BOGOTA MIDDLE SCHOOL

Student & Family Handbook

Christopher Albiez, Principal
131 East Fort Lee Road, Bogota, NJ 07603
(201) 441-4823

This handbook must be read by both the student and the parent/guardian. The Acknowledgment of Reading form on the final page must be completed and returned to the Main Office no later than September 25.

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District Administration & Board of Education

Superintendent of Schools

Mr. Damian Kennedy

Board of Education

President — Mr. Jose Chavez	jchavez@bogotaboe.com
Vice President — Mrs. Bisi Ruckett	bruckett@bogotaboe.com
Mr. Frank Miranda	fmiranda@bogotaboe.com
Mrs. Tasneem Salam	tsalam@bogotaboe.com
Mrs. Idalia Alvarez	ialvarez@bogotaboe.com
Mr. Robert Alvarez	roalvarez@bogotaboe.com
Ms. Susan Cruz	sucruz@bogotaboe.com
Mrs. Ambreen Naeem	anaeem@bogotaboe.com
Mrs. Trina Rivera Olivo	triveraolivo@bogotaboe.com

Student Code of Conduct

Bogota Middle School holds all students to a standard of respect and dignity toward peers, staff, and members of the broader school community. This standard of positive behavior is the foundation on which lifelong personal and academic success is built.

Students are expected to:

- Arrive on time each day in proper uniform, with a fully charged Chromebook.
- Come to class prepared and complete all assignments on time.
- Treat others with kindness and offer help to those in need.
- Act with honesty and integrity, including in difficult situations.

Discipline Policy

Bogota Middle School addresses student conduct through a tiered system designed to correct behavior early and involve families as concerns escalate.

Tier 1 — Infractions Resulting in Detention

A student will receive a detention for any of the following infractions:

- Arriving late to school
- Violating the dress code
- Having a phone out of the bookbag

- Arriving without a charged Chromebook, or without a Chromebook at all
- Arriving late to class
- Chewing gum
- Eating in class
- Drinking anything other than water from a water bottle
- Causing a disruption after receiving one teacher warning
- Failing to follow directions during lunch or recess
- Other conduct that staff determine warrants detention

Escalating Consequences

As detentions accumulate within a school year, consequences increase in severity as follows:

Detentions	Consequence
4 detentions	A parent conference is held with administration, and with the school counselor if appropriate
5 detentions	Extended PM detention (60 minutes, including a reflection component)
6 detentions	A behavior contract is established with the parent, student, and administration; this may include restriction of privileges
7 detentions	In-School Suspension (ISS), a counseling referral, and a required parent signature
8 detentions	Out-of-School Suspension (OSS) is considered, followed by a re-entry conference

Infractions Resulting in Automatic Suspension

The following infractions result in automatic suspension and, where warranted, notification of law enforcement:

- Fighting, aggression, or threats of harm
- Harassment, intimidation, or bullying (HIB)
- Possession of weapons, drugs, or vaping devices
- Cutting class or leaving school property without authorization

Before a suspended student may return to school, a parent meeting is required, along with a restorative conversation where appropriate.

Supportive Measures

In addition to disciplinary consequences, the school offers the following supports to help students succeed:

- Restorative circles
- Counseling and mentoring
- Monthly recognition of students with no infractions

Chromebook Policy

The Chromebook is an essential daily tool for instruction at Bogota Middle School. Students are expected to:

- Bring their Chromebook to school every day.
- Ensure it is fully charged before arriving.

A student who arrives without a Chromebook, or with one that is not charged, will be subject to the following:

- A detention for being unprepared for class.
- A possible negative impact on grades, since most daily assignments are completed on the Chromebook.

Lunch Procedure

During lunch and recess, students are expected to:

- Remain in their assigned seats.
- Use bathroom passes when needed during this period.
- Follow all staff directions.
- Clean up after themselves.

Misconduct during lunch or recess may result in loss of recess privileges or detention.

Detention Procedures

- Lunch detention is served during the student's lunch and recess period.
- Extended detention is held from 2:45 PM to 4:00 PM.
- Arriving late to, or missing, a scheduled detention will result in an additional detention.

Alternative Suspension

In certain circumstances, a student may be referred to an off-campus alternative program. Successful completion of the program is required before the student may return to school.

Loss of Privileges

Serious or repeated behavioral referrals may result in the forfeiture of participation in trips, clubs, or extracurricular activities.

Attendance Policy

- Students must attend a minimum of 164 days during the school year to receive academic credit.
- Students who accumulate more than 16 absences risk the loss of credit.

Parents and guardians are asked to notify the Main Office no later than 8:30 AM on any day their child will be absent.

Participation in Afterschool Activities

Consistent attendance during the school day is required in order to participate in afterschool activities. Students must sign in by 10:00 AM to be eligible to participate that day.

Tardiness

- Each unexcused tardy results in a PM detention.
- Three tardies are counted as the equivalent of one absence.

Early Dismissal

Early dismissal is counted toward a student's total absences. Students being dismissed early must be signed out in person by a parent or guardian.

Building & Campus Policies

Phones, Hall Passes, and Hallways

- Phones must be powered off and stored away before entering the building.
- A hall pass is required to be in the hallway during class time.
- Students are expected to walk respectfully between classes.

Recycling

All students are expected to participate in recycling using the following bins:

- Green bins: paper and cardboard
- Blue bins: cans and plastic (no liquids)

Damage to School Property

Students who deface or damage school property will be held financially responsible for the cost of repair and will be subject to disciplinary action.

Lost & Found

Families are encouraged to check the Lost & Found regularly. Labeling gym clothes and other personal belongings is strongly recommended.

Building Access

Visitors must have a scheduled appointment and present a valid photo ID at check-in. No individual is permitted in the building outside of school hours without staff supervision; violators may be subject to trespassing charges.

Substitute Teachers

Substitute teachers are to be afforded the same respect and cooperation as regular classroom teachers.

Lockers

- Lockers must be kept neat and locked at all times.
- Only school-issued locks may be used.
- Lockers are not to be shared and are subject to inspection at any time.

ID Cards

Students are required to carry their school-issued ID card at all times during the school day.

Gum

Chewing gum is not permitted anywhere on school premises.

Academic Expectations

- Report cards are issued four times per year.
- Progress reports are issued at the mid-point of each marking period.

Late work is not accepted. A student who anticipates difficulty completing an assignment on time is expected to raise the issue with the teacher before the due date. Students with an individualized accommodation plan will be supported in accordance with that plan.

Honor Roll

Honor Roll recipients are announced and posted at the close of each marking period.

Athletics

Seasons

- Fall: Cross Country, Girls Volleyball, Soccer
- Winter: Boys' & Girls' Basketball, Wrestling
- Spring: Baseball, Softball

Athletic Eligibility

- A student failing one class is required to attend academic probation.
- A student failing two or more classes may not participate in athletics until passing grades are confirmed through progress reports.

Counseling & Health Services

Care Plus Partnership

A full-time mental health clinician is on staff to provide individual and group counseling services. Parents are contacted prior to the start of individual services. Skill-building groups are also offered; families who prefer their child not participate may opt out by notifying the guidance office.

Drop-In Center

The Drop-In Center is open Monday through Thursday to support homework completion and printing needs. It is not intended for video games or general socializing.

Medication Policy

Medication may be dispensed only by the school nurse, and only with a doctor's note and parental consent on file. Authorization by phone is not accepted under any circumstance.

Illness & Injury

A student who becomes ill during the school day must see the nurse before being released home. Any injury must be reported immediately to a teacher or the nurse.

Fire & Emergency Drills

The school conducts monthly drills covering fire, lockdown, shelter-in-place, bomb threat, and active-shooter scenarios. Students are expected to follow all safety procedures promptly and quietly.

Non-Discrimination Policy

In accordance with Board Policies #1510, #1530, #2460, and #5750, Bogota Middle School does not discriminate on the basis of race, color, national origin, disability, age, or sex in admission, employment, or access to services, programs, and activities.

District policies are subject to change during the school year. In the event of a conflict, the current Board of Education policy supersedes any provision of this handbook.

Acknowledgment of Reading

This form must be completed and returned to the Main Office no later than September 25.

By signing below, the student and parent/guardian confirm that they have read and understood the contents of the Bogota Middle School Handbook, including the Student Code of Conduct and Discipline Policy.

Student Name

Grade

Parent/Guardian Name

Student Signature Date

Parent/Guardian Signature Date