10:32-11:07
Period 2 (Encore 2)	11:10-11:45
Period 3	11:48-12:56
Lunch	12:59-1:29
Period 4	1:32-2:40
True North	2:40-2:45

8th Grade Schedule	
SUN Meeting <u>or</u> Presentations	8:10-9:16
Period 1 (Encore 1)	9:19-9:54
Period 2 (Encore 2)	9:57-10:32
Period 2	10:36-11:44
Period 3	11:48-12:56
Lunch	12:59-1:29
Period 4	1:32-2:40
True North	2:40-2:45

7th Grade:

- 68 minute SUN meetings OR presentations
- 68 minute Core classes
- 35 minute Encore classes
- 30 minute lunch
- 3 minutes between the change of classes

8th Grade:

- 66 minute SUN meetings OR presentations
- 68 minute Core classes
- 35 minute Encore classes
- 30 minute lunch
- 3-4 minutes between the change of classes

Early Dismissal Bell Schedule

5th Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:18
Period 2	9:21-10:21
Period 3	10:24-11:24
Period 4 (Encore 1)	11:27-11:57
Period 4 (Encore 2)	12:00-12:30
Lockers/Organization	12:30-12:32

6th Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:18
Period 2 (Encore 1)	9:21-9:51
Period 2 (Encore 2)	9:54-10:24
Period 3	10:27-11:27
Period 4	11:30-12:30
Lockers/Organization	12:30-12:32

5th Grade:

- 60 minute Core classes (SCI/SS split)
- 30 minute Encore classes
- 3 minutes between the change of classes

6th Grade:

- 60 minute Core classes
- 30 minute Encore classes
- 3 minutes between the change of classes

7th Grade Schedule	
Homeroom	8:10-8:15
Period 1	8:18-9:18
Period 2 (Encore 1)	9:21-9:51
Period 2 (Encore 2)	9:54-10:24
Period 3	10:27-11:27
Period 4	11:30-12:30
Lockers/Organization	12:30-12:32

8th Grade Schedule	
Homeroom	8:10-8:15
Period 1 (Encore 1)	8:18-8:48
Period 1 (Encore 2)	8:51-9:21
Period 2	9:24-10:24
Period 3	10:27-11:27
Period 4	11:30-12:30
Lockers/Organization	12:30-12:32

7th Grade:

- 60 minute Core classes
- 30 minute Encore classes
- 3 minutes between the change of classes

8th Grade:

- 60 minute Core classes
- 30 minute Encore classes
- 3 minutes between the change of classes

Delayed Opening Bell Schedule

5th Grade Schedule	
Homeroom	10:02-10:07
Period 1	10:10-11:09
Period 2	11:11-12:10
Lunch	12:12-12:42
Period 3	12:45-1:44
Period 4 (Encore 1)	1:46-2:14
Period 4 (Encore 2)	2:17-2:45

6th Grade Schedule	
Homeroom	10:02-10:07
Period 1	10:10-11:09
Period 2 (Encore 1)	11:11-11:40
Period 2 (Encore 2)	11:42-12:11
Lunch	12:13-12:43
Period 3	12:45-1:44
Period 4	1:46-2:45

5th Grade:

- 59 minute Core classes (Sci/SS split)
- 28 minute Encore classes
- 30 minute lunch
- 2-3 minutes between the change of classes

6th Grade:

- 59 minute Core classes
- 29 minute Encore classes
- 30 minute lunch
- 2 minutes between the change of classes

7th Grade Schedule	
Homeroom	10:02-10:07
Period 1	10:10-11:09
Period 2 (Encore 1)	11:11-11:39
Period 2 (Encore 2)	11:41-12:09
Period 3 (Part 1)	12:11-12:46
Lunch	12:48-1:18
Period 3 (Part 2)	1:20-1:44
Period 4	1:46-2:45

8th Grade Schedule	
Homeroom	10:02-10:07
Period 1 (Encore 1)	10:10-10:38
Period 1 (Encore 2)	10:40-11:08
Period 2	11:10-12:09
Period 3 (Part 1)	12:11-12:46
Lunch	12:48-1:18
Period 3 (Part 2)	1:20-1:44
Period 4	1:46-2:45

7th Grade:

- 59 minute Core classes
- 28 minute Encore classes
- 30 minute lunch
- 2 minutes between the change of classes

8th Grade:

- 59 minute Core classes
- 28 minute Encore classes
- 30 minute lunch
- 2 minutes between the change of classes



Dear Parent/Guardian:

The *Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress late last year and signed into law on December 10, 2015. The *ESSA* replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*.

Although *NCLB* was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under *NCLB* was eliminated from the *ESSA*. Despite this fact, all educators in New Jersey still are required to hold the appropriate state certificate/license for their given position.

Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Although our school receives limited Title I funding, we are happy to share this information with you upon your request.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Upper Freehold Regional School District. All our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on *ESSA*, and the role of parents, please visit the United States Department of Education's (USDE) website at <http://www.ed.gov/essa>.

By parenting, families and educators can provide your child with the best education possible.

Sincerely,

Mr. Mark Guterl
Superintendent of Schools

Stone Bridge Alma Mater

We're headed to our True North, flying toward the sun. We know we're not a-lone now, our journey's just begun.

And when I look back on these moments a smile comes across my face, because we were together in this place.

Stone Bridge, Stone Bridge, we will not forget these days.
Stone Bridge, Stone Bridge, hard to go our separate ways.
Stone Bridge, Stone Bridge, stand united from the start.
Stone Bridge, Stone Bridge, be forever in our hearts.

We've reached our destination. We're soaring to great heights. We won't forget these memories we all left behind.

But even though our time is fading.

We won't forget these special days.

We'll look back in these moments every day.

Stone Bridge, Stone Bridge, we will not forget these days.
Stone Bridge, Stone Bridge, hard to go our separate ways.
Stone Bridge, Stone Bridge, stand united from the start.
Stone Bridge, Stone Bridge, be forever in our hearts.

