

# **RICHARD BUTLER MIDDLE SCHOOL**

## **Student & Family Handbook**

### **Student Code of Conduct**



**2023-2024**

**RICHARD BUTLER MIDDLE SCHOOL**

3 Pearl Place, Butler, New Jersey 07405

Telephone: (973) 492-2079

Fax: (973) 492-9774

[www.butlerboe.org](http://www.butlerboe.org)

Dear RBS Students & Families,

We are pleased to welcome you to the 2023-2024 school year, and we look forward to partnering with you to achieve success for all of our Richard Butler Middle School students. Rest assured we are committed to providing innovative and inspiring learning opportunities for all students in a safe, nurturing, and inclusive environment.

At Richard Butler Middle School, we realize that we have a responsibility to the academic, social, and emotional success of our students. Our dedicated staff is committed to empowering students through a Multi-Tiered System of Support to meet individual needs. As a learning community, we have collaborated to set goals and expectations that will inspire our students to reach their full potential. We understand the unique needs of middle school students and aspire to prepare them for high school and beyond. With each decision we make, we consider the great pride and tradition that has consistently been upheld in Butler Public Schools, and we welcome our families in this partnership as we progress this school year.

The RBS Student & Family Handbook has been prepared to inform you of the expectations, procedures, and policies of Richard Butler Middle School. We believe if students are part of a respectful, safe, and positive learning community, they will thrive and experience success. Please review this handbook together and reference it as the year moves forward; additionally, we welcome your questions or concerns. Please feel free to contact me at (973) 492-2079 or [mpapa@butlerboe.org](mailto:mpapa@butlerboe.org) for assistance.

We wish you all an incredibly successful 2023-2024 school year!

Best regards,



Michelle Papa

Principal

Richard Butler Middle School

## **Richard Butler Middle School Mission Statement**

Richard Butler Middle School is grounded in a tight-knit, welcoming community where all students are provided with the tools to approach life's challenges and foster their individual academic, social, and emotional development while upholding Butler's tradition of excellence.

### **Bulldog PRIDE**

**P**repared

**R**espectful

**I**nclusive

**D**etermined

**E**mpathetic

<b>Qualities</b>	<b>Behaviors</b>
<b>Prepared</b>	<b>Have the materials you need for class Focus on the task at hand Be on time</b>
<b>Respectful</b>	<b>Be kind Consider the learning of others Earn it and Give it!</b>
<b>Inclusive</b>	<b>Refuse to discriminate Appreciate other's differences Accept others for who they are</b>
<b>Determined</b>	<b>Do the right thing Make good choices Don't give up</b>
<b>Empathetic</b>	<b>Treat others with care Consider other people's feelings Listen</b>

## **BUTLER BOARD OF EDUCATION**

### **President**

Karen Smith

### **Vice President**

Allison Allison

Angela Drucker

Mike Gogel

Jason Karpowich

Heather Oguss

Jamie Tacinelli

Jane Tadros

Chris Ziegler

### **Bloomington Representative**

Lauren Grecco

## **ADMINISTRATORS**

Dr. Daniel Johnson, Superintendent

Mr. James J. Manco, Principal, Aaron Decker School

Ms. Michelle Papa, Principal, Richard Butler Middle School

Mr. Rory Fitzgerald, Principal, Butler High School

Mr. Michael Tobin, Vice Principal, Butler High School

Dr. Jason Marx, Director of Student Services

Ms. Pamela Vargas, Board Secretary/Business Administrator

Ms. Suzanne Greco, Supervisor of Humanities

Ms. Margaret Lynch, Supervisor of STEAM

Mr. Michael Cronin, Supervisor of Instructional Technology

Mr. Derek Hall, Supervisor of Athletics and Activities, Physical Education, and Health

### **Important Phone Numbers**

Main Office 973-492-2079 ext. 2500

Nurse's Office 973-492-2079 ext. 2510

Guidance Office 973-492-2079 ext. 2520

Special Services 973-492-2079 ext. 2550

### **District Website**

[www.butlerboe.org](http://www.butlerboe.org)

**RBS Staff 2023-2024**

<b>Principal</b>		<b>Michelle Papa</b>
<b>Administrative Assistant</b>		<b>Joanne Knox</b>
<b>Nurse</b>		<b>Emily Vanderhoff</b>
<b>Language Arts</b>	<b>5th</b>	<b>Kathleen Price</b>
	<b>6th</b>	<b>Sydney Quinn</b>
	<b>7th</b>	<b>Jason Kurpick</b>
	<b>8th</b>	<b>Jason Funabashi</b>
<b>Math</b>	<b>5th</b>	<b>Brittany Marion</b>
	<b>6th</b>	<b>Jason Brohm</b>
	<b>7th</b>	<b>Adam King</b>
	<b>8th</b>	<b>Alexandria Spellman</b>
<b>Social Studies</b>	<b>5th</b>	<b>Robert Macaluso</b>
	<b>6th</b>	<b>Tyler Wheelwright</b>
	<b>7th</b>	<b>Nicholas Branch</b>
	<b>8th</b>	<b>Jon Calabro</b>
<b>Science</b>	<b>5th</b>	<b>Marigrace Koptyra</b>
	<b>6th</b>	<b>Kurt Heller</b>
	<b>7th</b>	<b>Jessica Mignanelli</b>
	<b>8th</b>	<b>Annemarie Tarr</b>
<b>LD</b>	<b>5th/6th</b>	<b>Jennifer Napoli</b>
<b>LD</b>	<b>7th/8th</b>	<b>Melanie Gashler</b>
<b>Inclusion/Resource Center</b>	<b>7th</b>	<b>Stacy Ahlquist</b>
	<b>5th/6th</b>	<b>Michelle Elwertowski</b>
	<b>7th/8th</b>	<b>Elizabeth Fellman</b>
	<b>6th</b>	<b>Catherine Gelino</b>
	<b>7th/8th</b>	<b>Melissa Paulison</b>
	<b>8th</b>	<b>Tyler Wood</b>
<b>Art</b>		<b>Andrea Paddock</b>
<b>Physical Education</b>		<b>Joseph Duchensky</b> <b>Maria Pepe</b>
<b>Academic Technology</b>		<b>Michael Konopinski</b>
<b>Music</b>		<b>Lyn Lowndes</b>
<b>Gifted and Talented</b>		<b>Elisabeth Krauze</b>
<b>Spanish</b>		<b>Elvia Gaudet</b>
<b>ESL</b>		<b>Ariana Jorge</b>
<b>Speech Therapist</b>		<b>Kristin Reilly</b>
<b>School Psychologist</b>		<b>Karen Stern</b>
<b>Student Assistance Counselor</b>		<b>Emma Tagariello</b>
<b>School Counselor</b>		<b>Joseph Fischer</b>
<b>Paraprofessional</b>		<b>Laura Auteri</b>
<b>Paraprofessional</b>		<b>Donna Burke</b>
<b>Paraprofessional</b>		<b>Jucelina Thorsland</b>
<b>Paraprofessional</b>		<b>Nancy Tillie</b>
<b>Paraprofessional</b>		<b>Amy Winkler</b>
<b>Paraprofessional</b>		<b>Patsy Montesino</b>
<b>Custodian</b>		<b>Burbuqe Asani</b>
<b>Custodian</b>		<b>Richard Brosonski</b>
<b>Custodian</b>		<b>Robin Hagelberg</b>
<b>Custodian</b>		<b>Dennis Henderson</b>



**BUTLER PUBLIC SCHOOLS**  
**2023 - 2024 School Calendar**

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In the event that these days are exceeded, up to three (3) days will be deducted from Spring Break starting with April 5th. If additional days are needed, they will occur on June 19th and as needed afterward. If this were to occur, graduation dates would remain as scheduled.</p> <p>In the event that the emergency days are not used, they will be added to the Memorial Day Break during the week of May 20th starting with May 24th and working backward.</p> <p>The Board reserves the right to alter the school calendar at any point if it deems that changes are necessary in the best interest of students and the district.</p> <p>Adopted - March 16, 2023</p>	<table border="1"> <tr><th colspan="7">FEBRUARY (20)</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </table> <table border="1"> <tr><th colspan="7">MARCH (20)</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1"> <tr><th colspan="7">APRIL (17)</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table> <table border="1"> <tr><th colspan="7">MAY (22)</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> <table border="1"> <tr><th colspan="7">JUNE (10)</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	FEBRUARY (20)											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			MARCH (20)												1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							APRIL (17)								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					MAY (22)										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		JUNE (10)													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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**RBS Trimester Dates 2023-2024**

2023-2024	Trimester 1	Trimester 2	Trimester 3
# of Days	September 5- December 6 62 Days	December 7- March 12 61 Days	March 13- June 14 61 Days
Enter grades into Genesis	November 27- December 11 Deadline	March 7- March 18 Deadline	June 3- June 13 Deadline
Parent Portal Opens	Dec 13	March 20	June 21
Conferences	December 13-15	March 20-22	

**RBS Schedules**

<b>RICHARD BUTLER MIDDLE SCHOOL STANDARD DAY SCHEDULE</b>				
	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>HR 7:55-8:10</b>	HR	HR	HR	HR
<b>Block 1 8:14-9:14</b>	Core 1	Core 1	Core 1	Core 1
<b>Block 2 9:18-10:18</b>	Core 2	Core 2	Core 2	Cycle/PE
<b>Block 3 10:22-11:22</b>	Recess 10:22-10:52 LUNCH 10:52-11:22	Cycle/PE	Core 3	Core 2
<b>Block 4 11:26-12:26</b>	Core 3	LUNCH 11:26-11:56 BC/AA 11:56-12:26	BC/AA 11:26-11:56 LUNCH 11:56-12:26	Core 3
<b>Block 5 12:30-1:30</b>	Core 4	Core 3	Cycle/PE	LUNCH 12:30-1:00 BC/AA 1:00-1:30
<b>Block 6 1:34-2:34</b>	Cycle/PE	Core 4	Core 4	Core 4
<b>Homeroom- 7:55am</b>		<b>Dismissal - 2:34pm</b>		

**RBS Schedules**

<b>RICHARD BUTLER MIDDLE SCHOOL ADVISORY DAY SCHEDULE</b>				
	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>HR 7:55-8:25</b>	HR	HR	HR	HR
<b>Block 1 8:29-9:29 (60)</b>	Core 1	Core 1	Core 1	Core 1
<b>Block 2 9:33-10:30 (57)</b>	Core 2	Core 2	Core 2	Cycle/PE
<b>Block 3 10:34-11:31 (57)</b>	Recess 10:34-11:02 LUNCH 11:02-11:31	Cycle/PE	Core 3	Core 2
<b>Block 4 11:35-12:32 (57)</b>	Core 3	LUNCH 11:35-12:03 BC/AA 12:03-12:32	BC/AA 11:35-12:03 LUNCH 12:03-12:32	Core 3
<b>Block 5 12:36-1:33 (57)</b>	Core 4	Core 3	Cycle/PE	LUNCH 12:36-1:04 BC/AA 1:04-1:33
<b>Block 6 1:37-2:34 (57)</b>	Cycle/PE	Core 4	Core 4	Core 4
<b>Staff report - 7:50am Homeroom - 7:55am Dismissal - 2:34pm</b>				

**RBS Schedules**

<b>RICHARD BUTLER MIDDLE SCHOOL DELAYED OPENING SCHEDULE</b>				
	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>HR 9:25-9:40</b>	HR	HR	HR	HR
<b>Block 1 9:44-10:29 (45)</b>	Core 1	Core 1	Core 1	Core 1
<b>Block 2 10:33-11:18 (45)</b>	Core 2	Core 2	Core 2	Cycle/PE
<b>Block 3 11:22-12:07 (45)</b>	Recess 11:22-11:44 LUNCH 11:44-12:07	Cycle/PE	Core 3	Core 2
<b>Block 4 12:11-12:56 (45)</b>	Core 2	LUNCH 12:11-12:33 BC/AA 12:33-12:56	BC/AA 12:11-12:33 LUNCH 12:33-12:56	Core 3
<b>Block 5 1:00-1:45 (45)</b>	Core 3	Core 3	Cycle/PE	LUNCH 1:00-1:23 BC/AA 1:23-1:45
<b>Block 6 1:49-2:34 (45)</b>	Cycle/PE	Core 4	Core 4	Core 4
<b>Staff report - 9:20am Homeroom - 9:25am Dismissal - 2:34pm</b>				

**Delayed opening bus schedules:**

When delayed openings are announced, all schools will open 90 minutes later than the regular time. Bus routes will begin 90 minutes later than the normal bus pick up time. (Example: Bus pick up at 7:30 regular time---bus pick up at 9:00 delayed opening time.)

**RBS Schedules**

<b>RICHARD BUTLER MIDDLE SCHOOL EARLY DISMISSAL SCHEDULE</b>				
	<b>Grade 5</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>HR 7:55-8:06</b>	HR	HR	HR	HR
<b>Block 1 8:10-8:50 (40)</b>	Core 1	Core 1	Core 1	Core 1
<b>Block 2 8:54-9:34 (40)</b>	Core 2	Core 2	Core 2	Cycle/PE
<b>Block 3 9:38-10:18 (40)</b>	Recess 9:38-9:58 LUNCH 9:58-10:18	Cycle/PE	Core 3	Core 2
<b>Block 4 10:22-11:02 (40)</b>	Core 3	LUNCH 10:22-10:42 BC/AA 10:42-11:02	BC/AA 10:22-10:42 LUNCH 10:42-11:02	Core 3
<b>Block 5 11:06-11:46 (40)</b>	Core 4	Core 3	Cycle/PE	LUNCH 11:06-11:26 BC/AA 11:26-11:46
<b>Block 6 11:50-12:30 (40)</b>	Cycle/PE	Core 4	Core 4	Core 4
<b>Staff report - 7:50am    Homeroom - 7:55am    Dismissal - 12:30pm</b>				

**Richard Butler Middle School**  
**Student & Family Handbook**

**ABSENCES/ATTENDANCE**

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of this Policy and Regulation 5200, a student's absence from school will be excused or unexcused that counts toward truancy.

Students that are absent from school for any reason are responsible for the completion of assignments missed due to their absence. A student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused 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. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

“Attendance” is a student's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A student will be considered to have attended school if he/she has been present at least four hours during the school day. A student must be present at least four hours during the school day in order to participate in any extra- or co-curricular activities or any athletic practice or event.

"An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

"An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16 or any absence for the reasons listed below:

- Student illness as verified by a doctor's note
- Home instruction
- Approved religious holiday
- School-sponsored events (e.g. field trips)
- Death in student's family

"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in an excused absence. above shall be an unexcused absence counted toward truancy.

**The parent(s) or legal guardian(s) or adult pupil is requested to call the school office or enter the absence in the Genesis Parent Portal the morning of the pupil's absence to notify the school.**

#### Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
2. A note explaining a pupil's absence for noncommunicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

#### Readmission to School After an Injury

1. A student returning from an absence that has not previously been reported on the absentee line of any length must present to the principal a written statement, dated and signed by the parent(s) or legal guardian(s) or adult pupil, of the reasons for the absence.
2. Any student with an injury (or illness) that prohibits them from participating in physical education classes must have a valid written excuse from a physician. **This excuse must have a return to physical education classes date.** If the student is excused from actively participating in physical education classes for a full week or more, the student will be responsible for alternate assignments.

In general, pupils will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

#### Denial of Course Credit/Retention in Grade

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in

determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

### Appeal Process

1. A truant pupil may be suspended or expelled for trancies in accordance with Policy Nos. 5610 and 5620.
2. A pupil who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
3. A pupil who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. The parent shall file a written appeal to the principal for consideration by an Attendance Review Committee. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.

### **ASSESSMENT OF STUDENT ACADEMIC GROWTH**

The Butler School District will continue efforts in data collection and data based decision making in order to set foundational starting points for all students which will occur at the start of the school year within the first two weeks of school through coordination with general education, special education, and intervention staff.

Assessments will focus on, but not be limited to:

- enVision and CommonLit Benchmarks
- Longitudinal Standardized Test Scores

This program will inform teachers as to their class levels and individual student levels.

The teachers will utilize a multi-prong approach to work through class level interventions and individualized learning goals using tools such as: Google Classroom, Nearpod, Renaissance Learning, etc..

The RBS intervention teacher will work to establish individualized learning plans for identified students in need in Tier II and Tier III of our Tiered Intervention Protocols. They will continue to work within our RtI Model to set achievable 6-12 week goals throughout the year and reassess at the appropriate times.

### **BICYCLES & SKATEBOARDS**

Bicycles & skateboards may not be ridden to school due to safety concerns.

### **BUS CONDUCT AND PROCEDURES**

In accordance with BOE Regulation 5600, students must obey all school rules while on a school bus. The following rules of conduct must be adhered to in order to insure student safety:

- Wear seat belts and remain seated while the bus is in motion;
- Please keep the noise level of conversation low. Screaming on the bus is not permitted.
- Students must adhere to the seating assignment given.
- Show respect for the driver and each other at all times
- Refrain from eating and drinking on the bus
- Extend no portion of the body or other object out a bus window

- Obey all school rules while at the bus stop
- Enter and leave the bus in an orderly manner
- Keep aisles clear at all times
- Avoid reckless and boisterous activity at all times
- Ride only the bus to which student has been assigned
- Possess, use, or distribute no substance in violation of Board Policy 5530

Disciplinary measures may be applied as appropriate to the pupil's violation. See Code of Conduct. **\*\*Please note that the building principal may, at his/her discretion, immediately suspend riding privileges for serious infractions.\*\***

### **CAFETERIA/MEALS**

Students will consume meals in the cafeteria and all purpose room. Lunch and breakfast are available for purchase, or students may bring meals from home. Plexi-glass shields have been installed in all paylines and checkout stations. Preloading to Payschool will continue to be the preferred method of payment; however, cash is also accepted. Students should ensure all trays, trash, and recyclables are placed in the proper receptacles.

### **CARE OF SCHOOL PROPERTY**

In accordance with Board of Education Policy 5513, the Board believes that the schools should help pupils learn to respect property and to develop feelings of pride in community institutions. The Board charges each pupil enrolled in this district with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Pupils who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of a textbook and reserves the right to withhold a report card or diploma from any pupil whose payment of a fine is in arrears.

1. Pupils shall not deface the school building, furnishings, or equipment in any manner.
2. Pupils shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Pupils will care for school textbooks. A lost textbook must be promptly reported to the teacher who issued the book. A replacement textbook will be issued immediately.
4. Fines will be assessed for any lost textbooks or textbook damaged beyond normal wear.

### **CELLULAR PHONES AND ELECTRONIC DEVICES**

The Butler Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phones, or similarly-enabled devices, cameras/videos is counterintuitive to our goals. Students are not permitted to bring personal electronic devices such as iPods, iPads, music players, electronic games, cameras, “smart watches,” etc. to school.

Cell phones, while discouraged, can be brought to school but cannot be used at any time during the school day, during school-sponsored activities, or on the school bus. Cell phones are to be kept in a student's backpack, turned off, from the time they board the school bus or enter the building to the time they exit the bus at their bus stop or are in the presence of a parent in the afternoon. Students who need to use the phone during the instructional day may ask to call from the Main Office.

If a student has it out or uses an electronic device during the instructional day, it will be confiscated and brought to the main office. For a first offense, the principal will hold the item until the end of the day and will return the item to the student. For a second offense, the principal will hold the item until a parent/guardian can come to school to pick up the item. Subsequent offenses will result in the item being held in the office for a longer period of time and/or disciplinary action.

The Butler Public School District is not responsible for lost or stolen cell phones, electronic devices, or other personal items students choose to bring to school. Smart watches are considered personal electronic devices and are not to be used or worn in school.

### **CELL PHONE VIDEO POLICY**

The Butler Public School District believes in the use of technology to optimize the learning environment. However, the blatant misuse of cell phones, or similarly-enabled devices, cameras/videos is counterintuitive to our goals. The unacceptable uses of Electronic Communication Recording Devices (cell phones, Ipads, Ipods, Smartwatches, etc.) are:

1. Camera-equipped cell phones or similar devices may not be used by students as cameras during the school day including school sponsored co-curricular activities (unless given permission by a faculty member for instructional purpose). They may not be used in school buildings or on school buses nor may they be used at any time in locker rooms or bathrooms.
2. Students are not allowed to take photographs or videos of students or staff without their knowledge or permission.
3. The transmission, storing or sharing of photographs taken on cell phones or similar devices may constitute criminal behavior and will be reported to proper authorities.

\*\*See Code of Conduct for possible Disciplinary Consequences for the violation of the above.\*\*

**Staff members reserve the right to confiscate any electronic device if there is good reason to believe that any violation of this policy has taken place.**

### **CHROMEBOOK STUDENT RESPONSIBILITIES**

Each student is assigned a Chromebook and charger at the beginning of the school year. This chromebook will be the responsibility of the student to bring to and from school each day. Part of their daily homework assignments will be to ensure that the Chromebook is charged and ready for use each and every day. The Chromebook will be assigned to the student for the duration of their time at RBS, so it is their responsibility to care for the equipment. Please follow the link below for information regarding acceptable use, damage, and lost chromebooks.

[Student Chromebook Responsibilities](#)

### **COMPUTER AND INTERNET POLICY**

Students will not be allowed to use the computer network and Internet without a consent form signed by both the student and his/her parent/guardian. For more information about this policy, please refer to the [Butler Board of Education's Policy on Acceptable Technology Use Policy](#).

As good digital citizens, students should be respectful, kind, and honest; talk to their teacher and parent as soon as they see, feel, or experience something that is not "right" on the Internet; use strong passwords; make sure

teachers and parents have their passwords; remember that not everyone is who s/he says s/he is on the Internet; and use primary sources. Additionally, students should not share personal information online, open unexpected messages or unfamiliar attachments, agree to meet people who approach them online, plagiarize or cheat, or harass others through email or other means.

Each student in the Butler Public School District will be assigned a school email address. The sole purpose of this email address is to facilitate communication school related projects and assignments within the school community.

### **CONFERENCES**

Parent-teacher conferences are scheduled to take place in December and March. Parents are encouraged to contact teachers with questions or concerns at any time. Please do this through e-mail or call the main office to leave a message for the teacher. Parents are not permitted to have unscheduled meetings with teachers since these detract from instructional time for all students. If you arrive without an appointment, we will take a message and the staff member will contact you as soon as possible.

### **DEPARTMENT OF CHILDREN AND FAMILIES**

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on District faculty and staff. As such, District personnel will contact the Division of Child Protection and Permanency (formerly known as DYFS) to report suspected cases of abuse or neglect. To report a suspected case of child abuse or neglect, please dial 1-877-NJABUSE.

### **DISMISSAL**

The arrangements for daily bus transportation and pick up must be done on a “five days a week” basis. We cannot accommodate daily differences as this creates a safety concern for your child. Students may only ride the bus they are assigned to each day. If an emergency arises you may call the main office and we will address your needs at that time.

### **DRESS CODE**

In accordance with Board of Education Policy 5511, pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

The following are prohibited clothing and articles at RBS:

1. Pupils are not permitted to wear strapless tops. All tops should completely cover the abdomen and undergarments. This includes see-through clothing, beachwear, and cut-out shirts.
2. No hats, hoods, other head coverings, or sunglasses are permitted.
3. Clothing with improper messages or designs is not permitted. This includes references to
  - a. violence and weapons
  - b. racist comments
  - c. anti-religious references
  - d. profanity
  - e. sexual connotations
  - f. tobacco, alcohol, or drug use

Students are expected to cooperate courteously when faculty and/or administration require compliance with these guidelines for appropriate dress. In addition to disciplinary action, students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. In addition to sending students home and/or requesting parents to bring acceptable clothing, the administration reserves the right at any time to amend the dress code policy without prior warning to the students.

### **EARLY DISMISSAL**

Several days on the school calendar are noted as early dismissal days. On these occasions, students in grades 5-8 will be dismissed at 12:30pm. Please refer to the bell schedule section at the beginning of the handbook for more information.

If a parent needs to have a specific early dismissal for family or health reasons, a **WRITTEN REQUEST** must be sent in advance to the main office. On these occasions, students will be released to parents at the main office at the specified time. **Under no circumstances will a student be dismissed directly from a classroom to anyone.**

### **ELECTRONIC SURVEILLANCE**

All areas of Richard Butler Middle School are under 24 hour camera surveillance. All activities are monitored and recorded, both within the school and at the entrances.

### **EMERGENCY CONTACTS**

All students must have an emergency contact card on file. In the absence of a parent, the person identified as the emergency contact person will be responsible for the care and supervision of the child until the parent is available. Information on the emergency cards should be accurate and current. Parents/guardians should immediately notify the school of any changes.

### **EMERGENCY CLOSINGS**

In the event of a weather or other emergency, schools may close, begin on a delayed schedule, or dismiss early. Emergency closing notices will be posted on the district website, [www.butlerboe.org](http://www.butlerboe.org), social media outlets (Twitter and Facebook), and alerts will be sent to all parents/guardians via Blackboard Instant Alert System.

### **EMERGENCY PREPAREDNESS**

In accordance with Board of Education Policy 8420, the District has developed and implements a plan for emergency preparedness that safeguards the health and well-being of pupils and staff, permits minimum disruption to the educational program, and helps pupils learn self-reliance and a prudent response to emergency situations. The plan provides that all threats to the safety of the schools are identified and promptly responded to by appropriate district personnel. The plan includes:

1. A plan for the prompt and safe evacuation of the schools;
2. As per **State Statute 18A: 41-1**, every school shall have at least one fire drill each month within school hours.
3. As per **State Statute 18A: 41-1**, every school shall have at least one school security drill each month within school hours. During the academic year schools are required to hold a minimum of two of each of the following security drills: **Active Shooter; Bomb Threat; Evacuation (non-fire); and Lockdown.**

4. Some drills will be performed with the cooperation of the Butler Police Department.

### **FIELD TRIPS**

We recognize that field trips properly planned and integrated with the curriculum are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

As defined in Board of Education Policy 2340, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, and integrally related to an approved course of study.

Teachers will distribute and collect a permission slip for each pupil who will participate in the trip. The slip must be signed by the pupil's parent(s) or legal guardian(s). The slip will include notice of:

- (1) The date, departure time, and return time;
- (2) The destination and its location;
- (3) The means of transportation; and
- (4) The purpose of the trip.

**\*\*Students may be considered for exclusion from a field or class trip if they exhibit inappropriate behavior.\*\***

### **FORBIDDEN ITEMS**

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include, but are not limited to, electronic devices, water pistols, slingshots, sharp objects, trading cards, laser pointers, handheld games, perfumes/body sprays, toy guns, slime, and fidget spinners/cubes. Additionally, possession of anything deemed to be a weapon, tobacco product, drug, alcohol, or sexually explicit material will result in confiscation, parent/guardian contact, police notification, and disciplinary action.

### **GOOGLE CLASSROOM**

Each teacher will have a Google Classroom set up for his or her class. Parents and students will be able to log in to view assignments, activities, and general information about the class. Parents will be asked to provide updated email information to teachers during Back to School Night for inclusion in their child's Google Classroom.

### **GRADING/TRIMESTERS**

Richard Butler Middle School has transitioned to a trimester system. This system divides the academic calendar into three sections and eliminates the quarter system. Advantages of trimesters include: providing more time for students to learn and demonstrate proficiency, allows a longer time at the beginning of the year for students to acclimate to the classroom before baseline testing and grading for the first report card, provide more time for teachers to identify and correct areas of concern, and allows teachers more flexibility to pace curriculum and ensure student mastery of instruction.

### **RBS Trimester Dates 2023-2024**

2023-2024	Trimester 1	Trimester 2	Trimester 3
Dates	Sept 5-Dec 6	Dec 7-March 12	March 13-June 14
# of Days	62 Days	61 Days	61 Days

**Standards Based Report Cards** will be used to assess students in grade 5 throughout the year.

**HALL PASSES**

Students are expected to take full advantage of classroom time and instruction. In order to leave a class, students must gain permission from their teacher and follow the procedures enforced by the grade level or individual teacher. Individual student passes are issued each trimester during homeroom, and additional passes can be obtained from the main office during lunch or academic assistance.

**HARASSMENT, INTIMIDATION, AND BULLYING**

In accordance with Board of Education Policy 5512, all acts of harassment, intimidation, or bullying are prohibited. 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 characteristics; 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
  - 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
  - Has the effect of insulting or demeaning any pupil or group of pupils; or
  - 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.

**Student Expectations**

The Board expects students 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 Student 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.

Students 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 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' ability 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 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 students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

### HOMWORK

The Richard Butler Middle School believes that homework has a positive influence on learning and achievement. It is an integral part of, and has significance in, the educational experiences of our students. Homework is defined as the work that students complete independently outside of school.

Homework serves the following purposes: to provide practice on a concept or skill already taught, to provide real life application of material studied in class, to develop an appreciation for or knowledge of resources, and to develop the personal esthetic and/or cultural growth of the student. Homework is neither punitive nor "busy work."

### HONOR ROLLS

Students' academic accomplishments are recognized at Richard Butler Middle School based on a tiered system.

*Honor Roll* - 85 grade average or above in ALL classes

*High Honor Roll* - 90 grade average or above in ALL classes

*Principal's List* - 95 grade average or above in ALL classes

## **IMMUNIZATIONS**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education, as outlined in Policy 5320, requires the immunization of pupils against certain diseases in accordance with state statutes and rules of the New Jersey State Department of Health and Senior Services.

### Immunization Requirements

1. Diphtheria and Tetanus Toxoids and Pertussis Vaccine
  - a. For those children less than seven years of age, entering Kindergarten or first grade, a minimum of four doses of DTP are required. One dose must have been administered on or after the fourth birthday. Children receiving any five doses of DTP, DTaP, DTP/Hib, DTaP/Hib, or DT (with a valid medical contraindication) shall also be in compliance with this regulation.
  - b. Every child born on or after January 1, 1997, and entering or attending Grade Six, or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday.
  - c. Children entering or attending Grade Six on or after September 1, 2008, who received a Td booster dose less than five years prior to entry or attendance shall not be required to receive a Tdap dose until five years have elapsed from the last DTP/DTaP or Td dose.
  - d. Children born on or after January 1, 1997, and transferring into a New Jersey school from another state or country after September 1, 2008, shall have received one dose of Tdap, provided at least five years have elapsed from the last documented Td dose.
2. Polio Vaccine
  - a. For those children less than seven years of age, a minimum of three doses of oral polio vaccine (OPV) and/or enhanced inactivated poliovirus vaccine (IPV), is required, provided at least one dose is given on or after the fourth birthday. Alternatively, children receiving four doses of polio vaccine, separated by a minimum of one month, shall also be in compliance with this requirement.
3. Measles Vaccine
  - a. Two doses of a measles-containing vaccine given after the first birthday, preferably MMR, will be required of all children born on or after January 1, 1990, who are entering Kindergarten or Grade 1, or attending a New Jersey school. A measles or MMR dose of vaccine administered to a child before the first birthday will not be counted, and these children are to be reimmunized.
  - b. The two doses of measles-containing vaccine must be separated by an interval of at least one month (twenty-eight days).

4. Rubella Vaccine

- a. All pupils must still have rubella vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.

5. Mumps Vaccine

- a. All pupils must still have mumps vaccine administered on or after the first birthday. Those children immunized before one year of age are to be reimmunized, preferably with MMR.

6. Hepatitis B Vaccine

- a. Children born on or after January 1, 1996 and entering Kindergarten or first grade (whichever occurs first) or a comparable special education unassigned grade, shall receive three doses of a hepatitis B vaccine.
- b. Beginning September 1, 2001, children born on or after January 1, 1990 and entering grade 6 or a comparable special education unassigned grade, shall be required to receive three doses of a hepatitis B vaccine.

7. Pneumococcal conjugate vaccine

- a. Every child two months through 11 months of age enrolling in or attending preschool on or after September 1, 2008, shall have received a minimum of two age-appropriate doses of pneumococcal conjugate vaccine (PCV), or fewer as medically appropriate for the child's age according to the ACIP recommendations.

8. Influenza vaccine

- a. Children six months through 59 months of age attending preschool on or after September 1, 2008, shall annually receive at least one dose of influenza vaccine between September 1 and December 31 of each year.

9. Meningococcal vaccine

- a. Every child born on or after January 1, 1997, and entering or attending Grade Six or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.

## **INSURANCE**

In accordance with Board of Education Policy 8760, the Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in athletic and co-curricular programs of the school district.

## **LOCKERS**

Each Richard Butler Middle School student is assigned a locker during homeroom on the first day of school. Locks are provided by the school and must remain on student lockers in a locked position at all times. All lockers are to be kept clean and neat and will be checked periodically by authorized school personnel. Each student is to use the individual locker which has been assigned. These lockers are furnished for the student's convenience and should only contain coats and books. No one is to enter anyone else's locker or tamper with it in any way. The school assumes no responsibility for property lost or taken.

## **LOST AND FOUND**

All jackets, coats, sweatshirts, etc. should be labeled with your child's name. In the event an item is left

somewhere on school property, a "Lost and Found" box will be kept in the main office stockroom. Students have access and may check its contents periodically for lost items. The contents will be emptied in June and be discarded or donated to a worthy charity. Items of value, such as jewelry, glasses, etc. are not to be placed in the "Lost and Found" box, but are to be turned into the main office until retrieved by the owner.

### **MEDICATION REGULATIONS**

**The Health Office at the Richard Butler Middle School complies with all state guidelines regarding medication administration. All medication given to students must be prescribed by their physician. (This includes all over the counter medications)**

In accordance with Board of Education Policy 5330, medication will only be administered to students in school by the school physician, a certified or non certified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.

Medication no longer required must be promptly removed by the parent.

The school nurse shall have the primary responsibility for the administration of epinephrine. However, the certified school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis is effective for the school year it is granted and must be renewed for each subsequent school year.

### **PARENT-TEACHER ASSOCIATION**

The PTA is composed of parents, teachers, and staff who seek to provide personal, educational, and cultural enrichment for all students. The PTA acquires the revenue for various assembly programs, bussing for field trips, recreational activities, and additional special school needs via fundraisers that are scheduled throughout the school year. Your involvement in the PTA and support of its programs are necessary for the continued success of the organization. We sincerely appreciate our PTA!

### **PHYSICAL EDUCATION**

According to state law, classes in physical education and health are required for all students in middle school. In order to provide a safe and healthy environment for all students, please note the following:

1. All students are required to dress for physical education classes. Students must wear appropriate footwear and athletic clothing that was not worn to school (e.g. t-shirt, sweatpants, sweatshirt, shorts), and to be in compliance with the schools' dress code, in order to participate in PE activities.
2. Sneakers are required.
3. For safety reasons no jewelry of any kind may be worn during activities. It is difficult to maintain and watch over valuables during the gym period. Please do not bring valuable jewelry or watches in the gym or locker areas. Keep valuable jewelry at home. The school cannot be held responsible for lost or stolen items.
4. Students who are unprepared for class may not receive credit for the day's activities.
5. Students who have a short term medical excuse will be provided with written assignments related to the health and physical education fields.

Please refer to the grade level course proficiencies for specific information concerning the physical education and health program. Any concerns or questions should be directed to the physical education teachers or the department supervisor.

### **PROCESS TO VOICE CONCERN**

Occasionally, situations or problems arise at school concerning such things as placement of a child, homework assignments, absences, discipline, the grading system, etc.

The first step in resolving a matter is to contact your child's teacher and arrange for a conference. If the problem is not resolved, then a conference with the principal should be scheduled through the main office. We recommend that the teacher be present so there will be continuity in addressing the problem. Matters that are not resolved with the principal should be appealed to the Superintendent of Schools, who, in turn, will conduct a meeting of all necessary parties in an attempt to resolve the matter.

Should the matter not be successfully resolved at the Superintendent's level, and the parent wishes to appeal, the matter should be addressed in writing to the President of the Butler Board of Education at 38

Bartholdi Avenue, Butler, New Jersey, 07405. Because of the manner in which the School Board functions, individual Board members are not in a position to resolve conflicts. Only the Board, acting as a whole, in an advertised public meeting, is empowered to make decisions.

### **PROMOTION AND RETENTION**

Richard Butler Middle School students are placed in a setting that best meets their social, physical and educational needs. Students will be promoted to the next grade level when they have: completed all of the necessary educational requirements of that grade and have achieved academic objectives. Classroom teachers will make recommendations to the building principal on those students that should be promoted and those that should be retained. Students who fail more than one class for the year will be required to attend summer school at the cost of the parent/guardian or will be retained in the previous grade until grade level academic requirements are met.

### **PUBLICITY CONSENT**

In the Genesis parent portal there is a parent consent form to inform you and allow you to give permission for your child's name and/or photo/video to be presented in connection with school related articles in newspapers, at public presentations, television, and/or on the Internet, including district social media platforms.

We will not release any personally identifiable information without prior written consent from you as parent or guardian. This includes student names, photos and information in a related story. Residential addresses, email addresses, and phone numbers will NEVER be published. In the case of a group shot of students, we will not publish the photo and/or video unless permission is granted for ALL students in the photo and/or video.

This information will become part of your child's school records. Your choice will remain in effect for the duration of your child's enrollment in the Butler Public Schools. If you, as the parent or guardian, decide to rescind this agreement, you may do so at any time by sending a letter to the Principal of your child's school.

### **PUPIL RECORDS**

In accordance with NJ Administrative Code and School Board Policy, parents and/or legal guardians may view, make notes, or have copies made of their child's school records maintained at school. Anyone wishing access to pupil records should make an appointment with the principal.

### **PUPIL RIGHT OF PRIVACY**

The District acknowledges the need for the in-school storage of pupils' possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. In accordance with Board of Education Policy 5770, no storage place provided by the District shall pupils have such an expectation of privacy as to prevent examination by a school official. Receipt of the Student Handbook at the beginning of each school year will serve as notification that inspections of their lockers, desks, and other storage facilities on school district property may be conducted. The school Principal or designee will conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

**RECESS - GRADE 5 ONLY**

Weather permitting, students in Grade 5 have outdoor recess each day. The following are rules for safe play during recess. Failure to adhere to these and other directions given by staff will result in loss of recess time as determined by the classroom teacher and principal and or consequences as per the **Richard Butler Middle School Code of Conduct.**

1. Students may not play roughly. (No wrestling, kicking, punching, tackling, etc.)
2. Students will show respect for others and follow all instructions given by the staff.
3. Students must stay out of the parking lot area.
4. Students are to stop what they are doing when directed by the staff and line up quickly.
5. Students should not touch or throw rocks, sticks and other dangerous objects.
6. Students will show pride in their school by keeping the building and grounds free of litter.
8. No physical/contact sports may be played for the safety of all students.
9. Students may not leave the recess areas at any time unless accompanied by an adult.
10. Students are not permitted to bring outside equipment to school without permission from a staff member.

**REPORT CARDS**

<b>Report Cards Available on Parent Portal</b>	<b>Dec 13, 2023</b> On Genesis Parent Portal	<b>March 20, 2024</b> On Genesis Parent Portal	<b>June 21, 2024</b> On Genesis Parent Portal
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**SCHOOL SPONSORED ACTIVITIES**

Field & Class Trips

- Students will not be permitted to participate in class trips without written permission of parent/guardian.
- Permission slips and money for trips must be received on the dates specified by teachers.
- When students go on trips, they represent our school; therefore, it is expected that students uphold the school values.
- Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior.

Extra Curricular Activities

- Any student who has entered the school building for a dance or other activity must remain in the building until the activity is over.
- Upon leaving the activity or dance, students should exit the area promptly.
- There will be no public student activities or dances to which outsiders are free to come.
- The control of the activity shall be the responsibility of the committee in charge.
- Students not attending the activity are not permitted on or around the school grounds.
- If a student is absent from school on the day of the activity, or is dismissed from school on the day of the activity, that student is not permitted to attend.

**STUDENT BEHAVIORAL EXPECTATIONS** (For More Information, Please See Code of Student Conduct)

An effective discipline program is essential to the teaching and learning process. The staff has established an educational environment in which children can comfortably learn at their level. Each student has the right to learn and socialize at school without disruption or antagonism from other students.

Our staff is committed to teaching and reinforcing appropriate student behavior. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others. Many of our school wide initiatives like character development, anti-bullying, social skills groups and mindfulness are in place to develop positive behavior and social skills.

Our goal is to ensure that each child achieves success. We believe that you, as parents, play an important role in helping your child achieve our school expectations both academic and behavioral. We believe that the major role of parents in school discipline is to continually show interest in and support for their child at school.

Generally, classroom teachers administer the discipline at a Tier I level, but when the situation warrants, the principal or designee becomes involved at the Tier II level. Parents are not necessarily called on the first problem, since students are encouraged to take responsibility for their own actions and must learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school on a continual basis, or if the action is severe, you may be asked to help us reinforce the rules of the school.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child. The Code of Conduct is applied equitably without regard to race, religion, color, ethnicity, gender identity and expression and/or disability and reflects the student's right to protection pursuant to Federal and NJ State laws and regulations. The school uses comprehensive behavioral supports that promote positive student development in order for the student to fulfill the behavioral expectations to the best of the student's ability.

*Comprehensive behavioral supports include:*

- Positive reinforcement for good conduct and academic success
- Supportive interventions and referral services
- Collaboration of research-based remediation of problem behavior
- Appropriate behavioral interventions for students with disabilities.
- Sharing of school/community based resources when applicable

*All students have the right to:*

- an education
- attend a safe school
- physical safety and protection of personal property
- not to be discriminated against
- equal protection
- fair and just treatment from school employees

*In order to ensure this, all students are expected to:*

- Take responsibility for learning.
- Take responsibility for their actions.
- Respect self and others.
- Respect their school, school property, and the property of others. Never litter or write graffiti.
- Act in a safe and healthful manner.
- Attend school on a regular basis.
- Complete all academic work assigned.
- Obey school/classroom/playground rules.
- Be polite, courteous, and use appropriate language.
- Comply with the requests of school employees.
- Dress appropriately for school.
- Arrive to school on time.
- Be prepared with all necessary supplies.
- Always give their best effort.

*Student Privileges:*

- Recess activities
- Classroom celebrations
- Field trips
- Participation in before and after school activities
- Assemblies

*At assemblies students will:*

- Walk quietly and orderly in the hallways.
- Enter the area quietly, watching for teacher directions
- Respond to teacher signals
- Show appropriate appreciation by clapping.
- Show respect for the performers and peers by not talking.
- Exit quietly, watching for directions from their teacher.

*At lunch time students will:*

- Enter the cafeteria quietly, get their lunch, and find their table.
- Remain seated until lunch is finished and permission to leave has been given.
- Use appropriate voices so that only close neighbors can hear.
- Use appropriate mealtime manners.
- Clean the area when finished eating.
- Wait until teachers or lunch aides give permission to leave, then walk quietly to the field for recess or back to their classrooms.
- Avoid rough play during recess (play fighting, wrestling, pushing, kicking, etc.)
- Leave personal belongings such as cell phones and electronic games at home.
- Speak kindly to others.
- Report to the assigned area immediately when called or when the bell rings.
- Respond immediately, with respect and courtesy, to instructions from adults in charge.

*Classroom Behaviors:*

- Be kind to others in words and actions
- Respect the property of others
- Keep personal space orderly
- Follow teacher directions
- Use indoor voices

*Use of Bathroom:*

- Students will place paper towels in the garbage.
- Ensure water/soap does not spill on the floor, which can cause a friend to slip.
- Give others privacy.
- Use indoor voices.
- Return to the assigned location as soon as finished so others can use the area.
- Students will not stand on toilets or hang from stall doors.
- Students will not bring writing implements to the bathroom, nor write or draw on walls and/or stalls.

*When Expectations are not met:*

- Students who break rules will discuss the incident with the appropriate staff member. Students will be redirected and given the opportunity to practice the expected behavior.
- If a student receives a warning or warnings and continues to demonstrate severe/ inappropriate behavior, a parent/guardian contact will be made and consequences may be issued.
- A tiered consequence for violation of the Code of Conduct considers severity, fact finding, and prior knowledge.
- Consultation with Student Assistance Counselor/Psychologist.
- Students may be suspended for violating the HIB policy or endangering the well-being of self or others.

*If a student violates the Code of Conduct, they will be subject to disciplinary action. Consequences depending on severity and prior interventions may include:*

- Teacher reprimand
- Administrative reprimand
- Parent conference
- Community Service in the building
- Restitution
- Detention
- In-school suspension
- Out of School suspension
- Saturday detention
- Loss of an activity or privileges
- For serious actions - police notification

Parental/ Guardian Appeal

Parents who wish to appeal a disciplinary action, may speak with the school's administration. Parents may appeal to the Superintendent after meeting with school administration. If a student is suspended or

expelled, parents may ask for a hearing with the Butler Board of Education and can make a final appeal to the NJ Commissioner of Education.

#### Family Educational Rights and Privacy Act (FERPA)

Pursuant to FERPA, disciplinary consequences and matters will only be discussed with the parent/guardian of the student receiving disciplinary actions.

#### Assurances

The district assures that physical restraint and seclusion techniques on students are only used in an emergency in which the student is exhibiting behaviors that places the student or others in immediate physical danger in accordance with NJSA 18A:46-13.4.

#### Additional Information

Additional information concerning district policies and regulations can be found at the Butler Board of Education website.

### **STUDENT SUPPORT SERVICES**

#### English Language Learners (ELL)

Students whose primary language is not English will be screened, and, if qualified, provided with an English as a Second Language class.

#### Response to Intervention(RTI)

This team of professionals functions under the direction of the principal and is designed to assist students who are experiencing academic and/or social/emotional difficulties. Parents/guardians may make referrals to the RTI Committee and/or will be notified when their child is referred for assistance.

#### Section 504 Committee

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; and
- is regarded as having such an impairment.

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The Committee will formulate reasonable accommodations outlined in an accommodation plan and will review this plan as needed.

#### Special Education

In accordance with State law, the Butler Public School District stands ready to provide advice, assistance, and information to parents of students from age three to twenty-one. Parents who suspect that their child may have an educational disability should contact their child's teacher to discuss their concerns. Parents

may also contact the Child Study Team directly at any time at 973- 492-2079 ext 2550.

The Butler Public School District provides a program of supports and services to those students eligible for special education and related services. The District employs special education teachers, an occupational therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including a school psychologist, a school social worker, and a learning disabilities teacher-consultant. In addition, the District contracts with various therapists to assist District faculty and staff.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child's teacher or Director of Special Services.

### **STUDENT PERSONNEL SERVICES**

Student Assistance Counselor Ms. Tagariello and School Counselor Ms. Emily Young collaborate to provide academic, social, and emotional support to RBS students. Our counselors are also available to offer confidential advice, information and referral services to students and their families. Assistance is available for students who are struggling socially, emotionally, or behaviorally. Issues may encompass peer or relationship difficulties, sadness, coping with grief, school adjustment, or difficult familial situations. When a situation is brought to Ms. Tagariello or Ms. Young attention by a student, parent, or staff member, assistance is offered in a safe and confidential environment. Parents are welcome to meet with RBS counselors by request.

### **SUBSTANCE ABUSE**

The Butler Board of Education recognizes that tobacco, drug and alcohol abuse presents a growing problem in society and is aware of the vital role played by the school and the efforts of the community to control this problem. Since such abuse is a violation of the law and presents a danger to the student involved and to other students, the Board must discourage it from occurring in a school building, on school grounds or at any time away from school when a student is responsible to the school for his/her conduct. The Board prohibits the use, possession, or distribution of any tobacco, drugs, alcohol or related paraphernalia by students, staff, or others on school property or at school-related functions.

Staff members are required by law (N.J.S.A. 18A:40A-12) to report any student suspected of being under the influence of or having problems related to substances in accordance with district procedures. Staff members reporting students in "good faith" are immune from civil prosecution (N.J.S.A. 18A:40A-13 and 14). Confidentiality of information obtained Substance Awareness Coordinators (SACs) and administrators shall be protected under the regulations set forth in CFR-42 Part 2.

**\*\*SEE BOARD OF EDUCATION POLICY 5530 FOR MORE INFORMATION\*\***

### **SUMMER READING**

All students will be expected to participate in summer reading. A complete list of books and activities will be posted on the RBS website in June. These books will be available at the Butler Public Library or for

purchase at a local bookstore. Students are expected to read one of the books and will complete activities based on that book when they return in September.

### **VISITORS**

**\*\*IT IS BOARD POLICY THAT ALL VISITORS, INCLUDING PARENTS AND GUARDIANS, MUST FIRST REPORT TO THE MAIN OFFICE OF THE SCHOOL\*\***

All visitors must have an appointment and use the front entrance and announce their arrival through the intercom. If you do not have an appointment you will not be allowed access. Upon entry you must scan your driver's license and take a photo to receive a badge to wear which identifies you as an approved visitor. This badge should be worn until you exit the building.

A security system with 20 cameras is in place at three (3) entrances to the building and at various other inside and outside locations, for the children's safety. There is a clear bin outside of the main entrance that you may use to drop off forgotten items. Please ring the bell and alert us to let us know you have left something in the bin.

**Visitors are not to report to other school locations without authorization from the main office. This applies to school hours, at lunch/recess time, and for after/before school visits. Disregarding this procedure may result in being disallowed from the school building.**

### **WALKING TO AND FROM SCHOOL**

Students who walk to and from school are reminded that they are required to use sidewalks where available. In cases where there are no sidewalks, students should walk in single file facing traffic. Students are not to trespass on private property or destroy any property. Should this occur, students will be held liable for any damage caused and action will be taken accordingly. **Students are not permitted to ride bicycles, scooters, or skateboards to school; the Butler Board of Education along with the Butler Police deem this a safety concern.**

### **WITHDRAWAL**

If you are moving to a new school district, please telephone the main office as soon as your plans are firm. You may also wish to discuss your plans with the classroom teacher. Knowing about your plans helps the teacher to be sensitive to the feelings your child may have about the impending move. We will assemble your child's records so they can be mailed promptly to the new school when they are requested.

# Richard Butler Middle School

30 Pearl Place, Butler, New Jersey 07405

## I. Overarching Expectations for Responsible Student Conduct

**A solid and interdependent partnership exists between home and school. Incorporating principles of scholarship, citizenship, and character, parents and educators shall provide an environment of social, emotional and educational support for all students. Students are both the stakeholder and a product of home and school support.**

**In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:**

- Be on time and attend every class every day. *(Butler BOE Policy #5200 Attendance)*
- Attain satisfactory academic achievement consistent with the student's ability and complete all homework and other assignments.
- Assume personal responsibility for acting with respect and civility and shall not contribute to any infraction which may be observed. Bullying and harassment in all its forms, is unacceptable. *(Butler BOE Policy #5460)*
- Exhibit ethical behavior as it applies to tests, assignments, and other work for which the student is responsible. *(Butler BOE Policy #5701 Academic Honesty)*
- Abide by school rules that have been developed to assure the safety and accountability of all those in the school community. *(Butler BOE Policy #5500 Expectations for Pupil Conduct)*
- Communicate with peers and those in authority with respect and consideration, and assume responsibility for one's own behavior and speech. *(Butler BOE Policy #5512 Harassment, Intimidation & Bullying)*
- Accept disciplinary consequences, In-School Suspension Out of School Suspension, Exclusion from Events, with dignity and a resolve to improve one's performance and conduct.
- Comply with Board Policies governing appropriate dress and grooming. *(Butler BOE Policy #5511 Dress and Grooming )*
- Understand and comply with school requirements in relation to bus conduct and appropriate conduct at all co-curricular or other school-sponsored activities. *(Butler BOE Policy #5850 Social Events and Class Trips)*
- Respect school property and help to keep it free from damage. *(Butler BOE Policy #5513 Care of School Property)*
- Refrain from the use of non-prescription drugs at school and at all school-sponsored activities unless necessary for the health and safety of the student in accordance with District policy and procedural requirements, including written authorization provided by the parent/guardian to the school nurse. Students are not permitted to self-administer medication except in certain limited life-threatening conditions. *(Butler BOE Policy #5330 – Administration of Medication )*
- Refrain from using and/or possessing alcohol, controlled dangerous substances, or other illegal substances at school, on school property or school buses, and at all school sponsored activities. *(Butler BOE Policy #5530 – Alcohol, Drugs- Substance Abuse)*

## II. School, Student, and Parent Responsibilities

**Students** are expected to:

- fulfill the behavioral expectations of the school community
- Demonstrate respect for people and property
- Maintain appropriate levels of decorum and behavior
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibilities when working as a group
- Meet the unique requirements of each class
- Monitor their own progress toward objectives
- Communicate with parents and school personnel about school related matters
- Adhere to all policies and procedures of the school district

Every **parent/guardian** is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school **staff** is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and appreciation of individual differences among staff, students and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with the requirements of New Jersey Administrative Code and District policies and procedures.
- Comply with N.J.S.A. 18:6.1 following the provisions of corporal punishment of students
- Assure that physical restraint and seclusion techniques on students with disabilities are only used in an emergency in which the student is exhibiting behavior that places that student or others in immediate physical danger in accordance with the provisions of N.J.S.A. 18A:46-13. et seq.

### III. Student Rights

**Students have the right to:**

- A description of student responsibilities that include expectations for academic achievement, behavior, and attendance. These responsibilities are listed under the Overarching Expectations for Responsible Student Conduct of this Code. Pursuant to N.J.S.A. 18A:37.2
- Advance notice of behaviors that will result in suspension or expulsion. These behaviors are listed under the Discipline Categories section of this Code. Pursuant to N.J.S.A. 18A:37.2
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Attendance at school irrespective of students' marital status, pregnancy, or parenthood.
- Due process and appeal procedures and policies.
- Parents/guardians notification consistent with procedures established by the District for instances of law enforcement agency interviews involving their children, for short-term and long-term suspensions or expulsions, and for attendance-related issues and consequences. Pursuant to N.J.A.C. 6A:16-6.2 (B)3, N.J.A.C. 6A:16-7.2-7.8
- The due process procedures established by the District for review of conduct which may result in the imposition of short-term suspensions, long-term suspensions, or expulsions. Those procedures are set forth below in this Code of Conduct.
- Records and privacy protection pursuant to Federal and State Laws and Regulations
- Appeal disciplinary determinations of District officials or the Board of Education to the New Jersey Commissioner of Education and, where applicable, to pursue the due process rights established in N.J.A.C. 6A:14 for pupils classified as eligible for special education.

The knowledge of the information provided in this regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

**As stated in the New Jersey State Statutes:**

**BE IT ENACTED** by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

The rules that appear in the Code of Conduct do not limit the administration's authority to maintain safety, order, and discipline in the school, but, instead, offer specific guidance in listing acceptable and unacceptable behavior.

## IV. Behavioral Recognition, Support, and Intervention

### BEHAVIORAL RECOGNITION

Richard Butler Middle School provides the following institutions to provide positive behavioral support and recognition to students:

- Student of the Month Awards (recognized at all school monthly meeting)
- Certificates of Merit
- Academic Honor Rolls
- Recognition of Student Achievements in all arenas

### BEHAVIORAL SUPPORT AND INTERVENTION

- Student Assistance SAC
- Child Study Team (CST)
- School Nurse
- RTI
- NJ PerformCare
- In-School Suspension
- School SACs
- Resources as listed below:

#### Treatment Agencies

##### **High Focus Center**

1259 Route 46 Building #4

Parsippany, NJ 07309

**1-800-877-3628 Intake**

**<https://highfocuscenters.pyramidhealthcarepa.com>**

Substance abuse assessments. Provides IOP, partial hospitalization level of care for both mental health and substance abuse clients. Private insurance provider. Provides transportation 1 way.

##### **Treatment Dynamics at Summit Behavioral Health**

Florham Park

256 Columbia Turnpike

Suite 100N

Florham Park, New Jersey 07932

**(855) 844-1509 - Florham Park**

**<https://www.summitbehavioralhealth.com>**

Substance abuse assessments. Early Intervention, IOP level of care. Private insurance.

**Ascend Treatment and Wellness Center**

100 Enterprise Drive Suite 301

Rockaway, NJ 07866

**862-781-6141**

**<https://ascendnj.com>**

Substance abuse assessments, Early intervention. Private insurance

**Daytop Adolescent Substance Abuse Screening Unit**

320 W Hanover Avenue

Parsippany, NJ 07054

**(973) 539-5764**

**<http://daytopnj.org>**

Substance abuse assessments, IOP, residential level of care. Medicaid/private insurance. Provides transportation both ways.

**New Pathway Counseling Services**

321 Changebridge Road

Pinebrook, NJ 07058

**201-436-1022**

**[www.newpathway.com](http://www.newpathway.com)**

Substance abuse assessments, IOP and early intervention. Medicaid provider for clients over 18. Provides transportation to the program.

**Tri County Behavioral Care**

172 Woodport Road, Suite E

Sparta, NJ 07871

3155 Route 10 East, Suite LL100

Denville, NJ 07834

**973-691-3030**

Substance abuse assessment, individual counseling, most insurance accepted.

**New Life Recovery Center**

23 Colfax Avenue

Pompton Lakes, NJ 07442

**973-728-7788**

IOP level of care for substance abuse, Adolescent school program-minimum 6 week stay.

Medicaid provider as well as private insurance.

**<http://newliferecoverycenter.net/index.html>**

**Mental Health**

**PeformCare**

**1-877-652-7624**

Services are free to all adolescents and their families.

**Wayne Counseling and Family Services**

1022 Hamburg Tpke.

Wayne, NJ 07470

**973-694-1234**

Medicaid provider, outpatient counseling, substance abuse evaluations.

**Family Intervention Services**

50 Vanderhoof Ave.

Rockaway, NJ 07866

**973-586-5243**

**973-324-7879- Number for outpatient referral**

**[www.fisnj.org](http://www.fisnj.org)**

Medicaid provider. Outpatient and in home counseling.

**Immediate Care Psychiatric Center**

28 Hill Road

Parsippany, NJ

**973-335-9909**

**<http://www.njpsychcenter.com>**

Accepts private insurance. Outpatient, IOP, partial hospitalization. Medication management.

**M&S Psychotherapy and Counseling**

1157 Main Ave.

Clifton, NJ 07011

**973-341-9869**

320 Lafayette Ave.

Hawthorne, NJ

**973-341-9869**

**<http://www.mnspsych.com/>**

Outpatient counseling, medication management, psychiatric evaluations. Medicaid provider

**St. Clare's Partial Program**

The Child/Adolescent Partial Hospital Program

Saint Clare's Hospital/Boonton

130 Powerville Road

Boonton Township, NJ 07005

**973-299-5436**

**Center for Children's' Behavioral Health**

356 Horseneck Road

Fairfield, NJ 07004

**973-575-2794**

**<https://www.ccbhnj.org>**

**Medicaid and private insurance. Transportation provided within 30 miles.**

Devon Rizzo, LPC, LCADC

Birch Tree Psychology

498 Newark-Pompton Turnpike ~ Pompton Plains, NJ ~ 07444

(973) 839-3060

Counseling and Wellness Center of West Milford

1592 B Union Valley Road

West Milford

973-657-1222

Accepts Horizon/Aetna in office, sliding scale

Paul Lavella, LPC, LCADC, ACS

135 Columbia Turnpike Suite 201

Florham Park, NJ 07932

732-407-2653

Psychological Associates of Northern NJ

908-979-1144

Wayne Counseling

1022 Hamburg Tpke.

Wayne, NJ 07470

973-694-1234

Yvonne Krasner-Cohen, LPC, LCADC

37 Kings Road Suite 203

Madison, NJ 07940

973-800-5228

Jacqueline Bonnano, LPC, LCADC

Morristown, NJ

862-200-7929

Leslie Malnak, LCSW, LCADC

Denville, NJ

973-586-2548

## V. Disciplinary Infractions and Actions

### A. Disciplinary Infraction Descriptions

#### **ABUSIVE LANGUAGE/PROFANITY**

Abusive language is defined as the transmitting or posting of defamatory, harassing, abusive, or threatening language about another. Profanity is defined as the use of any curse or swear-words, irreverent, slang or profane language. Abusive and/or profane language does not have to be directed at another individual to be considered as such.

#### **ABSENCE**

Absence from school restricts and inhibits the ability of the student to successfully complete the prescribed curriculum requirements. It also violates New Jersey State Law (N.J.S.A. 18A-38: 25-26), requiring students to regularly attend school.

#### **ARSON**

Starting a fire or causing an explosion in or on the grounds of a school, thereby purposely or knowingly placing the victim or group of specified victims in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victims' property that – as defined under Incident Location – is in the school, on school grounds, or in another school building or structure.

#### **ASSAULT**

Pursuant to N.J.A.C. 6A:16-5.7-5.8, assault, is defined by the New Jersey Student Safety Data System is an act by a person who attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another. Assaults include those with weapon offenses and on board of education members or employees.

#### **ATTENDANCE**

Attendance includes the student's participation in the daily schedule as prescribed by each individual school building.

#### **BIAS INCIDENT**

A bias incident means that an incident is reasonably perceived as motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical, or sensory disability, or any other distinguishing characteristic.

#### **BOMB THREAT**

A bomb threat is a communication received via telephone, email or other means stating that a bomb (an explosive device greater in size than a firecracker) will detonate on school grounds (building, property or school bus).

#### **BULLYING/ HARASSMENT/ INTIMIDATION**

Pursuant to N.J.A.C. 6A:16-7.7, any gesture, written, verbal, or physical act, or electronic or wireless communication that:

- a reasonable person should know, under the circumstances, the act will have the effect of alarming (i.e., fear created by imminent danger) or harming (e.g., physically, emotionally) a student or staff member, or of damaging their property; OR
- has the effect of insulting or demeaning any student or group of students in such a way as to cause a substantial disruption in, or to substantially interfere with, the orderly operation of the school.

### **BUS MISBEHAVIOR**

Disruptive behavior on the bus may result in detention, suspension and/or removal from the bus. Misbehavior that results in the traffic disturbance and/or puts other drivers, passengers or pedestrians in jeopardy may involve contact with local law enforcement. It is not necessary to suspend a student from school to revoke the bus privilege. N.J.S.A.18A: 25-2 reads in part, “A pupil will be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of expulsion.”

### **CELL PHONE/ELECTRONIC DEVICE USE**

The use of cell phones and other electronic devices are prohibited during the school day. Electronic devices include, but are not limited to cameras, smart watches, iPods, iPads, tablets, and other devices that have recording software.

### **CHEATING/ACADEMIC DISHONESTY**

Academic Dishonesty, or cheating, is any type of dishonest act that occurs during or in relation to a formal academic exercise.

### **CRIMINAL THREATS**

A person is guilty if he/she threatens to kill another with purpose to put him in imminent fear of death under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out.

### **CUTTING CLASS**

Failure to attend assigned class as outlined in student schedule.

### **CUTTING DETENTION (Administrative and Teacher)**

Failure to attend detention assigned by either teacher or administration.

### **DEFIANCE**

An open or bold act of resistance to or disregard for authority.

### **DESTRUCTION/DAMAGE/DEFACING SCHOOL PROPERTY**

Purposely, knowingly, or recklessly destroying or defacing school or personal property. The student or his parents are required to pay for the damages (restitution). N.J.S.A. 18: 35-3 states: “Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district in any court or competent jurisdiction, together with costs of suit.”

**DISHONESTY, LYING, FORGING**

Any act in which a student behaves in a manner where the intention is to deceive a member of the staff or faculty.

**DISRESPECTFUL TO STAFF**

Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

**DISRESPECTFUL TO STUDENT**

Responding/acting in a rude, impertinent aggressive manner and/or using threatening abusive language.

**DISRUPTIVE/INAPPROPRIATE BEHAVIOR**

A disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

**DRESS CODE**

It is expected that students and parents will become familiar with the Richard Butler Middle School dress code before attending school. The parameters are clearly outlined in this document and in the student handbook.

**ELECTRONIC DEVICES**

Electronic devices, including cell phones, smart watches, iPods, and iPads, are only permitted during specific times of the school day outlined in the student handbook. Devices used outside of those times will be confiscated. Family emergencies should be handled through the RBS main office.

**EXPLOSIVE DEVICES**

The use or possession of any explosive device is prohibited by law. The students may be suspended, expelled and/or referred to local law enforcement.

**EXTORTION**

Extortion is the act of obtaining money or any material thing (regardless of value) from another by means of a stated or implied threat of future violence.

**FALSIFYING ALARM**

A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.

**FIGHTING**

Fighting is defined as the mutual engagement in a physical confrontation that may result in bodily injury to either party. Each participant is classified as an offender.

Harassment, Intimidation or Bullying any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by 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 by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

### **INSUBORDINATION**

Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Refusal to identify oneself, showing an ID and/or fleeing from a staff member is considered gross insubordination. This offense will result in automatic suspension.

### **OBSCENE BEHAVIOR AND LANGUAGE**

Inappropriate behavior can be defined as behavior which is unsuitable or improper for a given situation or setting. Students shall be acutely aware of their behaviors and language as it applies to various settings and situations. Students shall be aware of their behaviors and ensure that they fit in to those of socially accepted norms.

### **OBSCENE NOTE/LETTER TO STUDENT**

Any written expression directed at a student that is obscene, profane, abusive or inappropriate in nature.

### **PHYSICAL CONTACT (INTENT TO HARM)**

Physical contact that was aggressive in nature and the intent was to cause harm or injury to another student.

### **PHYSICAL CONTACT (NO INJURY)**

Physical contact to a student where that student was disturbed or made to feel uncomfortable. (Pushing, kicking, pulling, grabbing, etc.)

### **PHYSICAL CONTACT (WITH INJURY)**

Physical contact to another student where that student was harmed or injured by the action that was a result of aggressive behavior or horseplay.

### **PHYSICAL CONTACT (WITH OBJECT)**

Physical contact to another student where an object was used and that student was disturbed, made to feel uncomfortable, or injured.

### **PROJECTILES**

Any object not related to an education activity thrown in the school building, school bus, or on the school grounds is prohibited. These include, but are not limited to: snowballs, coins, pencils, books, etc. Disciplinary action and/or police notification will result according to the severity of the infraction.

### **SCHOOL PROPERTY**

School property is defined as any area in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the Butler Public School District, or in or on a school bus.

**SUBSTANCE ABUSE**

Confirmed use, possession, selling, purchasing, distribution or otherwise transferring illegal drugs or alcohol will be dealt with in accordance to our Substance Abuse policy and state law NJAC 6A: 16-5.7 The complete policy is listed as a separate entity on this website: HC Substance Abuse Guidelines.

**SEXUAL HARASSMENT**

Harassment in a social situation, involving the making of unwanted sexual advances or obscene remarks.

**TARDINESS TO SCHOOL/CLASS**

Students who arrive after the scheduled time of school or class shall be considered to be tardy.

**THEFT**

Theft is defined as the taking of the school district's or a person's belongings or property without consent.

**TERRORISTIC THREATS (BOMB/SHOOTINGS)**

A threat is defined as expressing, either physically or verbally, the intent to commit one of the following violent criminal offenses - homicide, aggravated assault, sexual assault, kidnapping, or arson. The threat must be made for the purpose of placing another in imminent fear of one of these violent acts, under circumstances that would reasonably cause the victim(s) to believe the immediacy of the threat and the likelihood that it will be carried out.

**THREATENING BEHAVIOR**

Behavior by actions or words that can be viewed as a threat to the staff member or student.

**THREATS OF VIOLENCE**

Intentionally or knowingly putting another person in fear of bodily injury.

**TOBACCO PRODUCTS/SMOKING/VAPING**

A tobacco product, for the purpose of this code means the burning of a lighted cigar, cigarette, vape/electronic cigarette, pipe or any other matter or substance that contains tobacco and the use of smokeless tobacco and snuff.

**TRESPASSING**

Any person who enters onto school property or into a school building without permission when the individual knows that he/she is not privileged to be on the property is considered to be trespassing.

**TRUANCY**

Absence from school grounds for all or part of the day without authorization from the school or **prior** authorization from the parent to the Main Office.

**UNACCEPTABLE ITEMS**

A safe educational environment, free of distractions and hazards is paramount. Considering this, the following items shall be considered unsafe, hazardous or a detractor from the learning environment.

- All electronic devices as outlined in the student handbook
- Any item that might ignite
- Lasers
- Skateboards
- Hoverboards
- Roller Blades
- Weapons of any type, including pocket knives, or knives of any type, guns, chains, bats or any item that can be construed as dangerous.
- Wireless Speakers
- E-Cigarettes, including, but not limited to vapes, vape pens, and juuls

### **UNAUTHORIZED AREA**

An unauthorized area is any area of the school building, where a student is present, in the absence of direct faculty/staff supervision. Students are expected to be, at all times, in their scheduled building locations. Students should not be in any area of the school building or school grounds while not under the supervision of a faculty or staff member. Moreover, any student who is not being directly supervised by a faculty or staff member shall be in possession of their Student Passport.

### **USE OF FORCE**

Use of force shall be described for the purpose of this code of conduct as the intervention of an individual to dissuade or physically prevent another individual from taking a particular course of action.

### **USE OF WEAPONS, POSSESSION, SELLING OR TRANSFERRING OF WEAPONS (INCLUDING LOOK-A-LIKES)**

A Weapon includes any instrument readily capable of lethal use or of inflicting bodily injury. A weapon categorically includes, but is not limited to: handguns, rifles, knives; clubs or other bludgeons; chains; slingshots; leather bands studded with metal filings; razor blades; stun guns; and any device which projects, releases, or emits tear gas or any other substance (e.g., pepper spray) that is intended to produce temporary discomfort or permanent injury through being vaporized or otherwise dispensed in the air. Components that can be readily assembled into a weapon are considered to be in this category. Pursuant to N.J.A.C. 6A:16-5.5

### **WATER / WATER GUNS**

Possession and/or use of these devices will result in disciplinary action. Using these devices to propel substances other than water which could harm an individual will be subject to more severe disciplinary action such as suspension.

## **B. Parent/School Communication**

**Parent Notification (electronic)** – At times a faculty/staff member or school administrator will notify a parent to inform them of a problem with their child's conduct or a consequence for a specific infraction.

**Parent Notification** Parent notification of student suspension will be sent via regular US mail. A statement of the discipline infraction, administrative action, duration of disciplinary action, and requirements for student readmission to the regular school program will be documented in this letter.

**Parent/Teacher Tele-conference** – A conference via telephone may be initiated by a parent, teacher, school counselor, and/or administrator. Generally speaking, a telephone conference incorporated and utilizing the proper chain of command should precede any building level parent conference.

**Parent Conference** – A parent conference may be scheduled, for disciplinary reasons, after repeated attempts have been exhausted to remediate poor student conduct. A building level conference should be scheduled after attempts to resolve and remediate student behavior through telephone and electronic means have been exhausted.

**Re-entry Meeting**– A re-entry conference/meeting may be a requirement before a student may re-enter their regular education program. Re-entry conferences are typically held, by appointment, on the morning of a student's re-entry to school following suspension. Guidelines for this meeting will be defined in the Parent Notification Letter.

## **C. Building Level Pupil Support Interventions**

**Physical Health Examination** – students may be referred to the school nurse, through the RTI Committee, to determine if any physical ailments might be contributing to difficulties in the classroom. The school nurse shall report back to the RTI Committee with any remarkable results stemming from the exam.

### **Building Level Referral Personnel and Personnel Teams**

Response to Intervention Team (RTI)  
Student Assistance Counselor (SAC)  
School Psychologist/Social Worker  
Learning Disabilities Teacher Consultant (LDTC)  
Anti-Bullying Specialist (ABS)  
Child Study Team (CST)

## **D. Outside Referral Interventions**

**Psychiatric Evaluation** – Students who are believed to be of harm to themselves or others shall be required to undergo a Psychiatric Evaluation.

**Drug/Alcohol Screening** – Students who are believed to be under the influence of drugs or alcohol shall be immediately required to undergo a Drug/Alcohol Screening. During this screening, the student will be examined by a medical professional who will determine if the student is under the influence. The student will also be subject to a blood or urine screening. The blood or urine sample will be forwarded to a

laboratory for analysis. Drug/alcohol screening is administered by an outside health care provider contracted by the Butler Board of Education.

**Drug/Alcohol Assessment** – Students, who are referred for a drug/alcohol screening and receive positive test results from the lab; shall be subject to a drug/alcohol assessment. Drug/alcohol assessments shall be administered by a New Jersey certified Drug and Alcohol SAC. Students shall comply with the recommendations of the counselor as a part of their readmission back into their regular school program.

**Recommendation for Treatment** – As a component of a drug/alcohol assessment, recommendations for treatment may be given to students and their families. These treatment recommendations may include but shall not be limited to inpatient care, and/or outpatient individual or group counseling. Student/family participation in any/all recommendations for treatment noted by an assessment agency will be required by the Butler BOE before readmission to a student's normal educational setting.

**New Jersey PerformCare** – Students and families in need of outside counseling services may be referred to NJ PerformCare. PerformCare is the statewide Contracted System Administrator (CSA) for the Division of Child Behavioral Health Services (DCBHS). As the CSA, PerformCare is committed to getting children, youth, young adults and their family/caregivers the services that they need at the right time, and in the right place.

## **E. Faculty/Classroom Disciplinary Actions**

### **Admonishment**

A member faculty shall counsel and advise students of wrongful and/or inappropriate behavior as a primary step in the order of progressive discipline.

### **Reprimand**

A faculty or staff member shall issue a formal reprimand to any student who is in breach of classroom rules and procedures. This brief, but official meeting serves to formally address inappropriate student behavior. A reprimand shall serve as notice to a student of inappropriate behavior prior to detention, parent contact and/or administrative referral.

### **Exclusion from Classroom Activities**

Exclusion is a disciplinary action assigned to students, by a faculty member, who has not earned the privilege to participate in normal classroom activities. Students who are unable to act properly engage within socially accepted norms, established by the classroom teacher, may be excluded from selected classroom activities. Exclusion actions may be assigned by a faculty member for classroom privileges including, but not limited to cooperative activities, discussions, or field trips.

### **Teacher Detention**

Teacher detention is an assignment of a student, by a teacher, to remain in the classroom during a specified time on a school day.

### **Removal**

Removal is the act of a teacher in discontinuing the presence of the student in his/her classroom. Students who are formally removed from a classroom have displayed such behavior that has exhausted all other means of modifying their behavior including, reprimand, teacher conference, parent intervention, exclusion from activities, and teacher detention.

## **F. Administrative Disciplinary Actions**

### **Administrative Review**

Administrative review is a process which enables a building administrator to review circumstances in a specific case by interviewing students/faculty/parents, gathering information, and developing an action plan. An action plan may include, but shall not be limited to, disciplinary action, referral, and/or dismissal of disciplinary actions.

### **Exclusion (EX)**

Exclusion is a disciplinary action assigned to students who have not earned the privilege to participate in the normal activities of the student population. Students who are unable to act properly and socially engage within established norms, may be excluded from school activities. Exclusion of privileges may include, but shall not be limited to, hall privileges, school assemblies, dances, field trips, and/or, athletic events.

### **In-School Suspension (ISS)**

In School Suspension is assigned to students by the Principal for students exhibiting a need for a structured environment. It is held daily, in a small group or individual setting. A staff member is assigned to supervise students assigned. Requests for work are generated and sent to teachers for any student assigned to this. The environment is designed to be quiet and academically productive. Students assigned to In School Suspension are expected to be compliant with the expectations for this setting. While this is a behavioral consequence, it is also a privilege for students who are able to work productively, in the school setting, while suspended from their regular school program. Students who are behaviorally unable to comply with the rules governing the In School Suspension program shall be suspended out of school. Students assigned to In School Suspension are suspended from participating in all school sponsored events, including athletics and extra-curricular activities for the duration of their assignment to the suspension.

### **Out of School Suspension - Short Term (OSS)**

Out of School Suspension is assigned to students by the Principal. Students who are suspended out of school are considered to be "Absent Excused" under Butler BOE Policy. Students have the right to make up work missed while suspended out of school. Requests for work are generated from the guidance office for students suspended out of school. Short Term Suspension is an out of school suspension for a period of ten (10) consecutive school days or less. Students who are suspended out of school are suspended from participating in all school sponsored events, including athletics and extracurricular activities for the duration of their suspension.

**Out of School Suspension - Long Term** - Out of School Suspension is assigned to students by the Principal. Students who are suspended out of school are considered to be "Absent Excused" under Butler BOE Policy. Long Term Suspension is an out of school suspension for a period greater than ten (10)

consecutive school days. Students who are suspended out of school are suspended from participating in all school sponsored events, including athletics and extracurricular activities for the duration of their suspension.

### **Saturday Detention**

Saturday Detention is assigned to students by the Principal or designee. Students are expected to report to Butler High School on the date and time of the assigned detention and complete school work under staff supervision. Transportation to and from Saturday Detention is the responsibility of the parent/guardian. Personal electronic devices, food, and drinks are prohibited. In the event a student has medical dietary concerns, this must be made known to administration at the time the detention is assigned. When issued, students will be assigned the next available Saturday Detention date. Athletics, activities, and employment are not considered when scheduling Saturday Detentions as students are expected to appear on the assigned date. Failure to attend an assigned Saturday Detention will result in additional Saturday detentions and/or Out of School Suspension in addition to serving the original Saturday Detention. In the case of a medical emergency or illness, proper documentation from a physician must be presented in order to reschedule.

**Board of Education Hearing (BOEH)** – A Board of Education Hearing is a formal procedure set forth by the Butler Board of Education.

## **G. Administrative Discretion and Administrative Review**

The Richard Butler Middle School Administration recognizes all students for their individuality and developmental maturity. Considering this, the determination of consequences for students in breach of the Richard Butler Middle School Code of Conduct is applied individually to each student and to each infraction. While the administrative actions documented within this Code of Conduct generally comply with most disciplinary cases, they serve as a guide. Administrative actions may vary from case to case. Several factors are considered by the Principal or Designee when applying disciplinary actions. These factors may include, but shall not be limited to:

- Severity of Incident
- Student age, developmental level and maturity
- Circumstantial Information
- Individual student behavioral patterns
- Prior infractions
- Relationship between parties involved

The School Administration will, at all times, exercise their professional administrative judgment when determining disciplinary action for students. Disciplinary actions are viewed by the faculty and staff as a part of the teaching and learning process. Citizenship, scholarship and human empathy are products of the learning process resulting from the application of the actions defined within this Student Code of Conduct.

## **H. Students with Disabilities**

### **Behavioral Support Interventions**

Behavioral support interventions, for students with disabilities, are determined and provided pursuant to the requirements of *N.J.A.C. 6A:14*. Students with disabilities may be eligible to receive behavioral support and services as stated in their IEP or determined by the Child Study Team. The Butler School District provides individualized services to eligible children based on assessments performed by the Child Study Team. Individual behavior plans, which are designed and based on a positive behavior approach, ensure that classified children learn to modify their behaviors based on support from adults. Behavior plans may be re-designed as needed to enable and ensure proper developmental growth.

The School District also has procedures in place for the discipline of students with disabilities, designed to implement the relevant mandates outlined in the federal IDEA and *N.J.A.C. 6A:14*.

These procedures apply to all students who have been determined eligible for special education and students who have been referred to the Child Study Team for possible eligibility, while that process of identification and/or evaluation is in progress.

### **Suspension of a Student with a Disability**

Students with Individual Education Plans, or students who have been referred to the Child Study Team during the current academic school year, will be subject to the following determinations prior to any suspension:

- The building principal shall determine if the student has been suspended for 10 consecutive or cumulative school days during the current school year.
- The building principal, with the case manager, shall determine if a series of short-term suspensions constitutes a change of placement
- The building Principal, with the case manager, shall determine if a nexus exists between the student's behavior and their disability.
- If a nexus exists, the building Principal, along with the case manager, shall establish an appropriate plan for intervention and remediation.
- If a nexus exists, the building Principal, along with the CST, shall review current student placement and accommodation plan.

## Disciplinary Infractions and Actions

*Administration reserves the right to remove a student from any school sponsored activity as a result of any infraction listed in the table below.*

Infractions	First Offense	Second Offense	Third and Subsequent Offenses
<b>Abusive Language</b> <i>Policies 5500, 5600, 5560</i>	Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral
<b>Absence</b> <i>Policies 5200, 5600</i>	On the 4th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student's noncompliance with the attendance requirements, even if the school has received medical documentation.	On the 8th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student's noncompliance with the attendance requirements, even if the school has received medical documentation. Referral to RTI and community based agencies	On the 12th unexcused absence, the school will send a letter to parents/guardians alerting them of the danger of the student's noncompliance with the attendance requirements, even if the school has received medical documentation. Follow up with RTI and community based agencies as well as referral to court.  Please see BOE policy regarding attendance for information regarding retention/promotion.
<b>Arson</b> <i>Policies 5500, 5600, 5560, 5513, 5610, 7610</i>	Police Notification; RTI Review/CST Referral; Long Term Suspension; Psychiatric Evaluation		
<b>Bus Misconduct</b> <i>Policies 5500, 5600, 5560</i>	Referral to Administration; Parent Notification; Warning or Seat Change and /or Bus Suspension	Referral to Administration; Parent Notification; Bus Suspension – 1 Week	Referral to Administration; Parent Notification; Long Term or Permanent Bus Suspension
<b>Cell Phones, Electronic Devices</b> <i>Policies 5600, 5516, 5560, 2361</i>	Warning; Parent Notification	Device Confiscated; Return to Parent Only; Conference With Student; 1 Administrative Lunch/and or Recess detention	Device Confiscated; 1-3 Admin. AM and/or Lunch Detentions; Parent Conference

Richard Butler Middle School - Code of Student Conduct

<p><b>Cell Phone/Electronic Device Usage: texting, recording, videotaping, picture taking, social media, etc.</b> <i>Policies 5600, 5516, 5560, 2361</i></p>	<p>Device Confiscated; Return to parent only; Parent Conference; Admin discretion depending upon severity and impact on others</p>	<p>Device Confiscated; Return to Parent Only; Parent conference ISS or OSS dependent on situation</p>	<p>Device Confiscated; Return to Parent Only; Parent Conference; OSS</p>
<p><b>Cheating</b> <i>Policies 5600, 5701</i></p>	<p>Classroom Based Discipline; Parent Contact; Referral to Administration; Administrative Review; "0" on Assignment/test</p>	<p>Parent Contact/Conference; Referral to Administration; Loss of Privileges; "0" on Assignment/test; RTI Referral; 1-3 Admin. AM and/or Lunch Detentions</p>	<p>Parent Contact/Conference; Referral to Administration; ISS-1 day Loss of Privileges; "0" on Assignment/test;</p>
<p><b>Infractions</b></p>	<p><b>First Offense</b></p>	<p><b>Second Offense</b></p>	<p><b>Third and Subsequent Offenses</b></p>
<p><b>Cutting Class</b> <i>Policies 5600, 5200, 5610</i></p>	<p>1 Admin Detention; Parent Notification</p>	<p>2-3 Admin Detention; Parent Notification, Meeting with school counselor; complete all missed work</p>	<p>1-3 days ISS; complete all missed work; parent conference; RTI Referral</p>
<p><b>Cutting Detention (Teacher/Administration)</b> <i>Policies 5600, 5200, 5610</i></p>	<p>Teacher: 2 admin detentions; parent notification  Admin: 2 additional admin detentions, parent notification</p>	<p>Teacher/Admin: 1 day ISS, parent notification, Meeting with school counselor; loss of privileges</p>	<p>Teacher/Admin: 1-3 ISS; administrative discretion; parent notification; RTI referral</p>
<p><b>Damage to School Property</b> <i>Policies 5600, 5513, 5610, 7610</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with SAC</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Defiance/ Insubordination</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Dishonesty, Lying, Forging</b> <i>Policies 5600, 5701</i></p>	<p>Classroom Based Discipline; Parent Contact; Referral to Administration; Referral to Administration; Possible admin lunch detentions based on severity</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Disrespectful to Staff</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Disrespectful to Student</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>

Richard Butler Middle School - Code of Student Conduct

<p><b>Disruptive Behavior</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Dress Code</b> <i>(See Parent/Student Handbook) Policies 5500, 5511</i></p>	<p>Parent Notification; Change of Clothing Required; Conference with Student</p>	<p>Parent Notification; Change of Clothing Required; 1-3 Admin. AM and/or Lunch Detentions</p>	<p>Parent Conference; Change of Clothing Required; 1-3 Admin. AM and/or Lunch Detentions</p>
<p><b>Exploding Devices</b> <i>Policies 5600, 5500, 5560, 5610</i></p>	<p>Long term Suspension; Psychiatric Evaluation; Parent Notification; Police Notification</p>	<p>Long term Suspension; Psychiatric Evaluation; Parent Notification; Police Notification</p>	<p>Long term Suspension; Psychiatric Evaluation; Parent Notification; Police Notification</p>
<p><b>Infractions</b></p>	<p><b>First Offense</b></p>	<p><b>Second Offense</b></p>	<p><b>Third and Subsequent Offenses</b></p>
<p><b>Extortion</b> <i>Policies 5616, 5600, and any other applicable BOE policies</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>
<p><b>Failure to Follow Procedures during an Emergency Operation Procedure/Health Protocols</b> <i>Policies 5500, 5600, 5560, and all other applicable BOE policies</i></p>	<p>Warning; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days;; Parent Conference; Meeting with school counselor</p>	<p>1-3 days OSS based on severity; parent conference; RTI referral</p>
<p><b>Falsifying Alarm</b> <i>Policies 5500, 5600, 5560, 5610, and all other applicable BOE policies</i></p>	<p>Immediate 1 to 5 days OSS; Parent conference; Police notification; Meet with school counselor</p>	<p>5 to 10 days OSS; Police Notification; Psychiatric Evaluation</p>	<p>Long term Suspension; Police notification; Psychiatric Evaluation</p>
<p><b>Fighting (Major Physical Contact)</b> <i>Policies 5500, 5600, 5560, 5610</i></p>	<p>1 to 3 days OSS; Police Notification; Parent Conference; school counselor</p>	<p>2 to 4 days OSS; Parent Conference; counselor Administrative Review; Police Notification; CST Referral</p>	<p>3+ days OSS; Parent Conference; Psychiatric Evaluation; SAC</p>
<p><b>Leaving School Grounds</b> <i>Policies 5500, 5600, 5560, 5610</i></p>	<p>ISS 1 day; counselor notification; parent notification; police notification</p>	<p>2 day ISS; parent notification, counselor notification; police notification</p>	<p>1-3 days OSS, parent conference; RTI referral; police notification</p>
<p><b>Obscene Language</b> <i>Policies 5500, 5600, 5560, 5610</i></p>	<p>Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;</p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent</p>	<p>1-3 days ISS or 1-3 days OSS based on severity; complete all work missed;</p>

Richard Butler Middle School - Code of Student Conduct

		Conference; Meeting with school counselor	parent conference; RTI referral
<b>Obscene Note/Letter To Student</b> <i>Policies 5500, 5600, 5560, 5610</i>	Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification;	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral
<b>Physical Contact (Intent to Harm)</b> <i>Policies 5500, 5600, 5560, 5610</i>	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS or 1-3 OSS based on severity; Parent Conference; Meeting with school counselor; Admin discretion	1-3 days ISS or 1-5 days OSS based on severity; complete all work missed; parent conference; RTI referral	5 to 10 days OSS; Police Notification; Psychiatric Evaluation
<b>Physical Contact (No Injury)</b> <i>Policies 5500, 5600, 5560, 5610</i>	Warning and/or 1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification; Admin discretion	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral
<b>Physical Contact (With Injury)</b> <i>Policies 5500, 5600, 5560, 5610</i>	1-3 Admin. AM and/or Lunch Detentions based on severity; Parent notification; Admin discretion	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS based on severity; Parent Conference; Meeting with school counselor	1-3 days ISS or 1-3 days OSS based on severity; complete all work missed; parent conference; RTI referral
<b>Physical Contact (With Object)</b> <i>Policies 5500, 5600, 5560, 5610</i>	1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS or 1-3 OSS based on severity; Parent Conference; Meeting with school counselor; Admin discretion	1-3 days ISS or 1-5 days OSS based on severity; complete all work missed; parent conference; RTI referral	5 to 10 days OSS; Police Notification; Psychiatric Evaluation
<b>Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<b>Scuffle (Minor Physical Contact)</b> <i>Policies 5500, 5600, 5560, 5610</i>	Admin Detention or 1 to 3 ISS (Depending upon situation) Parent Notification	1 to 3 days ISS Parent conference, counselor	1 to 3 days OSS Parent conference CST Referral
<b>Sexual Harassment</b> <i>Policies 5512, 5500, 5560, 5600, 5610, 5751, 3362, 4352</i>	See Harassment, Intimidation, Harassment; Contact Affirmative Action Officer	See Harassment, Intimidation, Harassment; Contact Affirmative Action Officer	See Harassment, Intimidation, Harassment; Contact Affirmative Action Officer
<b>Tardiness</b> <i>Policies 5200, 5600</i>	Tardies will be accumulated per marking period/trimester. Students with 1-3 unexcused tardies will receive a warning from administration.	4-6 tardies will result in one lunch detention for each day late.	7 or more tardies will result in one AM/PM detention for each tardy.
<b>Terroristic Threats (Mass Violence)</b> <i>Policies 5500, 5560, 5600, 5610</i>	Parent Notification; Administrative Review; Police Notification; Psychiatric Evaluation ; OSS or long term suspension	Parent Notification; Administrative Review; Police Notification; RTI Review/CST Referral; OSS based or long term suspension; Psychiatric Evaluation	Parent Notification; Administrative Review; Police Notification; RTI Review/CST Referral; OSS or long term suspension; Psychiatric Evaluation

<p><b>Theft or Possession of Stolen Property</b> <i>Policies 5500, 5560, 5600, 5513, 5610</i></p>	<p>1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS or 1-3 OSS based on severity; Parent Conference; Meeting with school counselor; Admin discretion; possible police notification</p>	<p>Parent Notification; 1-3 days ISS/OSS; Administrative Review; Appropriate Restitution; Police Notification</p>	<p>Parent Notification; 3-5 days ISS/OSS; Administrative Review; Appropriate Restitution; CST Referral; Police notification</p>
<p><b>Threatening Behavior</b> <i>Policies 5500, 5560, 5600, 5513, 5610</i></p>	<p>Warning, 1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS or 1-3 OSS based on severity; Parent Conference; Meeting with school counselor; Admin discretion</p>	<p>1-3 days ISS or 1-5 days OSS based on severity; complete all work missed; parent conference; RTI referral</p>	<p>1 to 10 days OSS; Police Notification; Psychiatric Evaluation</p>
<p><b>Threats of Violence</b> <i>Policies 5500, 5560, 5600, 5513, 5610</i></p>	<p>Warning, 1-3 Admin. AM and/or Lunch Detentions or 1-3 days ISS or 1-3 OSS based on severity; Parent Conference; Meeting with school counselor; Admin discretion; Possible Police Notification</p>	<p>1-3 days ISS or 1-5 days OSS based on severity; complete all work missed; parent conference; RTI referral; police notification</p>	<p>1 to 10 days OSS; Police Notification; Psychiatric Evaluation; police notification</p>
<p><b>Weapons Possession</b> <i>Policies 5500, 5560, 5600, 5513, 5610</i></p>	<p>OSS or Long term Suspension; Parent Notification; Police Notification; Possible Psychiatric Evaluation</p>		

**Harassment, Intimidation, or Bullying Infractions**

	First Offense	Second Offense	Third and Subsequent Offenses
<p><i>Policies 5512, 5500, 5560, 5600, 5610</i></p>	<ul style="list-style-type: none"> <li>• Administrative Conference with Students (Victim and Offender)</li> <li>• Parent Notification (Victim and Offender)</li> <li>• Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Administrative Conference with Parents</li> <li>• Completion of Behavioral Questionnaire</li> <li>• Temporary Exclusion from environment as appropriate (bus, cafeteria, recess)</li> <li>• Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Review</li> <li>• Completion of Behavioral Questionnaire</li> <li>• Temporary loss of privileges as appropriate (Field Trips, Recess, Special Events, Etc.)</li> <li>• Temporary Exclusion from environment as appropriate (bus, cafeteria, recess)</li> </ul>

	<ul style="list-style-type: none"> <li>• Temporary Exclusion from environment as appropriate</li> <li>• Possible disciplinary consequences based upon situation (detention, ISS, SOS)</li> <li>• Completion of Behavioral Questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• In School Counseling Assessment by CST</li> <li>• Administrative Action as appropriate</li> <li>• Administrative Detention (before, after or during school)</li> <li>• RTI Review/CST Referral</li> <li>• Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial</li> <li>• Suspension (ISS/SOS)</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling Recommendation</li> <li>• RTI Review/CST Referral</li> <li>• Written Communication by Offender demonstrating knowledge of offense, e.g. Apology or pictorial</li> <li>• Suspension 1-5 days</li> <li>• Mandatory Reentry conference with parents</li> </ul>
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**Substance Abuse Infractions**

	<b>First Offense</b>	<b>Second Offense</b>	<b>Third and Subsequent Offenses</b>
<b>Being Under the Influence of Drugs or Alcohol</b> <i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i>	Parent Notification; SAC Notification; Drug and Alcohol Screening; RTI Review Follow Policy 3 days or more OSS based on Admin. Review	Parent Notification; SAC Notification; RTI Review Drug and Alcohol Screening; Follow Policy 5 days or more OSS based on Admin. Review	Parent Notification; SAC Notification; RTI Review Drug and Alcohol Screening; Follow Policy 10 days or more OSS based on Admin. Review
<b>Possession of Controlled Dangerous Substance (CDS)</b>	SAC Notification; Police Notification; RTI Review Follow Policy	SAC Notification; Police Notification; RTI Review Follow Policy	SAC Notification; Police Notification; RTI Review Follow Policy

Richard Butler Middle School - Code of Student Conduct

<p><i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i></p>	<p>3 days or more OSS based on Admin. Review</p>	<p>5 days or more OSS based on Admin. Review</p>	<p>10 days or more OSS based on Admin. Review</p>
<p><b>Smoking/Vaping/Smokeless Tobacco</b> Including, but not limited to possession E-Cigarettes, including, but not limited to vapes, vape pens, juuls, smokeless tobacco products</p> <p><i>Policies 5530, 5533, 5610 and all other applicable BOE policies</i></p>	<p>Parent Notification; Drug Screening SAC Notification; RTI Review 1 Saturday Detention</p>	<p>Parent Notification; Drug Screening SAC Notification; RTI Review 2 Saturday Detentions</p>	<p>Parent Notification; Drug Screening SAC Notification; RTI Review Up to 3 Days OSS based on Admin. Review</p>