2021-2022
Student Handbook

Home of the Buccaneers

301 East Evans Boulevard
Brigantine, New Jersey 08203
609.264.9501 (p)
609.264.0767 (f)
www.brigantineschools.org
Twitter: @brigschools
Facebook: BrigSchools
# Table of Contents

## Directory
- Board of Education Members and Meeting Dates 3
- Brigantine Public Schools Mission Statement 4
- BCS Staff Directory 5

## General Information
- Attendance at School and Absence Reporting 8
- Address and Telephone Number Changes 9
- Address Change Requirements 9
- Admission Requirements 9
- Affirmative Action Information 9
- Assemblies/Athletic Competition 9
- Before and After School Supervision of Students 9
- Bicycles 10
- Child Care Program 10
- Class Trips 10
- Computers, the Internet and Electronic Mail 10
- Dances 10
- District Records and Reports 10
- Dress Code 11
- Eighth Grade Promotion Exercises/Activities 11
- Electronic Surveillance 11
- Emergency Information 11
- Extra-Curricular Activities 12
- Fire Drills and School Security Drills 12
- Food and Beverages 12
- Harassment, Intimidation, and Bullying 12
- Health 13
- Homework Guidelines 14
- Insurance 14
- Library 14
- Lockers 14
- Loitering 14
- Lost and Found 14
- Lost or Damaged Books and Calculators 14
- Lunch/Breakfast Policy 15
- Lunch Payment Portal 16
- Marking System and Grading 17
- National Junior Honor Society 18
- Parental Concerns 18
- Parent/Teacher Association (PTA) 18
- Physical Education Clothing 18
- Request for Early Dismissal 19
- Safety Policy 19
- School Website 19
- Special Services Department 19
- Student Pictures 19
- Student Sales 19
- Students Transferring out of Brigantine Schools 19
- Student Transportation 20
- Unscheduled School Closing 20
The regular meetings of the Brigantine Board of Education will be held on following dates each month at 6:00 p.m. in the Willa Raye Auditorium (entrance at door #22) of the Brigantine Community School:

June 17, 2021 *
July 15, 2021 *
August 26, 2021
September 23, 2021
October 28, 2021
November 18, 2021 *
December 16, 2021 *
January 27, 2022
March 2, 2022
March 24, 2022
April 28, 2022
May 16, 2022 **
*Third Thursday
**Reorganization (by law)

SPECIAL MESSAGE RELATING TO THE COVID-19 PANDEMIC

The following Student Handbook for the Brigantine Public School District was approved by the Board of Education in July 2021. All parties agree that there may be some modifications to district policies, schedules, and procedures due to COVID-19 related events and based on recommendations from the Office of the Governor as well as the CDC.
In the event there is a change to a Board Policy or procedure, all changes will be communicated to parents via one or more of the following methods: Online parent meetings, e-mail, automated phone messages, postings to the district’s Web site and social media accounts, and written communications.

We appreciate everyone’s flexibility and cooperation as we strive to protect the health and safety of our staff and students. Please feel free to address any concerns or questions you have to school staff or administration.

Brigantine Public School District
Mission Statement

The mission of the Brigantine Public School District is to create a world-class public school that nurtures the development of productive citizens who will be prepared to take their places as contributing members of 21st Century society, with the skills and knowledge necessary to perpetuate and support the principles of American democracy.

To prepare our children for such transitions, the following fundamental truths are necessary in the district of Brigantine:

♦ That the Students, given an environment that capitalizes on their unique abilities, have a desire to learn and succeed in becoming independent thinkers, creative problem-solvers, and responsible individuals capable of developing leadership skills and good citizenship qualities in a rich multicultural setting.

♦ That the School’s Curriculum is designed to meet the needs of the 21st Century learner, infuses media-rich technology, inspires creativity, communication and collaboration between students and staff, and fosters the skills necessary to thrive in a global society while addressing the knowledge needed to master New Jersey Student Learning Standards.

♦ That our School Staff is committed to provide an atmosphere conducive to learning, supportive of multiple learning opportunities and continually strives to improve their professional growth and development to maintain their effectiveness as educators.
♦ That **Parents** are an essential part of a child’s educational process and as such, are primary contributors to their child’s physical, social, emotional and psychological development through active involvement at home as well as at school.

♦ That the **School Board** is supportive and receptive to new ideas while committed to move the district forward through communicating an expectation of excellence to the community at large as well as supporting positive learning environments and advances in technology.

♦ That all members of the **Community** are partners with the school in helping to ensure the success of our district’s goals and objectives in creating a world-class public school system.

---

Brigantine Community School Directory
301 East Evans Boulevard
Brigantine, NJ 08203

**SUPERINTENDENT’S OFFICE**

Glenn Robbins
Superintendent/Principal
grobbins@brigantineschools.org
Elise Chrysler
Superintendent’s Secretary
elise@brigantineschools.org
Jonathan Houdart
Business Administrator/
Board Secretary
jhoudart@brigantineschools.org
Randi Heller
Business Office Secretary
rheller@brigantineschools.org
Toni Flowers
Accounts Payable/
Transportation
tflowers@brigantineschools.org

**PRINCIPAL’S OFFICE**

Barbara Zanghi
Principal's Secretary
bzanghi@brigantineschools.org
Lynne Rose
Principal's Secretary
lrose@brigantineschools.org
Jeannine Bonanni
Main Office Clerk/Lunch
Program
jbonanni@brigantineschools.org
Sally Sooy
Main Office Clerk/Attendance
ssooy@brigantineschools.org

**ADMISSIONS OFFICE**

April Mancuso
Clerk/Admissions
amancuso@brigantineschools.org

**ATTENDANCE OFFICE**

Sally Sooy
Main Office Clerk/Attendance
ssooy@brigantineschools.org

**CAFETERIA**

Sue Lynch
Food Service Director
slynch@brigantineschools.org

**CHILD STUDY TEAM**

Lisa Glick-Samson
Supervisor of Special Education
lglick@brigantineschools.org
Christina Ricciardelli
CST Secretary
cricciardelli@brigantineschools.org
Tammy Rood
School Psychologist
trood@brigantineschools.org
Sandy Dalton
LDTC
sdalton@brigantineschools.org
Esther Brahmi
School Social Worker/
ebrahmi@brigantineschools.org
Homeless Liaison

CURRICULUM/PREK ......................................................... 609.264.9503
Chloe Sheplin  Supervisor of Curriculum/PreK  csheplin@brigantineschools.org
Amanda Larkin  Curriculum Secretary  alarkin@brigantineschools.org

STUDENT CONDUCT LIAISON (Disciplinary) .......................... 609.264-9505
Ronald DeFelice  District Anti-Bullying Coordinator/ Disciplinarian  rdefelice@brigantineschools.org

GUIDANCE ................................................................. 609.264.9501
Kristen Barron-Geubtner  Guidance Counselor Grs. PK-4/ District 504 Officer/ School Anti-Bullying Specialist  kbarron@brigantineschools.org
Greg Smallwood  Guidance Counselor Grs. 5-8/ District SAC/ School Anti-Bullying Specialist  gsmallwood@brigantineschools.org

NURSE ................................................................. 609.264.9501
Monica Eafrati  School Nurse Grades 5-8  meafrati@brigantineschools.org
Kate Wagenheim  School Nurse Grades PK-4  kwagenheim@brigantineschools.org

SCHOOL RESOURCE AND ATTENDANCE OFFICER............. 609.264.9501
Howard Bloom  SRAO  hbloom@brigantineschools.org

TECHNOLOGY ........................................................... 609.264.0828
Scott P. Scott  Supervisor of Technology  sscott@brigantineschools.org

INSTRUCTIONAL STAFF ............................................. 609.264.9501
Diane Amend  Teacher  damend@brigantineschools.org
Maureen Baldwin  Teacher  m baldwin@brigantineschools.org
Karyn Benchoff  Teacher  kbenchoff@brigantineschools.org
Melanie Boffa  Teacher  mboffa@brigantineschools.org
John Booth  Teacher  jbooth@brigantineschools.org
Mark Brestle  Teacher  mbrestle@brigantineschools.org
Patricia Brestle  Teacher  pbrestle@brigantineschools.org
Judy Caratola  Teacher  jcaratola@brigantineschools.org
Christine Carlen  Teacher  ccarlen@brigantineschools.org
Karen Carrington  Teacher  kcarrington@brigantineschools.org
Frank Cortese  Teacher  fcortese@brigantineschools.org
Sandra Dalton  Teacher  sdalton@brigantineschools.org
Ron DeFelice  Teacher  rdefelice@brigantineschools.org
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle DeMorat</td>
<td>Teacher</td>
<td><a href="mailto:mdemorat@brigantineschools.org">mdemorat@brigantineschools.org</a></td>
</tr>
<tr>
<td>Abigail Dickinson</td>
<td>Teacher</td>
<td><a href="mailto:adickinson@brigantineschools.org">adickinson@brigantineschools.org</a></td>
</tr>
<tr>
<td>Maria DiDomenico</td>
<td>Teacher</td>
<td><a href="mailto:mdidomenico@brigantineschools.org">mdidomenico@brigantineschools.org</a></td>
</tr>
<tr>
<td>Lisa DiGiovanni</td>
<td>Teacher</td>
<td><a href="mailto:ldigiovanni@brigantineschools.org">ldigiovanni@brigantineschools.org</a></td>
</tr>
<tr>
<td>Lauren Doran</td>
<td>Teacher</td>
<td><a href="mailto:lddoran@brigantineschools.org">lddoran@brigantineschools.org</a></td>
</tr>
<tr>
<td>Susan Elsayed</td>
<td>Teacher</td>
<td><a href="mailto:selsayed@brigantineschools.org">selsayed@brigantineschools.org</a></td>
</tr>
<tr>
<td>Jessica Estlow</td>
<td>Teacher</td>
<td><a href="mailto:jestlow@brigantineschools.org">jestlow@brigantineschools.org</a></td>
</tr>
<tr>
<td>Timothy Garufi</td>
<td>Teacher</td>
<td><a href="mailto:tgarufi@brigantineschools.org">tgarufi@brigantineschools.org</a></td>
</tr>
<tr>
<td>David Gatto</td>
<td>Teacher</td>
<td><a href="mailto:dgatto@brigantineschools.org">dgatto@brigantineschools.org</a></td>
</tr>
<tr>
<td>Betsy Gershman</td>
<td>Occupational Therapist</td>
<td><a href="mailto:bgershman@brigantineschools.org">bgershman@brigantineschools.org</a></td>
</tr>
<tr>
<td>Emily Giegerich</td>
<td>Teacher</td>
<td><a href="mailto:egiegerich@brigantineschools.org">egiegerich@brigantineschools.org</a></td>
</tr>
<tr>
<td>Teri Gragg</td>
<td>Teacher</td>
<td><a href="mailto:tgragg@brigantineschools.org">tgragg@brigantineschools.org</a></td>
</tr>
<tr>
<td>Kelly Grimley</td>
<td>Teacher</td>
<td><a href="mailto:kggrimley@brigantineschools.org">kggrimley@brigantineschools.org</a></td>
</tr>
<tr>
<td>Leah Hand</td>
<td>Teacher</td>
<td><a href="mailto:lhand@brigantineschools.org">lhand@brigantineschools.org</a></td>
</tr>
<tr>
<td>Cynthia Haneman</td>
<td>Teacher</td>
<td><a href="mailto:chaneman@brigantineschools.org">chaneman@brigantineschools.org</a></td>
</tr>
<tr>
<td>Kerry Hurtt</td>
<td>Teacher</td>
<td><a href="mailto:kthurtt@brigantineschools.org">kthurtt@brigantineschools.org</a></td>
</tr>
<tr>
<td>Melissa Jackson</td>
<td>Teacher</td>
<td><a href="mailto:mjackson@brigantineschools.org">mjackson@brigantineschools.org</a></td>
</tr>
<tr>
<td>Therese Keena</td>
<td>Teacher</td>
<td><a href="mailto:tkeena@brigantineschools.org">tkeena@brigantineschools.org</a></td>
</tr>
<tr>
<td>Shannon Kim</td>
<td>Teacher</td>
<td><a href="mailto:skim@brigantineschools.org">skim@brigantineschools.org</a></td>
</tr>
<tr>
<td>Melissa Knoff</td>
<td>Teacher</td>
<td><a href="mailto:mknoff@brigantineschools.org">mknoff@brigantineschools.org</a></td>
</tr>
<tr>
<td>Diandra Laielli</td>
<td>District Math Coach</td>
<td><a href="mailto:dlaielli@brigantineschools.org">dlaielli@brigantineschools.org</a></td>
</tr>
<tr>
<td>Mary Beth Lancaster</td>
<td>Teacher</td>
<td><a href="mailto:mblancaster@brigantineschools.org">mblancaster@brigantineschools.org</a></td>
</tr>
<tr>
<td>Beth LaSerre</td>
<td>Teacher</td>
<td><a href="mailto:blaserre@brigantineschools.org">blaserre@brigantineschools.org</a></td>
</tr>
<tr>
<td>Beth Lepera</td>
<td>Teacher</td>
<td><a href="mailto:blepera@brigantineschools.org">blepera@brigantineschools.org</a></td>
</tr>
<tr>
<td>Lara Mack</td>
<td>Teacher</td>
<td><a href="mailto:lmack@brigantineschools.org">lmack@brigantineschools.org</a></td>
</tr>
<tr>
<td>Alexandra McCall</td>
<td>Teacher</td>
<td><a href="mailto:amccall@brigantineschools.org">amccall@brigantineschools.org</a></td>
</tr>
<tr>
<td>Lonnie McCarron</td>
<td>Teacher</td>
<td><a href="mailto:lmccarron@brigantineschools.org">lmccarron@brigantineschools.org</a></td>
</tr>
<tr>
<td>Jacob McClaskey</td>
<td>Teacher</td>
<td><a href="mailto:jmcclaskey@brigantineschools.org">jmcclaskey@brigantineschools.org</a></td>
</tr>
<tr>
<td>Denise Miles</td>
<td>Teacher</td>
<td><a href="mailto:dmiles@brigantineschools.org">dmiles@brigantineschools.org</a></td>
</tr>
<tr>
<td>Kevin Milhous</td>
<td>Teacher</td>
<td><a href="mailto:kmilhous@brigantineschools.org">kmilhous@brigantineschools.org</a></td>
</tr>
<tr>
<td>Laura Mittelman</td>
<td>Teacher</td>
<td><a href="mailto:lmittelman@brigantineschools.org">lmittelman@brigantineschools.org</a></td>
</tr>
<tr>
<td>Susan Murray</td>
<td>Teacher</td>
<td><a href="mailto:smurray@brigantineschools.org">smurray@brigantineschools.org</a></td>
</tr>
<tr>
<td>Andria Palmer</td>
<td>Teacher</td>
<td><a href="mailto:apalmer@brigantineschools.org">apalmer@brigantineschools.org</a></td>
</tr>
<tr>
<td>Deborah Piermattei</td>
<td>Teacher</td>
<td><a href="mailto:dpiermattei@brigantineschools.org">dpiermattei@brigantineschools.org</a></td>
</tr>
<tr>
<td>Lisa Pollino</td>
<td>Teacher</td>
<td><a href="mailto:lpollino@brigantineschools.org">lpollino@brigantineschools.org</a></td>
</tr>
<tr>
<td>Mindy Pomatto</td>
<td>Teacher</td>
<td><a href="mailto:mpomatto@brigantineschools.org">mpomatto@brigantineschools.org</a></td>
</tr>
<tr>
<td>Stacey Porpora</td>
<td>Teacher</td>
<td><a href="mailto:sporpora@brigantineschools.org">sporpora@brigantineschools.org</a></td>
</tr>
<tr>
<td>Jason Reed</td>
<td>Teacher</td>
<td><a href="mailto:jreed@brigantineschools.org">jreed@brigantineschools.org</a></td>
</tr>
<tr>
<td>Rory Roberts</td>
<td>Teacher</td>
<td><a href="mailto:rroberts@brigantineschools.org">rroberts@brigantineschools.org</a></td>
</tr>
<tr>
<td>Amanda Romo</td>
<td>Teacher</td>
<td><a href="mailto:aromo@brigantineschools.org">aromo@brigantineschools.org</a></td>
</tr>
<tr>
<td>Christine Roth</td>
<td>Speech Therapist</td>
<td><a href="mailto:croth@brigantineschools.org">croth@brigantineschools.org</a></td>
</tr>
<tr>
<td>Joann Scannell</td>
<td>District Reading Specialist</td>
<td><a href="mailto:jscannell@brigantineschools.org">jscannell@brigantineschools.org</a></td>
</tr>
<tr>
<td>Amy Seaman</td>
<td>Teacher</td>
<td><a href="mailto:aseaman@brigantineschools.org">aseaman@brigantineschools.org</a></td>
</tr>
<tr>
<td>Kathleen Sharp</td>
<td>Teacher</td>
<td><a href="mailto:ksharp@brigantineschools.org">ksharp@brigantineschools.org</a></td>
</tr>
</tbody>
</table>
ATTENDANCE AT SCHOOL

All children between the ages of 6 and 17 must attend school every day that school is in session unless the child is ill. Responsibility for having children attend school rests solely with the parent/guardian.

A. Absence Reporting Procedures

If your child is going to be absent from school, YOU MUST: CALL THE ATTENDANCE OFFICE AT 266-8159 ON THE DAY OF THE ABSENCE. The Attendance Line voicemail is available 24 hours a day for you to leave a message. When a call is not received prior to 8:45 am and a student is absent, verification of absence will be made by the Attendance Office by calling the parent at home, work, or by personally visiting the home if necessary.

B. Attendance Policies

Full day credit: In accordance with N.J.A.C. 6A:32-8.3, a student shall be considered present for school if they participate in a minimum of four hours of instruction, including at least one hour prior to and one hour following noon. This rule also applies to half days. Students must be signed in from morning appointments prior to 10:35am or signed out after 1:15pm to receive credit for the day’s attendance.

Extra-Curricular Activities: Absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student’s participation in co-curricular activities and/or athletic competition on that day.
**Chronic Absence:** Only extenuating circumstances will allow the promotion of a pupil who has been in school fewer than 150 days in one school year. Chronic absence and tardiness can affect the student’s chances of promotion as well as limit the benefits of school. The school will notify parents of any concerns regarding a student’s attendance.

**NOTE:** Students who miss 10% or more of the school year (18 days or more) are in jeopardy of not satisfactorily completing the requirements for promotion to the next grade level. Additionally, students who do not meet the above attendance requirements may be required to attend a credit completion or summer school program after the 17th missed day.

C. **Early Dismissal**

Requests for early dismissal should be avoided as much as possible. The Brigantine Community School schedule is the same every day of the week so when a student gets signed out frequently, they miss the same class repeatedly. In the event it becomes necessary for a student to leave school during the day, parents must report to the office and sign the student out. **No student should contact their parent directly to be signed out of school due to illness.** Any student or parent that requests to sign a student out early due to illness MUST report to the Nurse’s office to be evaluated prior to being signed out.

D. **Missed Work**

Homework will be posted on the individual teacher Web sites via OnCourse. We strongly recommend you utilize the Web site to access homework if your child is absent. If you are requesting a homework sheet, you **must call the school by 8:45 a.m.** otherwise we will not be able to provide homework for that day. The homework sheet will be ready after 3:05 p.m. and can be picked up in the Main Office. It is the student’s responsibility to make sure all work is made up. This includes all tests and quizzes.

E. **Tardiness**

The school strives to help children develop good habits of attendance and promptness since this is not only essential to education but also important lifetime responsibilities. If this responsibility is to be acquired, there must be cooperation between the home and school. We therefore ask that you send a note in with your child when he/she is tardy. We need your cooperation to ensure that your child(ren) is in school by 8:45 a.m. on a daily basis. **Unexcused tardiness will result in detention or other disciplinary action.**

<table>
<thead>
<tr>
<th>Supervision Provided</th>
<th>Students to Classrooms</th>
<th>Tardy After</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Day</td>
<td>8:30</td>
<td>8:40</td>
<td>8:45</td>
</tr>
<tr>
<td>Half-Day</td>
<td>8:30</td>
<td>8:40</td>
<td>8:45</td>
</tr>
</tbody>
</table>

**ADDRESS AND TELEPHONE NUMBER CHANGES**

An information file on each student is maintained by the school, which includes the student’s address, phone number and emergency phone number. It is imperative that this information is kept up to date and that emergency phone numbers are provided. You can preview the information you have submitted in your OnCourse Grade Portal. Any changes in address or phone numbers must be reported to the Admissions Office as soon as they are known. Any student changing his/her address will be required to provide the same residency documentation as required for a new student.
ADDRESS CHANGE REQUIREMENTS
The following documents will be required when a student has a change of address:

For Homeowner: Copy of Deed or Tax Bill

For Lessee/Renter: A lease or notarized letter from landlord, or other evidence of tenancy or residency.

For Quarters Shared with Another Person:
  Owner's deed or most recent tax bill
  Notarized letter from owner listing all occupants
  Proof of address (i.e.: work check stub w/address, utility bill, etc.)

Must bring in all three documents.

ADMISSION REQUIREMENTS
Requirements for admission include transfer card/records, original birth certificate, and medical records. Additionally, proof of residency must be shown as stated in Address Change Requirements above. If you have questions or need assistance, please call the Admissions Office at 266-8591.

AFFIRMATIVE ACTION INFORMATION
In compliance with state Affirmative Action procedures, we are providing the following information for you. These items can be found in both the Superintendent’s Office, 266-7671, and in the Principal’s Office, 264-9501: (a) Affirmative Action Plan, (b) Grievance Procedure, and (c) Policies of Non-Discrimination. The Affirmative Action Officer for the District is Chloe Sheplin, the Supervisor of Curriculum. For information, contact the Superintendent's office at 266-7671. The Section 504 Officer is Kristen Barron-Geubtn. She can be reached at 264-9501.

ASSEMBLIES / ATHLETIC COMPETITION
Assemblies are planned periodically as special events on the school calendar. Special attention to etiquette and good citizenship is expected of all students. Also, varsity and intramural competition is promoted as a natural extension of the school’s physical education program. All students are encouraged to participate in extracurricular activities.

BEFORE AND AFTER SCHOOL SUPERVISION OF STUDENTS
Outside supervision of students is provided beginning at 8:30am on school days. On inclement weather days, students will be supervised in designated areas including the cafeteria, auditorium, gymnasium, and library beginning at 8:30am.

Outside supervision is also provided during student dismissal (3:05 on full days and 1:05 on half days). Students will be directed to their buses, if applicable, or to the car/walker areas. Students are not to remain on school grounds after school has been dismissed. After school care is available for students in grades PK-5.

All students in grades PK-2 will be released to an adult only at dismissal or from the school bus. Any parent or guardian may request that their child in grades 3-8 not be dismissed after school except to a designated adult by completing a Request for Supervision at Dismissal Form from the Main Office. The parent may designate up to three escorts on the form. The request shall be applicable for every school day and may only be rescinded by submitting a written request to the Principal.
BICYCLES
As per New Jersey Statutes, all children under the age of 17 riding a bicycle must wear a properly fitted and fastened bicycle helmet. It is strongly recommended that students lock their bicycles to a designated bike rack during the school day.

CHILD CARE PROGRAM
The before and after school child care program, Home Sweet Home, is available to students in grades PK-5. The hours are 7:30 to 8:45am and 3:05pm to 6:00pm. For more information, call the Main Office at 609.264.9501.

CLASS TRIPS
Participation in class trips is a privilege. Students may not be permitted to participate in class trips for the following reasons:
- Misbehavior on any prior class trip
- Permanent exclusion from the bus for inappropriate behavior
- Excessive disciplinary problems and/or suspensions
- On Exclusion List for multiple failures during the marking period of the planned trip
- On Exclusion List for one failure and student does not attend Homework Club
- Excessive absences (more than 10% of the school year at the time of the trip)
- Any other misconduct as determined by the Principal

COMPUTERS, THE INTERNET AND ELECTRONIC MAIL
The Brigantine Board of Education has adopted a policy (2361) regarding acceptable use of computer network/computers and resources. A copy of this policy, along with a contract, will be distributed to all students in September.

DANCES
School dances will be held periodically during the school year. The dances are for Brigantine Community School students only. Students from other school districts will not be permitted to attend. A student’s privilege to attend dances may be revoked at any time due to disciplinary reasons. Students on the Exclusion List due to poor grades must attend Homework Club (one failure) to attend school dances. Students on the Exclusion List with multiple failures cannot attend dances for the following marking period. This includes the eighth grade graduation dance.

DISTRICT RECORDS AND REPORTS
In accordance with requirements set forth in the Open Public Records Act, P.L. 2001, Chapter 404 N.J.S. 47:1A-1 et seq. the Brigantine Board of Education has adopted a policy (8310) regarding access to district records and reports. This policy details the procedures that must be followed to obtain copies of school records, a copy of the form used to request records and the costs involved to obtain copies of these records. The district Business Administrator has been designated as the custodian of district records other than personnel and student records for which the Chief School Administrator is so designated as the custodian. This policy will be available in the district Business Office.

DRESS CODE
Students should be suitably dressed at all times and should present an appearance that will indicate their seriousness of purpose and pride in themselves. Please refer to the Brigantine Board of Education adopted Dress Code Policy (5511) for specific details on appropriate dress for school.

ACCEPTABLE clothing includes but is not limited to:
- Khakis, jeans, leggings, school appropriate skirts, capri pants
- T-shirts, collared golf shirts, dress shirts (long or short sleeved)
- Crew neck, V-neck, or cardigan sweaters or sweatshirts
- School appropriate shorts from the beginning of September until November 1 and again from after spring break through the end of June. The Principal will announce the date on which students will be permitted to wear shorts.

Clothing that is considered UNACCEPTABLE includes but is not limited to:
- T-shirts and/or sweatshirts with large designs/pictures that are unsuitable for school
- Flip-flops, beach shoes, shower shoes, or bedroom slippers
- See-through blouses and/or bare midriffs, spaghetti straps, tank tops, clothing that exposes the back, chest, shoulders, or midriff or inappropriately short shorts or skirts
- Coats/jackets worn in the classroom; hats or inappropriate scarves
- Any other clothing that is disruptive to the educational process

If your child is inappropriately dressed, you will be contacted to bring them appropriate clothing. In the event that you cannot be reached, the student will be provided with a cover-up shirt which must be worn for the entire day. Consistent and/or multiple infractions of the dress code may result in disciplinary action.

EIGHTH GRADE PROMOTION EXERCISES/ACTIVITIES
Participation in promotion exercises and activities (including class trips) is a privilege reserved for those who have made a conscientious effort during the school year and have displayed appropriate behavior. The Principal for the following reasons may exclude students from promotion exercises and activities:
- Failure to meet any financial obligations due
- Academically ineligible at the end of the third marking period
- Failures in multiple subjects for the year
- Excessive absences
- Any other violation of school rules or policies as determined by the Principal

ELECTRONIC SURVEILLANCE
In order to promote the safety and security of our students and staff, the District uses electronic surveillance cameras. The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy 7441.

EMERGENCY INFORMATION
Parents are asked to supply the names, addresses, and phone numbers of two (2) people to be contacted who will assume responsibility for your child/children in the event that you could not be reached at the time of illness or injury. You can review the emergency contacts you submitted at any time during the school year in your OnCourse Grade Portal. Updates to this information should be submitted to the Admissions Office at 266-8591.
EXTRACURRICULAR ACTIVITIES
A wide selection of extra-curricular activities is offered to students. Through these activities, pupils have an opportunity to explore many areas and develop new interests. This is an important educational experience as it offers pupils an unusual opportunity to work, plan, grow and get to know each other better in a less formal atmosphere than in the classroom. Pupils are encouraged to participate in these activities. Schedules and activity offerings are announced early in the school year. The following states Board policy (2430) effective as of March 2009:

Good Academic Standing
Fifth through eighth grade: Good academic standing requires that no pupil will be eligible for participation in any extracurricular activity who has failed any one subject which is taught three times a week or more during the previous marking period. Such subjects include, but are not limited to: Art, Computers, Health, S.T.E.M. and Music.

Students who are found to be ineligible at the conclusion of one marking period shall not be allowed to participate during the next marking period. At the conclusion of the exclusionary marking period, an eligibility evaluation will again be conducted to determine eligibility.

Students who fail one subject by not acquiring the academic grade point average for passing but meet the core curricular requirements for the course for the marking period may participate in extracurricular activities under the following conditions: The student will be required to:

- Attend the Homework Club two (2) times per week for the duration of the marking period to remediate the failed subject.
- Submit weekly, to the Principal’s office, a signed Homework Club attendance form verifying attendance and remediation.

Failure to comply with the aforementioned items for any reason, barring prolonged absence due to illness, will result in the immediate exclusion for the remainder of the marking period. If the Board eliminates the Homework Club from the district’s extra-curricular offerings, the conditions stated in the criteria for extracurricular exclusion will be immediately in effect.

*NOTE #1: All reading classes are included for all parts of the academic policy regardless of the number of times they meet.

*NOTE #2: Students excluded for the NJ-SLA state testing program (M.L.P.) may also be exempt from the Eligibility Policy. (Example: Special Education students; ESL students)

FIRE DRILLS AND SCHOOL SECURITY DRILLS
In accordance with New Jersey State Law, one fire drill and one school security drill will be held each month. The purpose of these drills is to prepare for an emergency within the building. Signs are placed in each classroom instructing students on the proper method of exit for each room.

FOOD AND BEVERAGES
Students are permitted to eat in class for Breakfast after the Bell, with permission of the teacher, or where mandated by a student’s IEP or 504 Plan only. All students are encouraged to carry water bottles throughout the day as long as the bottle has a sealable lid (no straws). Water bottles may be refilled periodically at water bottle filling stations throughout the school. No other beverages (i.e. juice, soda, sports drinks) are permissible except at lunch.
**HARASSMENT, INTIMIDATION, AND BULLYING**

The District Anti-Bullying Coordinator is Ronald DeFelice and the School Anti-Bullying Specialists are Kristen Barron-Geubtner and Greg Smallwood. They can be reached by contacting the Main Office at 264.9501. Forms for reporting a bullying incident can be obtained by contacting the Main Office or on the District Web site at www.brigantineschools.org. An anonymous reporting form is also available on the Web site. The Brigantine Public School District implements the OLWEUS Bullying Prevention Program as a means to address school climate and prevent incidences of bullying. All bullying investigations will be conducted in adherence with the District policy on Harassment, Intimidation, and Bullying, Policy and Regulation 5512.

**HEALTH**

Students should immediately report any accidents to school officials. Parents will be notified of any illness or accident that requires further medical care. Unless a responsible adult is at home or parental permission is received, no pupil will be sent or taken home. No student can leave school without permission of the nurse or Principal.

- **A. Illness**

  Our school nurses are prepared to take care of minor accidents and illnesses. Please notify the school nurse of any health changes your child may experience such as allergies, asthma, required daily medications, serious injuries, etc. **A student who becomes ill during the school day may report to the Health Suite for evaluation. No student should contact their parent directly to be signed out of school due to illness. Any student or parent that requests to sign a student out early due to illness MUST report to the Nurse's office to be evaluated prior to being signed out.**

  **Children who are ill should not be in school.**

  Please do not send children to school when they have any of the following symptoms: fever, diarrhea, sore/infected throat, nausea/vomiting, head lice, untreated cold or cough, swollen or infected eyes, skin rash, tonsillitis, or contagious diseases. Keep your children home at least one full day (24 hours) after a fever or vomiting. Infections being treated with antibiotics require a child to be taking the antibiotic for one full day (24 hours) before returning to school. Strep throat usually takes about 36-48 hours for the throat culture to reverse to negative after initiation of an antibiotic. Therefore, children sent home from school on Tuesday who go to the doctor that afternoon to receive antibiotic should not return until Thursday or Friday, even though they feel well by Wednesday.

- **B. Lice**

  Periodic head checks are done for head lice. Children found to have head lice are not permitted to return to school until the school nurse checks them and finds that no active head lice remain. All new students are checked when they are registered. It is recommended that parents check their children for head lice on a regular basis, and the school nurse be notified if head lice or nits are found so that the rest of the class can be checked. The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.

- **C. Medication in School**

  The Brigantine Board of Education policy allows the administration of medication to pupils during school hours only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to the pupil
during school hours. The State of New Jersey has very specific guidelines for the administration of medication in school.

Prescription medications may be administered if the parent brings the medication in its original pharmacy container and gives written permission for its administration including the reason or purpose for its administration and possible side effects of the medication. Children are not allowed to carry medication to/from school or in school unless their condition requires emergency medication use as prescribed by a health care provider. Permission forms for Medication in School or Permission to Self-Carry/Administer Emergency Medication or rescue inhaler are available in the school health office or can be downloaded from the school Web site. Students who self-administer medications such as Epi-Pens, inhalers, etc. must present these items to the school nurse or designee on the morning of all class trips or they will NOT be permitted to attend the trip. If a student no longer uses the medication, written notice of such from the child's physician must be provided.

If your child's physician orders a prescription for your child that requires administration during the school day, ask the pharmacist to give you a separate container for school. The medication needs a pharmacy label with the student's name, the physician's name, and directions for administration. Over the counter medications require: 1) parent's written permission including dosage and time to administer; 2) reason for medicine to be administered; and 3) that the medicine be in the original labeled container. The Brigantine Board of Education assumes no liability for the administration of medications.

D. Sport Physicals

Sports Physicals (medical examinations) are required in accordance with New Jersey State guidelines. Notices are sent home with students, at the end of each school year, informing parents that a physical is required in the next grade level if a child would like to participate in sports. Physicals are to be done by the family health care provider. Sports physicals are offered annually and are good for one (1) year. Updated Health History is required if the physical was done 90 days or more prior to the first practice.

E. TB Testing

Tuberculosis testing is required for new students who transfer to Brigantine from outside of the U.S.A., from another state, or from a city in New Jersey where the state requires routine school testing.

HOMEWORK GUIDELINES

Homework can be a genuine extension of school learning when it provides opportunities to recall, apply and review knowledge and skills; research new topics; work independently; and develop responsibility and self-discipline. As with all opportunities for learning, homework can generate a positive attitude among students when it provides success. If your child is struggling with the content or amount of homework given, reach out to discuss with your child's teacher.

INSURANCE

The school is not responsible for medical costs resulting from an injury sustained in school. The Board of Education, however, provides all students with accident insurance for the school day (while students are in school). This insurance is secondary to your primary health coverage.

Insurance plans providing additional insurance program options are available. Applications for this additional insurance are given to all students at the beginning of the school year to take home to their parents. Participation in these additional insurance plans is optional. However, we do
recommend that parents strongly consider low cost school insurance that covers after-school activities and gives twenty-four (24) hour protection.

LIBRARY
Students may check out two books for two weeks at a time from the school library. Students are responsible for books they check out and must pay for lost or damaged books.

LOCKERS
Students in 7th through 8th grades will be assigned lockers which are to be kept neat and are not to be defaced. Failure to maintain a locker in the proper manner will result in the loss of the locker. Lockers are the property of Brigantine Community School and in accordance with the law, the administration, based upon reasonable suspicion, reserves the right to open and inspect any locker for cause. **NOTE:** Items of value such as jewelry, money, etc. should never be stored or left in lockers. The school is not responsible for any items stolen from a student’s locker. Lockers should be kept closed and locked at all times.

LOITERING
There is to be no unnecessary “loitering” before school, between classes, or after school.

LOST AND FOUND
A lost and found department is maintained and items found but not claimed are donated after a reasonable amount of time. Parents are urged to label all book bags, jackets, and lunch boxes.

LOST OR DAMAGED BOOKS AND CALCULATORS
Students are held responsible for all items issued to them. Any student who loses a book or is not in possession of an issued book for any reason must report the loss to the subject teacher that issued the book. A replacement book will be issued and the students will be responsible for payment of the lost book.

LUNCH/ BREAKFAST POLICY
Breakfast is served during our school’s Breakfast After the Bell Program during morning homeroom and the beginning of first period. Breakfast After the Bell may be eaten during first period class. All students attending the Community School may bring their own lunch or purchase a lunch at school.

Payment for lunch or breakfast may be made by placing money in a student’s lunch account, or by paying cash at time of purchase. All money sent to school for the child’s account should be in an envelope marked with the child’s name and homeroom teacher. Cash or checks made payable to “Brigantine Community School” are acceptable.

A non-intrusive finger-scanner will be used in the cafeteria for students to access their accounts. Glass bottles are strictly forbidden.
Each grade level will have assigned tables in the cafeteria. Students are to clean their area after they have finished eating. The cafeteria is a place to talk quietly; not to scream, whistle, or yell. Students should remain at their tables and must receive permission to leave the cafeteria for any reason.
If a student forgets to bring his/her lunch, the cafeteria will extend credit with the expectation that payment will be made the next school day or shortly thereafter. When a student’s account becomes in arrears, notice will be sent from the Principal’s office. If full payment is not received
within 10 school days, a second notice will be sent. If payment in full is not made within one
week of the second notice, the child will be provided with a basic lunch that will contain the
essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition
Programs and the New Jersey Department of Agriculture beginning the eighth calendar day from
the date of the second notice.

<table>
<thead>
<tr>
<th>Lunch Cost for 2021-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Paid Lunch</td>
</tr>
<tr>
<td>Student Second Entree</td>
</tr>
<tr>
<td>Soup</td>
</tr>
<tr>
<td>Side Dish</td>
</tr>
<tr>
<td>Milk</td>
</tr>
<tr>
<td>Ice Cream</td>
</tr>
<tr>
<td>Soft Pretzel</td>
</tr>
<tr>
<td>Pretzel Rod</td>
</tr>
<tr>
<td>Fresh Baked Cookie</td>
</tr>
<tr>
<td>Student Paid Breakfast</td>
</tr>
</tbody>
</table>

**LUNCH PAYMENT PORTAL**

School Payment Portal offers parents a safe and convenient way to make online payments for their
children's lunch and breakfast accounts and to track all purchases that their children make in the
cafeteria. Use the link above to create an account and get started. **Note:** Even if you do not want to
use this system to make online payments, you can still use your account to track your children's
cafeteria purchases.

Create an Account
- Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com).
- Click the “Create Account” box.
- Input the parent's first name, last name, email address, and password, and then click the
  “Create Account” box. (Only one account per family is needed)
Log into Account
- Go to www.schoolpaymentportal.com.
- Click the “Parent Login” box.
- Enter your email address and password and click “Sign In”.

Add Student(s) to Account
- Once you are logged in, click the “Add Student” box.
- Step 1 – Enter the zip code of the school (08203) and click “Continue” box.
- Step 2 – Select the school of the student that you wish to add.
- Step 3 – Enter the student's last name, first name, and local student ID number (seven digit number starting with “00”) and click “Continue” box. Your children’s local ID numbers are listed on their school-issued photo IDs as five digit numbers without the leading zeros. If you do not know your children’s’ local student ID number(s), please contact the Main Office (264-9501).
- Step 4 – Click “Add Student” to have the student added to your account.
- Repeat these steps for each of your children to add them all to your account.

Add Money to Students’ Accounts
- Once you are logged in, click the “Make Cafeteria Deposit” box.
- Enter the amount that you would like to add to each student's account and click the “Continue” box.
- On the next screen, confirm the amounts that you entered and click the “Add To Cart” box.
- In order to make a payment, click the “Check Out” box.
- Select whether you would like to pay with a credit card or an automatic ACH out of your bank account.
  - Please note: You must pay a service fee of $1.00 + 2.3% of the transaction to pay by credit card or $1.00 to pay by ACH. This amount is the same no matter how much money you deposit.
  - The Brigantine Public School District receives no portion of these fees; they are paid directly to the credit card company for processing.
- On the next screen, enter your payment information and click “Process Payment” to complete.

View Student Transactions
- Click on “Transactions” link on the left side of the student that you would like to view the transactions.

Contact Information
If you have any questions, please contact the cafeteria at 609-264-9498.

MARKING SYSTEM AND GRADING
The report cards for grades K-2 are designed to show each individual child’s progress in the various skill areas. These reports are standards based and reflect each student’s mastery of the grade level curriculum. In grades 3-8, a more formal approach is used based on a numerical average in each subject.
For each of the marking periods during the school year, pupils in grades 3-8 are graded as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=</td>
<td>(92-100) Excellent</td>
</tr>
<tr>
<td>B=</td>
<td>(82-91) Good</td>
</tr>
<tr>
<td>C=</td>
<td>(70-81) Average</td>
</tr>
<tr>
<td>D=</td>
<td>(65-69) Below Average</td>
</tr>
<tr>
<td>F=</td>
<td>(64 or lower) Not meeting minimum requirements</td>
</tr>
</tbody>
</table>

Each marking period your child will receive a letter grade and a numeric average for each class on his/her report card. At the end of the school year, a final grade for each class will be calculated based upon the average of the number grades from the marking periods. In addition, teacher comments may be included. Interim reports are sent home halfway through each marking period. Honor rolls will be posted following each report card period and will be based on the following:

A. Marking Period Honor Roll Criteria
   1. First Honors – A’s in all subjects
   2. Second Honors – A’s and B’s in all subjects

B. Yearly Honor Roll
   1. Distinguished Honors – All A’s in all subjects for the entire year
   2. Yearly First Honors- All A Averages on Final Grades for the year
   3. Yearly Second Honors- All A and B Averages on the Final Grades for the year
   Students must have at least two marking periods of grades to receive Yearly Honor Roll.

C. OnCourse Grade Portal
The Brigantine Public School District has implemented a grade portal for parent and student access to grades via the OnCourse grading program. The Grade Portal can be accessed at [www.oncourseconnect.com](http://www.oncourseconnect.com). Please remember that all passwords for the portal are confidential and specific to each student. Please do not share this information. Once a User Name and Password have been assigned, they remain the same throughout your child's years in Brigantine. If you lose your password, click on the “Forgot User Name” or “Forgot Password” on the OnCourse Connect Web site. If you have any questions relating to the portal, please contact the Admissions Office at 609.266.8591.

D. Summer School
In accordance with Board policy, any student failing one or more subjects, which are taken three times a week or more for the year, will be required to attend and successfully complete a summer school program. Failure to attend and/or satisfactorily complete the requirements of the program may result in the student being retained in that grade level for an additional year.

Failures for the Year (in one subject) are earned by any one of the following methods:

- **Final Grade for the year is an F based on numerical final average**
- **Three F's:**
  - Any combination of three F's during the year in one class
- **Two F's:**
  - If both F's are in the last two marking periods
  - If one F is in the last marking period and the other grades are D's or F's
• One F
  o If one F is in the last marking period and the other grades are D's

<table>
<thead>
<tr>
<th></th>
<th>MP1</th>
<th>MP2</th>
<th>MP3</th>
<th>MP4</th>
<th>Final Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1</td>
<td>F</td>
<td>F</td>
<td>D</td>
<td>D</td>
<td>F</td>
</tr>
<tr>
<td>Example 2</td>
<td>Any Combination of 3 F's</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Example 3</td>
<td>B</td>
<td>C</td>
<td>F</td>
<td>F</td>
<td>D</td>
</tr>
<tr>
<td>Example 4</td>
<td>F</td>
<td>D</td>
<td>D</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Example 5</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>F</td>
<td></td>
</tr>
</tbody>
</table>

Note: The above circumstances may dictate summer school placement beyond the numerical final average.

NATIONAL JUNIOR HONOR SOCIETY
The National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Chapter membership not only recognizes students for their accomplishments, but challenges them to develop further through active involvement in school activities and community service. Membership in the National Junior Honor Society is based on an application process and is granted after a majority vote of the Faculty Council. More information can be found on the Brigantine School District Web site or requested from the Main Office at 609.264.9501.

PARENTAL CONCERNS
Parents or other persons should first discuss their concerns and/or complaints with the staff member or members involved. If the parties feel that the discussion has not led to a satisfactory conclusion, or feel that they are unable to discuss the matter directly with the other party, they may ask for a meeting with the Principal. Attempts shall be made to resolve the matter informally to the satisfaction of all parties concerned. In the event the matter is still unresolved to the satisfaction of the parties, a formal complaint procedure can be instituted, a copy of which may be obtained from the Principal.

PARENT/TEACHER ASSOCIATION (PTA)
The Brigantine PTA is continually active in working towards achieving the objective “to bring into closer relation the home and school.” The membership drive begins in September and all parents are encouraged to join and become actively involved. Executive Board meetings are held regularly and all parents are invited.

PHYSICAL EDUCATION CLOTHING
In grades PK through five, sneakers must be worn for Physical education class. In sixth through eighth grades, all students are expected to be prepared for physical education classes. Proper attire
is required - students should wear shirts, shorts, sneakers and socks. **NOTE:** The school dress code policy is applicable in the gym as well.

**REQUEST FOR EARLY DISMISSAL**
Requests for early dismissal should be avoided as much as possible. The Brigantine Community School schedule is the same every day of the week so when a student gets signed out frequently, they miss the same class repeatedly. In the event it becomes necessary for a student to leave school during the day, parents must report to the office and sign the student out. **No student should contact their parent directly to be signed out of school due to illness.** Any student or parent that requests to sign a student out early due to illness MUST report to the Nurse's office to be evaluated prior to being signed out.

Any parents will be asked for I.D. when signing a student out. If you are sending someone in to sign out your child you must provide a request in writing and **the person signing your child out must have I.D and be a minimum of 18 years old.**

**SAFETY POLICY**
The health and safety of all employees, students and visitors is of primary importance to the Brigantine Board of Education. It is the policy of the Board of Education to provide a safe environment for all of our employees by continually identifying and controlling known safety hazards in the workplace.

The Brigantine Board of Education has developed and implemented a safety program to assist employees in working safely and minimizing the potential for an accident. We understand that risks exist, but we believe that all accidents and injuries are potentially preventable through a cooperative effort of all employees. Each of us has the personal responsibility for our safety and the safety of those around us.

**SCHOOL WEBSITE/SOCIAL MEDIA**
The Board of Education will maintain access for the district teaching and administrative staff to communicate with our community via a district Website and social media pages. Parents, teachers and students can access the district's Website, individual teacher sites, important announcements, and calendar events at [www.brigantineschools.org](http://www.brigantineschools.org) – the official Website of Brigantine Public School District. If you have any questions about the Web site, contact the Main Office at 609.264.9501.

**SPECIAL SERVICES DEPARTMENT**
The basic task of the Special Services Department is to provide educational programs for children who have special needs. The Special Services Department includes the Child Study Team, Guidance Counselors, Speech Therapy services, Multiply Handicapped classes, Learning Resource Centers, and Pre-School Developmental classes. Also included in this department are the Basic Skills Program, the Gifted and Talented Program, and the ESL program.

**STUDENT PICTURES**
Each school year, color pictures are taken of all students in the school. Purchase of the pictures by the students is optional.

**STUDENT SALES**
Students are prohibited from conducting any sales in school except when they are part of a Board approved school activity. No door-to door sales of any kind are permitted.

STUDENTS TRANSFERRING OUT OF BRIGANTINE SCHOOL DISTRICT
If you plan to transfer your children out of the district, please notify the Principal's Office. Transfer cards and immunization records will be available for pickup on the last day of attendance in our school providing all school materials such as textbooks, calculators and library books have been returned. School records will be forwarded once you have completed registration in your new school district.

STUDENT TRANSPORTATION
The Brigantine Board of Education provides bus transportation within the district and outside the district for pupils to and from public and non-public schools. This service is provided to students within boundaries designated by the Board of Education.

All students will be assigned a bus number and a designated bus stop. Assigned seats on the bus may be given under special circumstances. Children are only permitted to ride the bus to which they have been assigned.

All students in grades PK-2 must have a designated adult waiting for them at their stop. If no one is available at the bus stop to pick up the student, the student will be transported back to the school by the bus company and parents can pick them up there.

Students in grades K-2 will be permitted to be released to a sibling 12 years old or older who is on the same bus with prior approval from the principal. This arrangement must be requested in writing and shall be for every day of the week.

Bus transportation is a privilege. Unacceptable student behavior, either on the bus or at bus stops, will not be tolerated. If busing privileges are revoked, it shall be the obligation of the parent/guardian or other person having legal custody of the pupil, to arrange for transportation of said pupil to and from school.

UNSCHEDULED SCHOOL CLOSING/ DELAYED OPENINGS
In the event of stormy weather or other unforeseen reasons causing the closing of school, an automated call will be sent to all parents in the district. Announcements will also be made over radio/TV stations NJ News-12, NBC-10, WOND-1400, WPVI-TV 6 ABC, KYW News Radio 1060, and CBS-3. You can also check the school’s Website and social media.

When severe weather develops during the morning session, an automated phone call will be made before noon if there are any changes to the afternoon schedule. To prevent the loss of school time, the Board of Education has approved a plan to open school late. We may open school at 10:45 a.m. School buses will pick up students starting at 10:05 a.m. and supervision will be provided at 10:25 am.

VISITORS
For the safety and security of our staff and students, permission to visit the school will be permitted BY APPOINTMENT ONLY. Appointments must be approved by the building principal at least one day in advance of the planned visit. All visitors SHOULD REPORT TO DOOR #1 ON EAST EVANS BOULEVARD. All visitors to the school must report to the Main Office immediately upon arrival. When at the entrance you will be asked to identify yourself and the purpose of your visit. Visitors must present photo identification and may be screened using the school’s security system. Visitors are not to visit any classroom or teacher without a pass from the Main Office.
STUDENT CODE OF CONDUCT
The Brigantine Community School has established a student code of conduct that sets forth a high standard of student behavior that encompasses self-control, responsibility for one’s action and most of all, respect for the rights and property of other students and staff members. Through the maintenance of an orderly environment that is conducive to learning, the mental health, safety and welfare of all students who attend the Community School will be ensured. Therefore, each staff member shall share the responsibility for supervising the behavior of students through the enforcement of the rules and regulations contained in this policy.

Students are expected to conduct themselves in a proper and orderly fashion at all times. Staff members shall encourage the growth of students towards self-discipline through consistent, impartial, and fair implementation of the student code of conduct. The school shall retain authority over every student as prescribed by law (In-Loco Parentis) N.J.S.A. 18A:25-2. The student code of conduct shall be in effect in every part of the school property and at all school functions, regardless of location and time.

Their homeroom teachers shall review this policy with all students on the first day of school. In addition, instruction on the implementation of the policy shall be conducted for all staff members and substitute teachers. The purpose of such review and instruction is to ensure that all those affected by this student code of conduct are aware of its purpose, function and procedures.

A Discipline Committee made up of administrators, teachers, parents and students meet as needed to review the student code of conduct and its implementation. Revisions and changes are made when needed. Teachers are required to post a copy of the policy in their classrooms. Both parents and students sign a statement and return it to the student’s homeroom teacher during the first week of school acknowledging the fact that they have read and understood the policy.

GENERAL DISCIPLINE PROCEDURES

LEVEL 1 OFFENSES
When the teacher's class rules are violated, they will take action in accordance with their classroom code of conduct. The first incidents of general classroom misconduct by a student in a marking period are handled by the classroom teacher with a “Teacher Report of Student Disciplinary Action” being sent to the parent and the Principal. Once multiple offenses occur in a marking period the student is referred to the disciplinarian for appropriate action.

LEVEL 2 AND 3 OFFENSES
The teacher refers students directly to the Disciplinarian via the “Student Disciplinary Referral” form. Once the situation has been referred to the administration, disposition rests with the Disciplinarian/Principal. In cases of emergency disciplinary problems, i.e. fighting, smoking, use of profanity or violence towards a staff member, suspicion of alcohol or drug use, etc., students are to be sent directly to the office and referred to the Disciplinarian/Principal for disposition.

When a student has been suspended for a second time, the Principal shall conduct an administrative meeting to review the discipline record of the student. When a student is suspended for the third time in a school year, the matter may be referred to the Board of Education for further disposition.

DISCIPLINARY ACTIONS
The administration and staff will apply the following guidelines for the consistent administration of discipline. Decisions regarding disciplinary matters will depend upon the following reasons:
* An investigation of the matter.
• Consideration of the severity of the offense.
• Consideration of repetitive behavior of the student.
• Fairness in light of mitigating circumstances.

Students and parents should be aware that the final decision about consequences for inappropriate behavior lies with the Disciplinarian/Principal. An office detention slip is given to any student who creates a discipline problem. A copy of the slip is also mailed home to the parent. Detention students are to report to the Main Office immediately upon dismissal from school. Students in grades three through eight will serve detention from 3:05 p.m. until 3:30 p.m. **PARENTS WILL BE RESPONSIBLE FOR PROVIDING TRANSPORTATION HOME.** A student can only be excused from detention with approval from the Disciplinarian/Principal prior to the date of detention. Excuses will be given only for documented doctor appointments or emergencies. Arrangements must be made to make up the detention. Any disturbance caused by a student during a weekday detention will result in a Saturday detention. Saturday detentions are from 8:00 a.m. to 12:00 noon (4 hours).

**Brigantine Community School**  
**School Level Student Code of Conduct Consequences**

- Policy listed is in addition to classroom student code of conduct policies of individual teachers.
- Severity of offenses at any level may require and/or result in more severe consequences.
- Loss of privileges including exclusion from social events, class trips, graduation exercises, etc. may be imposed for repeated or multiple discipline offenses.
- When necessary, referrals will be made to the Guidance Counselor/CST.
- All out of school suspensions will result in credit completion.
- Students and parents should be aware that the final decision about consequences for inappropriate behavior will be made by the Principal.
<table>
<thead>
<tr>
<th>Level 1 Offense</th>
<th>1st Consequence</th>
<th>2nd Consequence</th>
<th>3rd Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrupting behavior and/or misconduct within cafeteria/common areas</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)/Assigned seating in cafeteria</td>
<td>Office Detention(s)/Saturday/Assigned seat in cafeteria</td>
</tr>
<tr>
<td>Repeated occurrence of classroom offenses</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)/Parent Conference</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Inappropriate/Offensive language or gesture in cafeteria/common areas</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Unacceptable use of electronic devices (cell phones, tablets, computers, etc.)</td>
<td>Warning/Office Detention/Device</td>
<td>Office Detention(s)/Device confiscated and returned to parent after 3 days</td>
<td>Office Detention(s)/Saturday/Loss of device privileges for remainder of school year</td>
</tr>
<tr>
<td>Dress code violation</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Inappropriate display of affection</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Cutting a teacher/office detention</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Not returning forms in time</td>
<td>Warning/Office Detention</td>
<td>After 3 days – Warning</td>
<td>After 5 days – Saturday Detention</td>
</tr>
<tr>
<td>In hall without a pass</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Emergency Drill misbehavior</td>
<td>Warning/Office Detention</td>
<td>Office Detention(s)</td>
<td>Office Detention(s)/Saturday</td>
</tr>
<tr>
<td>Unexcused lateness to school (3x or more in marking period)</td>
<td>Office Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention/Credit Completion</td>
</tr>
<tr>
<td>Incident of Harassment/Intimidation/Bullying</td>
<td>Consequences based on result of HIB investigation pursuant to Policy No. 5512</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2 Offense</th>
<th>1st Consequence</th>
<th>2nd Consequence</th>
<th>3rd Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obscene/vulgar language/gesture or lack of respect toward staff member</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
<td>Suspension/Board of Education Hearing</td>
</tr>
<tr>
<td>Insubordination/Refusal to follow staff member's directive inside/outside of classroom</td>
<td>Office Detention/Saturday</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
</tr>
<tr>
<td>Disrespect towards a staff member</td>
<td>Office Detention/Saturday</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
</tr>
<tr>
<td>Unacceptable use of electronic devices (cell phones, tablets, computers, etc.) with outcome that embarrasses or harasses another student or causes disruption to school day</td>
<td>Office Detention/Saturday</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
</tr>
<tr>
<td>Throwing objects in classroom</td>
<td>Office Detention/Saturday Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention/Suspension</td>
</tr>
<tr>
<td>Throwing food in lunchroom</td>
<td>Office Detention/Saturday Detention</td>
<td>Saturday Detention</td>
<td>Suspension/Exclusion from lunchroom</td>
</tr>
<tr>
<td>Misconduct on bus</td>
<td>Bus Warning/3-5 day Suspension from bus</td>
<td>10 day Suspension from bus</td>
<td>Permanent exclusion from bus</td>
</tr>
<tr>
<td>Cutting class/lunch/homeroom</td>
<td>Office Detention/Saturday Detention</td>
<td>Saturday Detention</td>
<td>Suspension</td>
</tr>
<tr>
<td>Cutting Saturday Detention</td>
<td>Additional Saturday Detention</td>
<td>Credit Completion</td>
<td>Credit Completion</td>
</tr>
<tr>
<td>Use of school phones without permission</td>
<td>Office Detention</td>
<td>Office Detention</td>
<td>Saturday Detention</td>
</tr>
<tr>
<td>Truancy</td>
<td>Additional Saturday Detention</td>
<td>Credit Completion</td>
<td>Credit Completion</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>------------------------------</td>
<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Forgy of an office document</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention/Suspension</td>
</tr>
<tr>
<td>Being in unauthorized or off-limits area during or after school hours</td>
<td>Office Detention/Saturday Detention</td>
<td>Saturday Detention</td>
<td>Saturday Detention</td>
</tr>
<tr>
<td>Incident of Harassment/Intimidation/Bullying (behavior or language that prompts or motivates confrontation)</td>
<td>Consequences based on result of HIB investigation pursuant to Policy No. 5512</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3 Offense</th>
<th>1st Consequence</th>
<th>2nd Consequence</th>
<th>3rd Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Throwing objects in classroom and harming another student or staff member</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Fighting/inciting a fight</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Gross Insubordination to a staff member</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Gross Disrespect to a staff member</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Unacceptable use of electronic devices (cell phones, tablets, computers, etc.) with outcome that embarrasses or harasses another student or staff member or causes a substantial disruption to the school day</td>
<td>Saturday Detention/Suspension</td>
<td>Saturday Detention/Suspension/Police Notification</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Verbal or written statement of intent to harm toward a staff member or another student</td>
<td>Suspension/Police Notification/Board of Education Hearing for possible Expulsion</td>
<td>Suspension/Police Notification/Board of Education Hearing for possible Expulsion</td>
<td>Suspension/Board of Education Hearing/Police Notification</td>
</tr>
<tr>
<td>Leaving school grounds without permission</td>
<td>Saturday Detention/Suspension/Police Notification</td>
<td>Suspension/Police Notification</td>
<td>Suspension/Police Notification</td>
</tr>
<tr>
<td>Graffiti/Vandalism of school property or bus</td>
<td>Restitution or payment for damages/ Saturday Detention/Suspension</td>
<td>Restitution or payment for damages/ Saturday Detention/Suspension</td>
<td>Restitution or payment for damages/ Suspension/Board of Education Hearing/Police Notification</td>
</tr>
</tbody>
</table>
| Physical aggression toward a staff member | 10 day Suspension/Police Notification/Bd. of Education Hearing | Saturday Detention/Suspension/Police Notification | Suspension/Board of Education Hearing/Policing 
<p>| Physical aggression toward another student | Saturday Detention/Suspension | Saturday Detention/Suspension/Police Notification | Suspension/Board of Education Hearing/Police Notification |
| Possession/use of fireworks | Saturday Detention/Suspension | Suspension/Police Notification | Suspension/Board of Education Hearing/Police Notification |
| Possession of cigarettes/e-cigarettes/vaping or tobacco products | Saturday Detention/Suspension/Possible Medical Screening/Police Notification | Suspension/Possible Medical Screening/Police Notification | Suspension/Board of Education Hearing/Police Notification |
| Smoking/vaping on school property | Suspension/ Possible Medical Screening/ Police Notification | Suspension/ Possible Medical Screening/ Police Notification | Suspension/Mandatory Medical Screening/Board of Education Hearing/Police Notification |</p>
<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of drugs, alcohol, or weapon</td>
<td>10 day Suspension/Possible Medical Screening/Bd. of Ed. Hearing/Police Notification/Expulsion Hearing</td>
</tr>
<tr>
<td>Under the influence of drugs or alcohol</td>
<td>Mandatory Medical Screening/Suspension/Police Notification/Bd. of Education Hearing</td>
</tr>
<tr>
<td>Theft</td>
<td>Restitution or payment for damages/Saturday Detention/Suspension/Police Notification</td>
</tr>
<tr>
<td>Incident of Harassment/Intimidation/Bullying (behavior or language that prompts or motivates confrontation)</td>
<td>Consequences based on result of HIB investigation pursuant to Policy No. 5512</td>
</tr>
</tbody>
</table>