

BROOKLAWN MIDDLE SCHOOL



STUDENT/PARENT HANDBOOK 2020-21

BROOKLAWN MIDDLE SCHOOL

250 Beachwood Road
Parsippany, NJ 07054
973-428-7551

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BROOKLAWN MIDDLE SCHOOL

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BrooklawnPTSA@gmail.com

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Welcome Letter From the Principal

Dear Parents/Guardian and Students:

Welcome to the 2020-2021 school year! I am honored to be the new Principal of Brooklawn Middle School. Having previously taught at Brooklawn, I know first-hand the magical time that is middle school, and the special energy that both students and teachers create here. Please know that my door is always open, and I believe communication is key when progressing toward our common goals. I look forward to working together with parents, teachers, staff, and most importantly students, to build confidence while increasing their desire to learn and reach their individual academic goals. Together we can be dedicated to creating a community of lifelong learners who will think critically and creatively; ultimately becoming respectful, responsible citizens that will positively contribute to the world around them.

I ask that you please read through this information carefully with your child. This is an invaluable tool and reference point. In addition, there have been some noted changes due to the pandemic. We are requiring you to electronically sign and acknowledging that you have reviewed this information.

In a world where you can be anything..... Be A Knight!

Ms. Carly E. Stout

BROOKLAWN MIDDLE SCHOOL

BELL SCHEDULE – REGULAR DAY

Bell to come in:	7:55
Homeroom	8:00-8:08
Period 1	8:08-8:54
Period 2	8:58-9:44
Period 3	9:48-10:34
Period 4 (6 th lunch)	10:38-11:24
Period 5 (7 th lunch)	11:28-12:14
Period 6 (8 th lunch)	12:18-1:04
Period 7	1:08-1:54
Afternoon Announcements	1:58-2:00
Period 8	2:00-2:46

BELL SCHEDULE – EARLY DISMISSAL

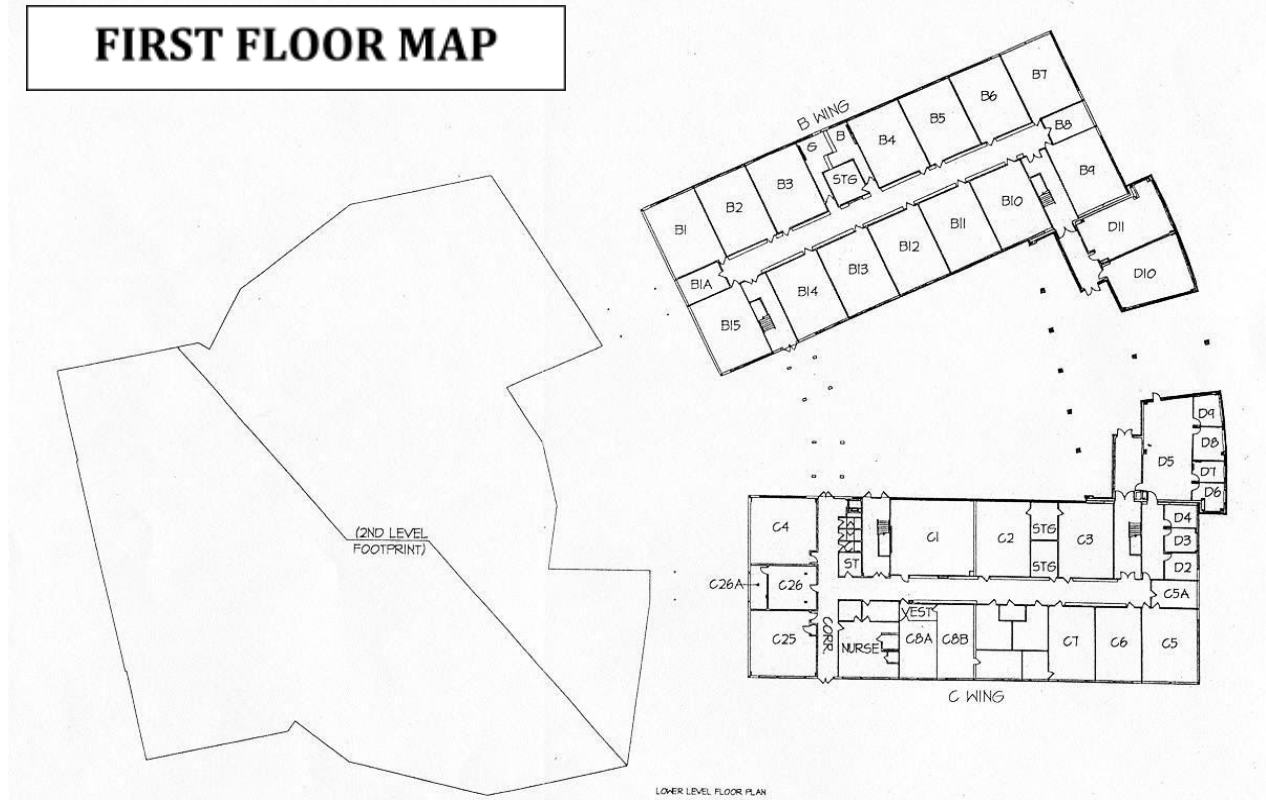
Bell to come in:	7:55
Homeroom	8:00-8:03
Period 1	8:03-8:33
Period 2	8:34-9:04
Period 3	9:05-9:35
Period 4 (6 th grade lunch)	9:36-10:06
Period 5 (7 th grade lunch)	10:07-10:37
Period 6 (8 th grade lunch)	10:38-11:08
Period 7	11:09-11:39
Period 8	11:40-12:10

BELL SCHEDULE – DELAYED OPENING

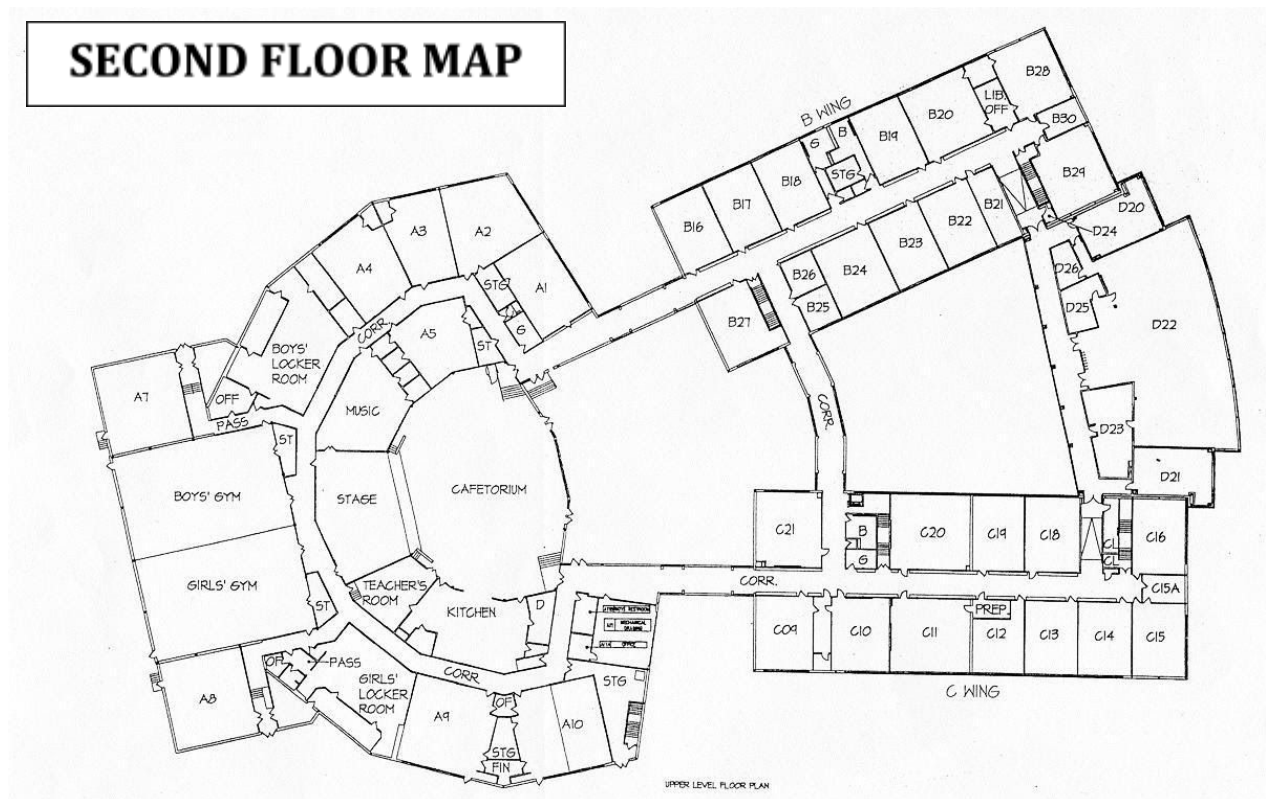
Bell to come in:	9:55
Homeroom	10:00-10:08
Period 1	10:08-10:40
Period 2	10:43-11:15
Period 3	11:18-11:50
Period 4 (6 th lunch)	11:53-12:25
Period 5 (7 th lunch)	12:28-1:00
Period 6 (8 th lunch)	1:03-1:35
Period 7	1:38-2:10
Afternoon Announcements	2:13-2:14
Period 8	2:14-2:46

BROOKLAWN MIDDLE SCHOOL

FIRST FLOOR MAP



SECOND FLOOR MAP



ACADEMIC INTEGRITY

Cheating in all forms is dishonest and will not be tolerated. Dishonest acts are those which permit a student to gain an unfair advantage over other students. This includes, but is not limited to, inappropriate copying, plagiarism, inappropriate collaboration, and theft. The following guidelines have been established to deal with cheating:

1. Students involved in cheating will receive a grade of zero on the activity in question (homework, quiz, test, term paper, etc.). Students receiving a zero for cheating may make up the lost work for educational purposes only.
2. The teacher must contact parents/guardians regarding incidents of cheating. The teacher involved will notify the administration regarding each incidence of cheating, and additional disciplinary action may be taken. This information will be kept on file and maintained by the assistant principals.

ACTIVITY (S.A.) CARDS

Due to the unknown nature of after school activities, including S.A. events and trips, in the current situation we will NOT be selling Student Activity Cards this year. Once S.A. events (such as dances, Movie Night, Trivia Night, B.I.G. Night, etc.) can safely be held, admission fees for each individual event will be determined by the Student Activities Coordinator (Mr. Miller) and/or the Student Council. The same will hold true for the 8th grade trips to Medieval Times and Dorney Park; once they have been deemed safe and allowable by the Board of Education.

If you have any questions about Student Activities, please contact Mr. Miller at lmiller@pthsd.net. You can also find more information in the Activities section of the school website.

AFFIRMATIVE ACTION/NON-DISCRIMINATION PROGRAM

The Board guarantees to all persons properly enrolled in the schools of Parsippany-Troy Hills equal access to the educational program of the school district. No pupil shall be excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional or sexual orientation, gender, gender identity or expression, marital status, disability, age, or any other category or characteristic protected by state or federal anti-discrimination laws.

Any student who feels that he or she has been subjected to unlawful discrimination is encouraged to report it as set forth in the Board of Education Policy. If the appellant is a disabled person, the alleged complaint will be forwarded to the Section 504 Affirmative Action Officer, who is responsible for practices involving disabled persons. **The Section 504 Affirmative Action Officers for Brooklawn Middle School are: Ms. Carly Stout, Principal and Mr. Richard Fonti, Assistant Principal.**

ANNOUNCEMENTS

Announcements of interest to students and teachers are given over the public-address system immediately after opening exercises, at the beginning of Period 8 and in case of emergency during the day. Please listen carefully to all notices given during the course of the day so that unnecessary questions are avoided.



To keep updated with important Student Activities information and announcements, students and parents are invited to follow us on Twitter @BrooklawnSA

ARRIVAL

Students are not permitted in the building before 7:50 a.m. since supervision is not available at this time.

ATHLETICS

Brooklawn Middle School competes on an interscholastic level with neighboring schools in co-ed cross country, field hockey, boys' and girls' soccer, boys' and girls' basketball, wrestling, baseball, and softball. Tryouts are held for all sports, and participants are selected on the basis of the coaches' established criteria. Scorekeepers and managers will be selected by the coaches from volunteers. Cheerleaders participate at home games during the fall and winter. Tryouts are held early in September. Students planning to try out must be willing to give many hours of after-school time for practice.

Athletic Philosophy: Our philosophy of Athletics at Brooklawn Middle School is to include as many students as possible on each of our athletic teams. Junior Varsity games are scheduled to give every team member the opportunity to compete. The primary function of our Athletic program is to develop the skills and positive attitudes necessary for our student athletes to move on to successful participation at the High School level. Sportsmanship is stressed at all times, and our main emphasis is centered on playing the game well, respecting our opponents, and learning to be a gracious winner and loser. At Brooklawn we strive to include as many students as possible in each contest as the situation dictates and as our coaches deem appropriate.

Extra-Curricular Code of Conduct. This code of conduct supersedes any previously issued by the Parsippany-Troy Hills Board of Education or its employees. It governs participants in all extra-curricular activities that are a part of any program sponsored by the Parsippany-Troy Hills Board of Education. Students who violate this code are subject to ejection as well as other penalties.

1. **Academics.** Coaches and advisors will monitor the progress of their students. Extra academic help for students will take precedence over participation in practices, games and/or activities.
2. **Discipline.** All students are expected to display acceptable behavior at all times. A student that receives a teacher's or office detention is responsible for notifying the coach/advisor in advance of the day that it will be served, and will serve that detention before reporting to a meeting, performance, competition, practice or game on the day of the detention. A student suspended from school or serving in-school suspension cannot practice or participate in a game or activity on that day. Additional disciplinary action may be taken at the discretion of the coach/advisor.
3. **Attendance at School.** Any student who is absent from school may not practice in a game or participate in an activity on that day. A student will be considered absent from school if they sign in to school after 12:00 noon or sign out of school before 12:00 noon. In cases of extenuating circumstances, permission must be granted by building administration, and the coach/advisor must be notified in advance.
4. **Substance Abuse.** Any student involved in an extracurricular activity, including athletics, who is involved in the sale, consumption or distribution of illegal drugs or alcohol will be suspended from participation in activities for the period of suspension mandated by school district policy governing substance abuse. A student may be reinstated to participation in extracurricular activities, including athletics, by the building principal, only after demonstration participation in a substance avoidance counseling program. Unscheduled substance testing, developed in conjunction with the Student Assistant Counselor, parent or administrator may form a part of such a program if parents/guardians and school officials agree that it is necessary. A second violation of the Substance Abuse Policy within the academic year, or the failure of the student to abide by the conditions of a previously established substance avoidance plan will result in disqualification from participating in extra-curricular and/or athletic activities for the remainder of the school year.
5. **Commitment to the School Team/Activities.** Students selected for team or extra-curricular activity bear the responsibility for the commitment which such participation implies. Students must attend all events for their activity unless excused by the coach/parent or prohibited by another action of this code. Practice/participation is an integral and necessary part of participation. All participants are expected to participate in all scheduled practices with their team and coach, or they may lose their privilege of participation in games.
6. **Conduct.** It is expected that all participants in activities will display proper conduct at all times. Any display of unacceptable conduct or other inappropriate conduct toward fellow members, opposing members, coaches, officials and advisors may result in suspension from the activity and/or other disciplinary action.

7. **School Property.** All school issued equipment and materials remain the property of the school unless otherwise stated. It is the responsibility of the student to have his/her school-issued equipment, such as practice uniforms and/or game uniforms maintained and returned as directed by the coach/advisor. Lost uniforms and/or equipment will be charged at the “replacement cost” value.
8. **Medical Examination for Athletics.** All students must have a complete physical exam performed by their primary physician each year. The following forms, filled out by the physician and parent, are required for sports participation (all forms available online via the Nurse’s page on the school website):
 - Annual Athletic Pre-Participation Physical Exam Form
 - Sports Emergency Information Verification Form
 - Certification of Student Athletic History Form
9. **Spectator Code of Behavior.** Spectators are welcome at athletic events and are encouraged to show school spirit. There are guidelines, however, for all spectators to follow. A good spectator...
 - accepts the decisions of the officials.
 - does not endanger the safety or comfort of players, coaches, or others.
 - refrains from unsportsmanlike actions.
 - does not bring noisemakers, food, or drinks into the gym.
 - does not wander in the halls.

ATTENDANCE

- ★ **Absence from school:** Regular attendance at school is required by state law. When a student is absent, parents/guardians are expected to enter the absence in the Genesis Parent Portal. If you do not have access, you can leave a message on the child safe line 973-428-7551 ext. 1.

PROCEDURES FOR REPORTING STUDENT ABSENCE

When your child will be absent or tardy from school please log into the **Genesis Parent Portal** to report a student absence. Follow the steps below to report a student absence:

1. Click the “Notify the Attendance Office” link on the summary screen
2. Enter the date of absence/ tardy
3. Student(s) that will be absent/tardy
4. Type the reason for the absence/tardy

Our main office staff will process the attendance notes each morning. ONLY if you are unable to enter the student absence in the Genesis Parent Portal should you call the school (Child Safe Line 973-428-7551, then press 1) and leave a message.

Attendance is taken each morning at 8:00 a.m. by homeroom teachers. When a student is absent, the absence is recorded in Genesis and will appear in the Parent Portal. Parents will receive an email on the address set up in Genesis. Parents may also set up text message alerts for attendance under the contacts tab in the Parent Portal. Students arriving into homeroom after 8:00 a.m. are marked tardy. Any students arriving at school after 8:00 must report to the attendance desk outside the main office. These students will sign in, be given a pass and then report to their lockers to pick up books for class.

Parents/Guardians should understand that any extended absence is likely to result in missed tests or assignments. Parents/Guardians should communicate with the teacher and guidance counselor. Completion of all missed assignments and tests is the responsibility of the students. Absences (truancy) may result in loss of academic credit for all work missed.

After the fifth absence of the year, parent(s)/guardian(s) will be notified by letter. After the tenth absence of the year, parent(s)/guardian(s) will be notified by letter. After the fifteenth absence of the year, a meeting will be held between the parent(s)/guardian(s), student and assistant principal, nurse, counselor and CST (if necessary) to review absences and establish a plan for the rest of the year.

PTHSD BOE Regulation #5200, Section E

An unexcused absence of ten consecutive days or more shall result in the child being dropped from the register. The child must be re enrolled when returning to school. It is expected that if a child is withdrawn from school for an extended visit, the child will be enrolled in a school during this period.

- ★ **Non-Participation due to absence:** Students may not participate or be a spectator at any co-curricular, athletic or social event, if absent on the day of an activity. In the case of an emergency, participation is subject to the discretion of the building administration. The decision for participation in any such event must be made in advance and not at the event in question. Students who are absent from school are not permitted on school grounds unless accompanied by a parent/guardian. Students found on school grounds may be deemed truant.

- ★ **Early Dismissal:** Parent/Guardian or designees must sign out the student in the main office. Students are not permitted to be picked up after 2:30pm unless it is an emergency. Designees must be listed in the student's contacts in Genesis and must be 18 years of age or older. A written excuse signed by the parent/guardian or designee must be given to the main office before first period if another adult not listed on the contacts in Genesis has permission to pick up your child. Please include in the note; date and time of pick up, reason, and person designated to sign the student out. If a student returns to the school on the same day, the parent/guardian must sign the student back into school at the main office.

- ★ **Tardiness/Lateness:** Punctuality to school is an essential requirement. Tardiness to school is disruptive to the educational process and must be avoided. A student that is tardy to school must sign in immediately upon their arrival at the front desk and will receive a tardy pass to class. Students who have not signed in will be considered truant. "Tardiness to school" is defined as not being in homeroom/period 1 by 8:00AM.

5th Tardy - Parent Notification

10th Tardy - Parent Notification and 1 Day after school detention

10 or more Tardies - Parent Meeting, 3 days after school detention, Attendance Contract, loss of extracurricular activities and attendance on field trips, at the discretion of the Administration

District Genesis Attendance Procedure

When a student is absent from school, he/she will be marked using the "Unexcused Absence" code in Genesis. The only exception will be for students that are absent from school due to a NJDOE recognized religious holiday.

Attendance and School Activities

In order to participate in or be a spectator at any co-curricular athletic or social event (dances, plays, concerts, etc.), the student shall be in attendance on the day of such an activity.

BACKPACKS

Due to safety issues in the hallway and classrooms, we suggest students use string bags, tote bags, or small backpacks. It is strongly recommended that students not carry all of their books all day. Time is permitted between periods to stop at lockers.

A backpack must fit into the student's assigned locker. The school assumes no responsibility for a lost or stolen backpack or its contents. Illegal or dangerous materials are not permitted in backpacks. The school reserves the right to search a backpack, string bag, tote bag, or locker if there is reasonable suspicion.

BATHROOM USE

Students are permitted to use the nearest bathroom with permission from the teacher or staff member, and during their assigned lunch period when issued a pass. They may also use the bathroom in the locker rooms during assigned physical education classes. Students should not use the bathroom during passing time in between class periods. Students should wear masks and social distance while in the bathroom and wash their hands.

BICYCLES/SKATEBOARDS

Students are permitted to ride bicycles to school; however, the school is not responsible for damage to or theft of these bicycles. They must be kept in the bike rack, which is unsupervised. Bicycles should be locked to the rack to prevent theft. **The school is not responsible for lost or stolen bicycles.** Bicycle riders should ride with traffic, keeping to the right at all times. **Bicycles must be walked on the immediate school grounds.** **Skateboards/roller blades** are not permitted in the school or on school property at any time.

BULLYING

***NOTE:** The entire Harassment, Intimidation, and Bullying (HIB) Policy adopted by the Parsippany-Troy Hills Board of Education is included as an Appendix at the end of this handbook.*

The Parsippany-Troy Hills Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

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

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

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

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 educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff, and community members.

Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Pupil responsibilities (e.g., requirements for pupils to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Pupil rights; and
4. Sanctions and due process for violations of the Code of Pupil Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, pupils, instructional staff, pupil support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for pupil conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to pupils and their parents or guardians the rules of the district regarding pupil conduct. Provisions shall be made for informing parents or guardians whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

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

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct.

Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Pupil Conduct.

Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee on the same day when the individual witness or received reliable information regarding any such incident. Pupils, parents and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a

cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The school Anti-Bullying Specialist shall conduct the investigation. The Principal may appoint additional personnel to assist with the investigation. The investigation shall be completed by the Anti-Bullying Specialist and the written finding submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-bullying Specialist or the Principal shall amend the original report to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

Parents of the pupils who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents or guardians shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed, or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

Response to an Incident of Harassment, Intimidation, or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some incidents of harassment, intimidation, or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial action for pupils who commit an act of harassment, intimidation, or bullying may 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 and as set forth in N.J.AC. 6A:16-7.2.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, mailings, focus groups, adoption of research based bullying prevention program models, training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying including, but not limited to, school counseling services and environmental modifications.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for a volunteer will range from admonishment to dismissal from the volunteer position.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions to (and including)

suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and set forth in N.J.A.C. 6A:16-7.2.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the Pupil Code of Conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17(5)(c) and N.J.A.C. 6A:16-7.9(d)i.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the Code of Pupil Conduct, pursuant to N.J.A.C. 6A:16-7.1(a)e, as determined appropriate by the district Board of Education. Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools. Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A 18A:37-13 through N.J.S.A 18A:37-18.

BUS TRANSPORTATION

Students are assigned to a certain bus or buses for the entire school year, unless they are walkers. **Students are NOT permitted to ride any other bus.** Vans pick up and deliver students at the front entrance of the building. Students should not cut in between buses.

Appropriate behavior on the school buses and at the bus stops is very important. Brooklawn's standards include safe conduct at all times. **The bus riding privilege will be taken away in cases of serious misconduct in accordance with the following Board of Education policy:** If a pupil's conduct is unsatisfactory, the bus driver will give notice to the school with a Bus Conduct Report. The recommended sequence of disciplinary action is as follows:

- First Notice: Conference with pupil.
- Second Notice: Conference with pupil and parent/guardian.
- Third Notice: Parent/guardian conference. Suspend pupil's bus privilege for five school days.

Riding a Bus is a Privilege:

1. Bus passes must be kept in students' possession all year.
2. A bus pass must be shown for entrance on the late bus.
3. Students must remain seated at all times while the bus is in motion.
4. Students are responsible for paying for damage they cause to buses through mischief or vandalism.
5. Food and drinks are not permitted on the bus.
6. Hands and arms must remain inside the bus; no objects may be thrown out of, or held outside of, bus windows.

7. Students must follow the directions of the bus drivers at all times.
8. Students are expected to use appropriate language at all times.
9. Students must stay in their assigned seats, wear masks and maintain social distance.

Late buses are provided for those students receiving help from a teacher or participation in an after-school activity. Buses are not provided to students who are not eligible based on the criteria set forth from the Parsippany-Troy Hills Board of Education, or for spectators after athletic contests or after school dances.

CAFETORIUM

The cafeteria provides a complete lunch every day. Students may purchase items or the daily special in cash or with the "Payschools Central" account. Please refer to the [Food Services](#) tab on the district website for more information.

Cafetorium Rules

Every student must follow school rules in the cafeteria.

- Students scheduled for lunch must report to the cafeteria and not spend time in the hallways or bathrooms.
- No backpacks are permitted in the cafeteria.
- Students may either purchase lunch or bring lunch from home.
- Food lines will be single file to maintain order.
- Throwing food/drinks or objects is prohibited and will warrant disciplinary actions.
- Students must get a pass from the teacher/log out on ipad to leave the cafeteria.
- Students are responsible for disposing of trash and keeping the table and surrounding area clean before being dismissed for recess.
- No student is permitted to leave the cafeteria with food or drink unless authorized to do so.
- Bottled water is permitted throughout the school.
- No bulk items or sharing of food.
- Students will be required to wear masks/face coverings except when seated and eating.

Permanent seats may be assigned at the discretion of the lunch supervisors or administrators.

CELL PHONES, CAMERAS, & ELECTRONIC DEVICES

Students may not be in possession of cellular telephones, cameras, or other electronic devices during the school day except for instructional or co-curricular use with the express permission of a faculty member and/or building administration.

During the school day, cell phones and any other electronic devices must be turned off and either placed in the students backpack or locked in the student's locker. After school hours, students may use their cell phones and other electronic devices. Telephones in the main office and guidance are for use **ONLY** in case of emergency. **Please understand that the school will not be responsible for lost or stolen cell phones and electronic devices.**

Under NO circumstances may a student take a photo or video of another student without their permission. Cell phones are NEVER permitted in a locker room or bathroom.

CLASS INTERRUPTION

If a student calls home for books, homework, gym clothes, lunch money, lunch, etc., it is the responsibility of that student to pick up the item(s) at the office. **The office will not interrupt classes to call students.**

CLUBS AND ACTIVITIES

Please note that the ability of clubs and activities to meet will depend on the current situation and whether after school meetings are possible. All students are encouraged to join at least one co-curricular club or activity, which provides for an enjoyable and educational experience outside the classroom. The types of clubs vary from year to year, depending on student interest and faculty availability. Established clubs and activities in recent years include the following:

Art Club	Flag Football	Peer Leaders	Trivia Time
Astronomy Club	French Club	Pit Orchestra	Yearbook Club
Builders' Club	Homework Club	Puzzles & Games	
Cartoon & Humor Club	Italian Club	Region Band/Chorus	
Chess Club	Jazz Band	School Store	
Computer Club	Knight Life (Newspaper)	Ski Club	
Creature Club	Lighting & Sound	Spanish Club	
Dramatics – Fall & Spring	MathCounts	Stage Crew	

More information on clubs and activities, including typical meeting days, is available in the Activities section of the school website.

COMPUTERS

Responsible Use of Technology: Technology resources at Brooklawn Middle School are shared by the entire student body. To ensure that all technology networks, hardware, and software are available for educational pursuits, students are expected to demonstrate responsible use of technology.

1. To demonstrate respect for our nation's copyright laws and author ownership, students may not make copies of district-licensed software.
2. To demonstrate respect for others' rights to privacy, students may not open electronic files belonging to others.
3. To demonstrate respect for property, students may not tamper with or change electronic files or software programs. Students may not enter any parts of the operating system software.

Failure to comply will result in one or more of the following: detention with notification to academic team, conference with guidance counselor, parent contact, disciplinary referral, payment for damages, and loss of credit for assignment.

Students and their parents must agree to the district **Acceptable Use Policy (AUP)** for grades 6-8 when entering sixth grade (or upon transferring into the district) in order to have access to school computers. A copy of the AUP for grades 6-8 is available for viewing on the district website.

DANCES & S.A. EVENTS

Please note that whether dances and other S.A. events can take place will depend on the current situation and whether safety measures will allow. The Student Council sponsors several dances and other events (Movie Night, Trivia Night, etc.) throughout the school year for students in all grades. Dances for 6th graders are typically from 3:00-4:15 p.m. and dances for 7th/8th graders from 7:00-9:00 p.m.

Ticketing policies for S.A. dances and events:

1. Tickets may be obtained in advance (highly recommended) or at the door. To encourage students to obtain their tickets in advance (important for planning purposes), tickets at the door will be more expensive.
2. **NO OUTSIDE GUESTS are allowed at Brooklawn S.A. events.** The only exception to this rule is the 8th Grade Last Blast Dance in June, where guests must have parental approval, register in advance with the Student Activities Coordinator, and be approved by building administration.
3. Students must obtain their own tickets – at no time will a ticket be given to someone else.
4. **We DO NOT replace lost or stolen dance tickets** under any circumstances. If you lose a ticket, you will have to purchase a new ticket at the full door ticket price. Anyone caught using the lost or stolen ticket will face disciplinary action and possible loss of S.A. privileges.
5. Students must **arrange for their ride home IN ADVANCE** so that they are picked up on time!

Event themes, decorations, dress requirements, and refreshments vary – in many cases these are decided by the Student Council through its Decorating Committee. More information can be found at the Brooklawn Student Activities website, www.BrooklawnSA.org.

DANGEROUS OBJECTS

Objects that can be considered a danger to students or disruptive to the education of others, such as pocket knives, laser pens, shock devices, pins, points or sharp tools, or any other item that might be used to injure oneself or another student, are strictly forbidden on school grounds. Students who possess or use such objects will have them removed, the Student Resource Officer will be notified and the student will receive disciplinary action. The objects may be returned to the parents or Juvenile Bureau of the Police Department.

Any student carrying a knife or any other classified “weapon” will be suspended immediately and this will be reported to the Student Resource Officer. This includes any “look-alike” weapons. Proper authorities will be notified, and District Policy will be enforced. Fireworks, “snaps”, smoke bombs or stink bomb vials of any kind are not permitted on school grounds. The possession and/or use of these items shall result in immediate suspension.

DISCIPLINARY MEASURES

Brooklawn students are expected to follow the specific rules of this student handbook as well as the more general rules of safety, of common sense and of courtesy and respect for teachers and fellow students. Students who fail to follow rules will be given consequences as part of their total learning experience. These consequences depend on factors such as the seriousness of the offense and whether it is a student’s first offense or one of many. These consequences can include but are not limited to the following: teacher detention, office detention, loss of privilege, suspension in school, or suspension out of school.

DRESS CODE

Students at Brooklawn Middle School are expected to dress at all times in a manner which reflects well on themselves, their parents, their school, and their community. Clothing which is clean and neat, not bizarre or immodest, is acceptable for school. Brooklawn students should feel proud of the way they look.

- Any T-shirt that is alcohol or drug-related, anti-racial, or suggests obscene or offensive messages, is not acceptable.
- Gang-related clothing and paraphernalia are not permitted.
- Halter tops are not acceptable for school, nor are bare midriff tops or see-through mesh shirts without another shirt underneath.
- Sleeveless tops or dresses are permitted if they cover the entire shoulder and are not ripped.
- Tank tops for girls should fit snugly around the underarm area, have straps that measure at least 1½ inches in width, and no undergarment should show.
- Sleeveless shirts for boys are permitted but must fit snugly around the underarm area.
- Flip-flops and open-toed shoes or sandals are not permitted. Footwear secured both front and back must be worn. (No slides)
- Shorts and skirts must be at least mid to lower thigh length. Frayed or cut off jean shorts are not acceptable.
- Rolling the waistline to shorten clothing is prohibited.
- All pants and shorts must be worn about the hips, with NO undergarments visible.
- No undergarments (lace bralettes, etc.) should be visible or worn as outerwear.
- Hats, bandanas, skull caps and headbands are prohibited and will be confiscated. Bandanas/scarves may be worn for religious reasons. Headbands may be worn in physical education classes only, with teacher permission. Appropriate hats may be worn ONLY on designated Spirit Days.
- Outdoor coats may not be worn in the school without permission from the teacher or administrator.
- Hoodie sweatshirts are permitted but hoods are not to be worn during the school day.
- Costumes/Clothing that disguise one’s identity are not allowed to school or school functions.
- Obscene dress during school or at school functions is prohibited.
- Students must be wearing a mask/face covering at all times in the building for health and safety reasons.

Students who do not follow this code are warned, accordingly, and their parents are called to bring in acceptable clothing. If this is not possible, they may change into their gym uniform if an administrator directs them to do so. Otherwise the student may be placed in In-School Suspension for the school day.

For health and safety considerations, special clothing requirements must be met in Physical Education and Foods. For example, jewelry is not permitted to be worn during physical education classes. Teachers of these special areas explain the clothing requirements to students during the first week of school.

ELEVATOR PRIVILEGES

If a student is injured, elevator use may be granted upon receipt of a written note from a parent and doctor. An elevator key must be picked up and returned to the nurse's office daily, however, the student is responsible for a lost key and will be assessed a fine of \$5.00. Elevator privileges may be suspended at the discretion of the administration.

EVACUATION DRILLS/LOCK DOWNS

Specific directions for exiting the building are listed in each room. Two State of New Jersey required emergency drills are conducted each month to practice in the case of an emergency. Students must move in a prompt, silent and orderly fashion and always listen for directions.

FIELD TRIPS – ADMINISTERING OF MEDICATION

No employee of the Board of Education except for a School Nurse may administer medication to a student while on a field trip. If the School Nurse is not present on the trip, the parent has the following options:

1. The parent may go as a chaperone to administer the medication.
2. The parents may get **written approval** from the doctor who is prescribing the medication to:
 - a. Change the time for the administration of the medication to a time when either the parent or the School Nurse is available.
 - b. Not administer the medication during the trip.
3. The parent may opt to have the child not go on the trip.

Please note that both options 2a and 2b above REQUIRE a note from the physician who prescribed the medication.

FREE OR REDUCED LUNCH PROGRAM

The Parsippany-Troy Hills Township schools offer a Free or Reduced Lunch Program funded by the Federal and State Government. Eligibility for these programs will be determined by a subsidizing agency. All regulation of the subsidizing agency must be observed. Applications for the lunch program are available on the district website under the food service tab. For more information, contact the school nurse at 973-428-7551 ext 2102.

GUIDANCE & COUNSELING

The guidance program is designed to aid students in their educational pursuits, personal growth, and social development. Each student has an advisor, one of his/her teachers, who helps the student with progress and adjustment in these areas. Each student also has a guidance counselor who meets with him/her throughout the year. To make an appointment with a guidance counselor, a student should report to the guidance office during homeroom. Occasionally, a student is referred to the guidance office by the classroom teacher.

Grade Level Guidance Counselors	Mr. Ed Young	Ext. 2109	(Grade 6)
	Mrs. Karen Mikorski	Ext. 2121	(Grade 7)
	Ms. Lauren Penna	Ext. 2110	(Grade 8)
Student Assistance Counselor	Mr. Dan Yarsoz	Ext. 2108	

The services and resources of the **Student Assistance Counselor** are available to all students, staff and parents for those in need of information and/or assistance for perceived crisis situations, including substance abuse concerns.

Alcohol and drug information, alternative coping skills and self-awareness are important aspects of these prevention, intervention and aftercare services. Individual counseling, peer support groups, and referrals are provided in a confidential manner.

HALL PASSES

Only one student is permitted out of a classroom at a time. When leaving a classroom, a student must have a hall pass/or be logged into Turnstile. If more than one student is to leave the room, a teacher-signed note must accompany all of the students without the hall pass. Teachers may permit students to sign out (indicating the destination/time) and then sign in indicating the time returned. **No student is to check out of the cafeteria prior to seeing a duty teacher first.**

We will be using Genesis Turnstile to monitor student use of passes throughout the building. This includes when students go to Guidance, the Nurse's Office, Main Office, Child Study Team. We will also be using Turnstile to track when students leave the cafeteria during lunch for extra help or to go to the media center.

Such activities as pushing, shoving, deliberate walking out of line, running, boisterous talking, "book dropping", misusing bathrooms or drinking fountains, and stopping in the middle of the halls constitute inappropriate behavior.

HAZING

Hazing is a term used to describe various rituals and other activities that involve or incorporate harassment, abuse, or humiliation as a way of initiating a person into a group. Board of Education policy strictly prohibits hazing and sets forth a procedure for reporting and addressing alleged violations of that policy.

HEALTH EDUCATION / FAMILY LIFE SUMMARY

The Parsippany-Troy Hills School District is committed to preparing our students for the twenty-first century through a progressive, sequential and comprehensive school health curriculum. Our comprehensive school Health curriculum offers age-appropriate and culturally-sensitive curricula helping students develop the knowledge, attitudes, skills and behaviors to adopt a health-enhancing lifestyle.

The curriculum is student-centered, focusing on how one grows and develops from conception to death. Also covered are affirmative action issues from sexual harassment to physical abuse to date rape. Topics relating to family life and human sexuality are age-appropriate and reviewed by the Teaching & Learning Committee of the Board of Education.

The Health curriculum is in compliance with the New Jersey Department of Education's mandates. The following is a brief synopsis of the Health Education/Family Life content for grade clusters. You may review the curriculum guides at any building. If further clarification is needed, please call the building principal or the Supervisor of Health and Physical Education.

In addition, a complete course of study may be accessed on the district website, www.ptahsd.k12.nj.us

Please notify the school in writing if you wish your child to be excused from any or part of the Family Life Program. If your child is excused, he/she will be given an alternative health project to complete as a substitute for the Family Life unit. We will assume that you approve of your child's participation in the Family Life curriculum if the administration does not hear from you.

Grade 6: Adolescent skills – nutrition – disease prevention – social, emotional, and intellectual changes during various life stages – development of health goals – effects of alcohol, tobacco and other drugs – effects of the use of inhalants – decision-making skills – resistance skills – conflict management – legal consequences of drug abuse and misuse – medicine and drug use (dependency and treatment resources) – adolescence and puberty education – HIV/AIDS prevention – fire prevention.

Grade 7: Adolescent skills – stress management – peer pressure/decision-making/resistance skills – relationships (dating, marriage, aspects of love, divorce) – communication skills – reproductive system – endocrine system – puberty and adolescence – STI's – teen sexuality – effects of alcohol, tobacco, and other drugs – taking medicines (symptoms of dependency, treatment resources, addiction) – HIV/AIDS prevention – First Aid.

Grade 8: Personal wellness – influences affecting wellness – life skills for communication – adolescence – conflict management – chemical health – short- and long-term effects of alcohol, tobacco, and other drugs – legal issues – social interactions (peer pressure, resistance skills, coping skills) –

treatment facilities – disease prevention (hepatitis, STI’s, HIV, AIDS) – reproductive systems – conception – pregnancy and childbirth – contraception-abstinence – sexual orientation.

Pursuant to N.J.S.A. 18A: 35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in Health, Family Life Education or Sex Education is in conflict with his conscience or sincerely-held moral or religious beliefs shall be excused from this portion of the course.

HEALTH SERVICES

The school employs a full time, fully certified school nurse, who renders first aid in the case of sudden illness or injury. Hearing, vision, scoliosis, and blood pressure screenings are done according to Board of Education policy. Physical exams done by the school physician are also available as per Board of Education policy if necessary. If you become ill or injured during the school day, secure a pass from your classroom teacher and then report to the nurse. **Do not go to the nurse during the passing of classes, as a student will not be accepted without a pass** unless it is an emergency. Determination will be made if you should be sent home or back to class. No student is to call home without first consulting the nurse.

1. No medications may be given or taken by any student except under the following conditions:
 - a. Only therapeutic medications prescribed by a physician, which must be taken during school hours, may be administered by the nurse.
 - b. Such prescription medication must be accompanied by a note from the physician containing specific instructions stating the type of medication, time of administration, proper dosage, and must be in the original labeled container.
 - c. All such prescription medications must be kept and dispersed by the nurse’s office, and are to be administered by the nurse only, or her authorized substitute.
 - d. Medications that are prescribed by a physician may in an emergency be administered by the nurse.
2. The use of non-prescription medication (such as aspirin, Midol, cough syrup, etc.) during the school hours is not encouraged. Such medications may be taken only in accordance with 1b and 1c above.
3. No verbal or phone instruction can be accepted. All requests and directions must be sent to the nurse in writing. A list of helpful emergency numbers is provided below:

AIDS Hotline	800-624-2377	Narcotics Anonymous	973-659-6381
ALACALL Alcoholism Help	800-322-5525	NJ Self-Help Clearinghouse	800-367-6274
Alcohol & Drug Referral	800-252-6465	Parsippany Youth Services	973-263-7089
Battered Women	973-267-4763	Runaway Hotline	800-999-9999
Child Abuse Reports	800-792-8610	St. Clare’s Help Line	973-625-0280
Drug Abuse Hotline	800-225-0196		
Morristown Memorial Help Line	973-540-5045		

HOMEWORK

If your child will be out of school due to illness for an extended period (FIVE days or more), you may request schoolwork be sent home. Contact the Guidance Office, and they will gather work, which may be picked up at the close of school the following day.

LEAVING THE BUILDING

Students are not allowed to leave the building unless they are formally excused by the main office. The office excuses students only when their parents, guardians, or designees pick them up in the office, and, if they have provided a written excuse signed by a parent, guardian, or designee. **This written early dismissal excuse must be handed in at the main office at the start of the day.** Each written excuse must contain...

1. The date and time to be excused.
2. The reason to be excused.
3. The person designated to sign the student out.

Students must sign out at the main office; a PHOTO ID will be required from the parent, guardian, or designee when picking up a child. If students return to school the same day, they must sign back in at the main office.

LOCKERS AND LOCKS

Hall lockers are assigned as close to students' homerooms as possible. Students are permitted to have only one locker – they may not use empty lockers or change lockers without the approval of the main office. Only approved school hall locks – they have BLACK DIALS – may be used on school lockers. All other locks will be cut off! School locks are for sale from Mr. Stanzione in the Main Office. The cost is **\$6.00** for a new lock, with a limited supply of used locks available for \$4.00 each. Please be considerate of other students who will be using their lockers by wearing a mask/face covering at all times and maintaining social distance.

Lockers should be locked at all times to avoid theft! Students should not give lock combinations to other students. Students may never enter any lockers other than their own, without permission. Students are advised that school authorities make periodic locker inspections and that homeroom teachers periodically supervise locker clean outs. Lockers and their contents may be searched by school authorities and/or police, depending upon the circumstances.

Pictures or other materials may not be glued in lockers and food may not be left in lockers overnight. Lockers should be organized and clean at all times and never abused. If a locker is not in good working condition, it should be reported to the main office. Also, the school will not assume responsibility for any items missing from lockers or from the office. **Students should not bring large sums of money to school under any circumstances.**

LOST AND FOUND

Students who have lost items should check first with the main office and then check the Lost & Found area in the cafeteria.

MEDIA CENTER

Brooklawn has a fine collection of books and other resources in the Media Center, which will give you opportunities for study and pleasure reading. Unless you are especially notified otherwise, the library is open from 8:15 a.m. until 3:00 p.m. every day. Occasionally, after school meetings or activities during the school day will close the media center for research and study. Books and other resources are checked in or out through the librarians. Certain reference books, and books which have been placed on reserve, may only leave the library for overnight use. All other books may be taken out for a period of two weeks and renewed as needed.

PASSING TIME & TARDIES

Four minutes passing time is allotted between each period; this is more than enough time for students to get to their next class. Students are to arrive at all classes on time. If a student is late to the same class several times, the following will occur:

- 3 Tardies – Teacher Discipline
- 5 Tardies – Administrative Discipline
- Every Additional Tardy – Administration Notification and/or Discipline

PRIVACY/PERSONAL INFORMATION

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors ("eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to...

1. **Consent to federally funded surveys concerning "protected information"**. If the US Department of Education funds a survey in whole or part, a student's parents or eligible student must consent in writing before the student may provide information relating to the following:
 - a. Political affiliations

- b. Mental or psychological problems of the student or student’s family
- c. Sexual behavior or attitudes
- d. Illegal, anti-social, self-incriminating, or demeaning behavior
- e. Critical appraisals of student’s family members
- f. Privileged or similar relationships recognized by law such as with attorneys, doctors, and ministers
- g. Religious practices, affiliations, or beliefs of the student or student’s parents
- h. Income other than that required by law to determine program eligibility.

A survey that contains any of these points is called a “protected information survey”.

2. **Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - a. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others.
 - b. Any protected information survey, regardless of funding
 - c. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. **Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - a. Protected information surveys of students, including any instructional materials used in connection with the survey
 - b. Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum
4. **Receive notification of district policy.** The school district has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify parents and eligible students, such as through US Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.
5. **Report violations.** Parents and eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC 20202-4605.

PROMOTION REQUIREMENTS

The Board of Education will recognize with fitting ceremonies a pupil's completion of the program of studies offered by this district in middle school and the pupil's entrance to high school. Successful completion of the program of studies in middle school requires achievement of the instructional objectives set for each course of study, demonstration of mastery of the proficiencies established for each course, and a satisfactory attendance record. The parent(s) or legal guardian(s) of a pupil who may be prevented from graduating shall be so notified in advance and no later than six weeks prior to the close of the school year. Every effort shall be made to remediate a pupil's deficiencies before graduation is denied.

REPORT CARDS, GRADES, & CONFERENCES

The school year is divided into four marking periods. At the end of each marking period students receive report cards, which inform them and their parents of achievement in school and daily attendance. Report cards are posted in the Genesis Parent Portal.

Parents may come to school at any time during the school year to have a conference with their child’s teachers regarding his/her progress at Brooklawn. There are Parent-Teacher Conferences each November, in addition your child’s academic team is able to schedule a conference at any time in the school year should they or you feel the need to do so. Due to the pandemic, student/teacher conferences may be done virtually.

Students are given two grades, one for academic achievement and one for individual development.

Academic Achievement Grade. This grade measures the pupil’s level of mastery of the course proficiencies. This grade will use the symbols A, A-, B+, B, B-, C+, C, C-, D+, D, and F. The grade will denote:

- A = Mastery of proficiencies
 - B = Significant progress toward mastery
 - C = Adequate progress toward mastery
 - D = Little progress toward mastery
 - F = No progress toward mastery
- (The plus and minus signs will be used to denote graduations from the basic symbol)*

For teachers using the numerical scale of 0-100, the following guidelines shall be used in relation to letter grades:

A	94-100	B-	80-82	D+	66-69
A-	90-93	C+	77-79	D	60-65
B+	87-89	C	73-76	F	0-59
B	83-86	C-	70-72	P	Pass

For teachers using standards-based grading, the following guidelines shall be used in relation to letter grades:

- A Exceeds Standards – learner demonstrates a full/in-depth understanding of the concepts/skills and can *consistently apply them in a variety of ways*, including explaining to others. Work could serve as a model/example for others.
- B Meets Standards – learner demonstrates an understanding of the concepts/skills and can *frequently* apply them.
- C Approaches Standards – learner demonstrates an understanding of some of the concepts/skills and can *usually* apply them.
- D Rarely Meets Standards – learner demonstrates very little understanding of the concepts/skills and can *minimally* apply them.
- F Does Not Meet Standards – learner demonstrates no understanding of the concepts/skills and cannot apply them.

Middle school elective courses will use the following grades:

- Pass (P-ES) Exceeds Standards (letter grade equivalent A: 90-100) – the learner demonstrates a full/in-depth understanding of the concepts/skills and can consistently apply them in a variety of ways, including explaining to others. Work could serve as a model/example for others.
- Pass (P-MS) Meets Standards (letter grade equivalents B, C, D: 60-89) – the learner demonstrates an understanding of some of the concepts/skills and can usually apply them.
- Fail Not Meeting Standards (letter grade equivalent F) – the learner demonstrates little or no understanding of the concepts/skills and can minimally apply them.

At the middle school, the final academic achievement grade will be obtained by averaging the four marking periods for a full year course. For a semester course an average of both marking periods will be used, and for quarter courses the final grade will be obtained using the marking period grade.

The NG (no grade) designation in the grade column may remain as a final grade only with approval of the Principal. Incomplete work for an INC (incomplete) grade should be made up within ten school days, or the grade will be automatically changed to an F. Exceptions must be instituted by the teacher and approved by the Principal.

The values to be used in determine final grades will be:

A	4.0000	B-	2.6667	D+	1.3333
A-	3.6667	C+	2.3333	D	1.0000
B+	3.3333	C	2.0000	F	0.0000
B	3.0000	C-	1.6667		

To ensure a common way of arriving at final averages, the following numerical intervals are used in determining the final letter grades for each course.

A	4.0000-3.8334	B-	2.8883-2.5000	D+	1.4999-1.1667
A-	3.8333-3.5000	C+	2.4999-2.1667	D	1.1666-1.0000
B+	3.4999-3.1667	C	2.1666-1.8334	F	0.9999-0.0000
B	3.1666-2.8334	C-	1.8333-1.5000		

A minimum final grade of “D” must be obtained in academic achievement to receive credit for the course.

Individual Development Grade. This grade measures the individual pupil against his or her own potential to achieve academically, socially, and behaviorally. It is a measurement of how the pupil is progressing toward this capacity and is never used as a comparison to other pupils in the computation of class rank.

The individual development indicators are: 3 = Consistently, 2 = Frequently, 1 = Rarely. These indicators measure the degree to which the student demonstrates the following factors: Effort, Positive Attitude, Interest, Work Habits, Appropriate Behavior, and Self-Direction.

RESPECT OF PEOPLE & PROPERTY

It is the responsibility of all students to show respect for themselves and others, while doing their share in caring for school property including both building and grounds. Students can help by following these rules:

- **Chewing gum is prohibited at all times anywhere on school property and on school buses**, because of the damage caused by the careless disposal of gum. Students who violate this rule can receive disciplinary consequences from the classroom teacher and, if necessary, the building administrator.
- **Public displays of affection (PDAs) are not permitted on school property.**
- **Students are not permitted to sell candy, food, or any other items for personal profit.**

Furthermore, students should...

1. Avoid marking other doors, walls, floors, or any other school property.
2. Treat the furniture throughout the school with respect.
3. Place waste paper in the receptacles provided.
4. Avoid storing snack food in desks or lockers.
5. Report damage to the office immediately.
6. Never bring cans of spray paint, spray aerosol cans, or glitter to school.

Students who destroy or vandalize school property are responsible for damages and will be subject to disciplinary action up to and including suspension from school. Each student’s parents will be notified and will be required to make payment for the repair or purchase price of the destroyed property.

SCHOOL CLOSING

If School is closed or if there is a delayed opening, announcements are made on the district’s School Messenger system, and posted on the district website. In addition, information will be posted on radio station WNNJ (103.7 FM) and TV Stations: News 12 NJ, Channel 4 NBC, and Channel 7 ABC. In case of a delayed opening, schools will open 2 hours later than their usual start time. Please do not call the BOE, school, or Parsippany Police Department.

SCHOOL MESSENGER

The district is now using an automated email and texting system to notify parents of events, important messages and special announcements about our district and our individual schools. To sign up for this new service, visit the district website at www.ptbsd.k12.nj.us and follow the links to School Messenger. **Please be sure to sign up for the District Notifications list, as well as for the individual schools that your children attend.** Please note that parents are responsible to sign up for the service and maintain correct e-mail addresses and cell phone numbers.

SEXUAL HARASSMENT IN EDUCATION

Sexual harassment in the classroom, related programs or activities is the behavior of an individual which emphasizes the sexuality or sexual identity of another individual in a manner which prevents or impairs the victim’s full enjoyment of educational opportunities. Sexual harassment is also defined as unwanted, offensive behavior by an instructor who resorts to the use of power and status over a student.

Board of Education Policy #555 prohibits all forms of harassment, intimidation, and bullying of its students, and sets forth a procedure for reporting and addressing alleged violations of that policy.

Harassment of staff members by students is equally abhorrent. In such cases, the aggrieved staff member should employ the procedure outlined under “Affirmative Action” as a guideline or refer to the Board of Education Policy on Affirmative Action.

SMOKING POLICY

Students are not permitted to carry cigarettes, tobacco, lighters, matches, or any smoking implements on school property at any time. This includes e-cigarettes and vaping devices. Smoking is prohibited on school property at all times, on field trips, and at all other school sponsored activities. Smoking is defined as having a lit cigarette, exhaling smoke, chewing tobacco or being in possession of tobacco products, e-cigarettes or vaping devices. Students violating this rule will be immediately suspended and will not return to class until a parent conference is held with administration and the SAC. Please see BOE policy 5530 and 5533 for further information.

STUDENT COUNCIL

The Brooklawn Student Council has been consistently recognized at the local, state, and national levels for exemplary activities in leadership training, social programs, community service, and school spirit. The Student Council works together with the administration and faculty to actively participate in student government, providing input toward policies relevant to student life at Brooklawn. Student Council is also primarily responsible for our Student Activities program, including activities such as Brooklawn’s Intense Games in November and the B.L.T. Saturday Leadership Training Conference in February. There are three major components of our Student Council – the General Assembly, Committees, and Executive Board.

The **General Assembly** includes a representative from each homeroom, who is elected in September. It is expected that the students of each homeroom will give serious thought to choosing the best possible candidate to represent them. There are also a limited number of seats available to members-at-large, which students may apply for after homeroom elections. The Executive Board reviews each application, and those chosen will join the General Assembly in October. The General Assembly meets once each month during school hours and discusses a variety of issues related to student life at Brooklawn Middle School. Any student may attend and speak at a meeting of the General Assembly, but only its members may raise a motion or cast a vote.

The **Committees** are open to any student, regardless of whether they are members of the General Assembly. Each Student Council committee is chaired by a member of the Board of Directors, and has a specific responsibility related to student life at Brooklawn. The current six Student Council committees are: Community Service, Decorating, Graduation, Leadership, Liaison, and Publicity. The roles and responsibilities of each committee are outlined in the Student Council Constitution; more information about each is available in the Activities section of the school website.

The **Executive Board** consists of four Student Council Officers (President, Vice President, Treasurer, Secretary) and four members of the Board of Directors, chosen in a General Election held each spring. The eligibility criteria to run for office, as well as procedures of the General Election and events leading up to it are specified in the Student Council Constitution. Students interested in becoming Executive Board members must be available for regular meetings, work sessions, and duty obligations throughout the year.

Our Student Council Advisor, Mr. Miller, also serves as an Executive Director for the New Jersey Association of Student Councils (NJASC), has been on the National Advisory Council for the National Student Councils (NatStuCo) twice and served two terms as President of the National Association of State Student Council Executive Directors (NASSCED). Brooklawn has been active in state and national programs for many years – a list of awards and honors is given below:

Awards from the New Jersey Association of Student Councils (NJASC):

- Honor School Student Council – 1998 to present
- State Charity \$2000 Club – 1996 to 2002, 2012, 2015-present / \$5000 Club – 2003 to 2011, 2013, 2014
- Standards of Excellence Award – 1999, 2004, 2009, 2015
- “Community Smile” Award – 2001 to present
- Leader of the Year Finalists – 2001 (Nikki Abruzzese), 2002 (Danielle Centi), 2005 (Daniela Abruzzese)

- Top Ten Projects – 2001 (Brooklawn’s Intense Games), 2004 (B.L.T. Saturday), 2006 (Volleyball Night), 2011 (Serve The Soldiers), 2017 (Handball Night)
- State Officers – 2003 (Christina Blanco), 2005 (Alex Gallego), 2015 (Diya Patel)
- State Advisor of the Year – 2005 (Mr. Lou Miller)
- State Administrator of the Year – 2005 (Mr. Angelo Guiliana), 2016 (Mr. William Cleary)

Awards from the Alliance for Student Activities:

- National Difference Makers Award – 2010 (“Serve The Soldiers” Collection Drive)

Awards from the National Association of Student Councils (NASC):

- National Gold Council of Excellence – 15 consecutive years (2006-2020); one of only TWO Middle Schools in the United States to win this award all years of its existence
- National Spotlight Project Awards – 2004 (B.L.T. Saturday), 2005 (B.I.G. Night), 2006 (Louisiana Bound)
- Warren E. Shull National Middle Level Adviser of the Year – 2010 (Mr. Lou Miller)

The Brooklawn Middle School **Student Council Constitution**, last revised in 2018, is provided in the back of this handbook. If you have any questions regarding the Student Council or you would like to become involved, see Mr. Miller, Student Activities Coordinator, in Room B-16. Complete information about our Student Council can also be found in the Activities section of the school website.

SUBSTANCE ABUSE

The Parsippany-Troy Hills Board of Education has adopted a comprehensive substance abuse policy covering alcohol, drugs and other illicit substances. Copies of the full policy/guidelines are located on the school district website. A summary of the policy is provided below:

Support Services for Drug Abuse, Prevention and Intervention - Educational programs for students, staff and parents are conducted on the nature of tobacco, alcohol, anabolic steroids and other drugs of abuse. The programs include the effect on the body, behavior and the law. Trained student assistance counselors are available to identify, assist and refer students who are abusing drugs. Students who voluntarily seek help for drug or alcohol problems will be given confidential assistance by the Student Assistance Counselor. Families seeking help for students will be directed to the Student Assistance Counselor for appropriate intervention and referral to outside agencies.

Specific Provisions for Handling Drug-Related Incidents

Students who appear to need immediate medical attention will be treated as a medical emergency with ambulance transport to the nearest hospital for immediate medical evaluation and parent notification.

Students suspected of being under the influence of alcohol or other drugs will be examined by the school nurse. Parents/guardians will be notified, and students will be required to complete a physician’s medical examination including a drug screen. This includes students who are found in possession of or using an e cigarette, smokeless device or vaporizers. If the results are positive, the student will be suspended and an evaluation of the student for the level of drug use will be required. Appropriate referrals will be made depending on the level of use. A physician’s statement will be required for reentry.

Students suspected of drug use will be reported to the Student Assistance Counselor who will refer those students to the CORE Team. The CORE team will evaluate information from the staff members familiar with the student. Parents of the student suspected of using drugs will be notified by the chairman of the CORE team who will make the necessary out of building referrals.

Students suspected of being under the influence of alcohol/drugs during a school-sponsored field trip will be transported to the nearest emergency room by ambulance for an immediate screening. Local police and parents will be called. If parents do not assume custody, the student will be turned over to local police.

Students suspected of using steroids will be examined by a physician for the presence of these drugs. If the student tests positive, he/she will be referred to an appropriate agency.

If there is reason to believe that a student is involved in distribution or possession of controlled dangerous substances on school property or at a school function, the following actions will take place:

1. The principal or his designee will be notified
2. The parent / guardian will be notified immediately
3. The superintendent will be notified
4. The local police will be notified when there is possession or distribution.

Penalties for possession, use or inducing others to use illicit substances are:

1. First Offense - 4 days out of school suspension (including co-curricular activities). A mandatory physical examination and urine drug screen will be required to return to school.
2. Second Offense - 10 days out of school suspension (removal from co-curricular activities).
3. Third Offense - suspension with recommendation for expulsion from the school system.

*Distribution of illegal substances - suspension with recommendation for expulsion from the school district.

Students are advised that a warrantless search may be made if the principal or his/her designee has reasonable suspicion that a student is in possession of drugs or drug paraphernalia. Any drugs or drug paraphernalia observed will be seized. Any information concerning drugs or drug paraphernalia will be reported to the Superintendent and to the Police. (This will not include students voluntarily seeking treatment for drug abuse problems.)

Additional Important Provisions - Students who refuse to submit to drug/alcohol screening will be suspended out of school. These students will be required to undergo a drug/alcohol assessment. All suspected incidents or drug policy violations shall be reported to the Principal who shall report them to the Superintendent. Refusal by a parent to follow through with the provisions of this policy violates compulsory attendance and/or child neglect laws. Refusal to comply may result in notification to DYFS. School personnel are held safe-harmless when reporting chemical abuse incidents under NJSA 2A:62A-4, NJSA 18A:40A-13, -14 and NJAC 6:29-6-63.

For further information regarding the substance abuse policy, students should contact the Student Assistance Counselor.

Additional Services

Students who voluntarily seek help for a drug or alcohol problem will be given confidential assistance by the Student Assistance Counselor. Students tested at the parent's request are considered as voluntary requests for assistance.

TEXTBOOKS

Students receive textbooks at the beginning of the school year. It is the students' responsibility to make neat covers for their textbooks and keep these textbooks covered at all times. Each student writes his/her name on the bookplate inside the book as directed by the teacher. When so directed, students may write in workbooks. Students pay fines for any damage to a book. A lost book is subject to a fine equal to the value of the book. If the book is found, the money will be refunded. Students are responsible for their assigned books at all times.

VISITORS

Student visitors are only permitted with administrative approval, and by appointment. Students planning to have adult visitors must have the visit approved by the administration. Adult visitors must sign in/out in the main office and wear the special badge provided by the office. Students are expected to show special courtesy to guests of the school, such as substitute teachers, college students observing classes, and student teachers. Due to the pandemic, visitors will be limited and only allowed with Administrator approval.

WEAPONS

The Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons from school property, on a school bus, at any school function, or while en route to or from school or any school function.

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the Board to remove the pupil from the regular education program for a period of not less than one calendar year.

The Chief School Administrator shall direct that any student found to be in possession of a weapon or dangerous instrument other than a firearm shall be immediately removed from the school's regular education program pending a determination of appropriate disciplinary action up to and including suspension for up to one school year.

WEBSITES

All parents are encouraged to regularly check the following websites, which contain important information about our district, school, and the many programs within it:

Parsippany-Troy Hills School District

www.pthsd.k12.nj.us

Brooklawn Middle School

bms.pthsd.k12.nj.us

Please note that to save paper, school notices will ONLY be posted on the official school website and hard copies will NOT be given to students.

Brooklawn Student Activities

www.BrooklawnSA.org

This section of the Brooklawn website, also reachable through the "Activities" menu item, contains the latest information about student activities and other major events at Brooklawn, as well as downloadable PDF versions of monthly activity calendars and permission forms.

Monthly student activity calendars and permission forms for major Brooklawn S.A. events, such as B.I.G. Night, are also e-mailed to all students directly to their PTHSD.net e-mail addresses. *It is strongly encouraged that ALL students take advantage of and regularly use their PTHSD e-mail account, which is provided at no cost.*

Please note that to save paper, only a limited number of activity calendars or permission forms will be available in hard copy and will only be provided upon request from Mr. Miller in B-16.

WITHDRAWAL FROM SCHOOL

When a pupil permanently withdraws from Brooklawn Middle School, (s)he should report to the guidance office to obtain a clearance form. All books and equipment belonging to the school must be returned, all debts paid, the locker cleaned out, and other essentials completed. The exact new address, city or town, and the name of the new school, if possible, should be given to the guidance office before the move is made.