

# EVESHAM TOWNSHIP MIDDLE SCHOOLS 2022 - 2023 HANDBOOK

Marlton Middle School  
*Home of the MUSTANGS!*  
150 Tomlinson Mill Road  
Marlton, New Jersey 08053  
(856) 988-0684

Frances S. DeMasi Middle School  
*Home of the DOLPHINS!*  
199 Evesboro-Medford Road  
Marlton, New Jersey 08053  
(856) 988-0777

This book belongs to: \_\_\_\_\_

Homeroom Teacher's Name \_\_\_\_\_

Homeroom # \_\_\_\_\_

[www.Evesham.k12.nj.us](http://www.Evesham.k12.nj.us)

**EVESHAM SNOW CLOSING #657**

Tune in to Channel 19, LDTV, for Snow Closing Information.

## District Mission Statement

The mission of the Evesham Township School District is to promote excellence in an environment that engages students in meaningful learning experiences. In partnership with students, dedicated staff, families, and community, the District provides a strong educational foundation that will empower our students to:

- Achieve their unique potential
- Embrace self-directed, life-long learning
- Develop the skills necessary for appropriate risk-taking and responsible decision making
- Respect themselves and others
- Problem-solve individually and collaboratively
- Become contributing members of a diverse, global society

**MMS & DMS thank our PTA's and The Evesham Education Foundation for their generosity in providing these agenda books to our students.**  
**Please visit the EEF website at [www.eveshameducationfoundation.org](http://www.eveshameducationfoundation.org).**

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## **WELCOME!**

Welcome to middle school! We are glad you are here. This handbook will help you successfully organize your academic assignments. It will also help you understand your rights and responsibilities as a member of our school community. Please read it carefully and refer to it often. Share the information with your parents/guardians. We hope you have a great year – one in which you can be proud of yourself and your school.

### **Marlton Middle School**

(856) 988-0684

Gary Hoffman, Principal

Joseph Donnelly, Vice Principal, Blue House

Joy Williams, Vice Principal, Yellow House

Heather Robbins, School Counselor, Yellow House

Laura Mason, School Counselor, Blue House

Cherisse Walton, Principal's Secretary, Extension 8500

Amy Dziura, R.N., School Nurse, Extension 8504

Yellow House Extension 8512

Blue House Extension 8509

### **Frances S. DeMasi Middle School**

(856) 988-0777

Irene Romanelli, Principal

Patrick Bree, Vice Principal, Red House

Gaeton Lucibello, Vice Principal, Green House

Matthew Robinson, School Counselor, Red House

Elizabeth Mikolajczyk, School Counselor, Green House

Donna Casey, Principal's Secretary, Extension 2700

Allison Balmer, R.N., School Nurse, Extension 2703

Green House Office Extension 2720

Red House Office Extension 2730

**Academic Expectations:** Students in our school community succeed by exhibiting the following:

1. Taking an interest in schoolwork and extracurricular activities.
2. Paying attention in class.
3. Handing in work promptly.
4. Completing all assignments to the best of your ability.
5. Asking questions and asking the teacher for help when necessary.
6. Making good use of independent study time and the media center.
7. Only taking credit for work you completed.
8. Neither giving nor receiving illegal help on a test or quiz.
9. Upholding the behaviors outlined for you in this handbook.

**Affirmative Action/Equal Opportunity:**

Evesham Township Public Schools is an equal opportunity employer, and has an Affirmative Action Plan on file in the Board of Education Office. The Evesham Township School District does not discriminate on the basis of race, color, creed, religion, sex, affection or sexual orientation, ancestry, national origin or social or economic status.

**Attendance: See District Policy & Regulations #5400**

**To report all absences and lateness:**

**For DMS:** Call 988-0777,  
Nurse Ext. 2703

**For MMS:** Call 988-0684,  
House Offices:  
Blue House, Ext. 8509  
Yellow House, Ext. 8512

**Absence/Lateness Policy: If a student:**

- Arrives before 10:30 - Late
- Arrives after 10:30 - 1/2 day absence
- Arrives after 11:30 - full day absence
- Leaves before 9:30 - full day absence
- Leaves between 9:30-11:30 - 1/2 day absent
- Leaves after 11:30 - full day present

**Five-Day Absence Rule**

1. A physician's certificate shall be required:
  - a. When the child has been absent from school after five (5) consecutive days.
  - b. When the child has been absent with a communicable disease such as measles, mumps, impetigo, chicken pox, etc.
2. The physician's certificate shall state that the child has been examined by the doctor and is now able to return to school.
3. School officials shall refuse admittance to any child having a communicable disease who does not present this physician's certificate.

**Absentee Assignment Policy:** In order to facilitate absentee notification of missed assignments, the following policy will be followed:

1. The number of days absent equal the number of days allowed to make up the work.
2. A student who is absent for one to two (1-2) days is asked to get assignments from another student. If this is not possible, upon his/her first day of return to school, the student must see each teacher for missed assignments.
3. On the third day of an absence, if the student will be unable to return to school in the near future, parents/guardians may contact the House Office for assignments.

a. All requests must be made before 8:00 AM if assignments are to be picked up the same day. A reasonable attempt will be made by the teachers to provide assignments.

b. Assignments, books, etc. may be picked up at the Front Office at the end of the day by a parent/guardian or another student.

4. A student going on vacation during the school year must make up all assignments and tests.

5. The student should meet with each teacher in order to establish an acceptable timetable. The guidance counselor can help the student schedule his/her time. Teachers are not expected to re-teach material missed during vacation time. Vacations during the school year hinder the educational process.

6. After being absent ten (10) days, a warning letter will be sent home to parents unless a long-term illness is the cause of the absenteeism.

**Backpacks:** Backpacks must remain in the student's locker during the school day.

### **Bus Conduct and Regulations:**

The driver has authority over students on the bus. He/She shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student from the bus. However, if he/she is unable to manage any student, the student will be reported to the vice principal. "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his/her parents shall provide for his transportation to and from school during the period of exclusion."

N.J. State Law 18:A:25-2.

**Bus conduct is monitored by video surveillance equipment.** Students will not be allowed to leave the school grounds once they have arrived unless they bring a note from home and receive permission from the vice principal. Bus students may not walk home without written permission.

### **Students are only permitted to ride their assigned bus.**

Students must obtain and submit a "bus pass" in order to take the late bus.

### **Bus Conduct Rules**

Students are expected to act maturely and follow the following Bus Conduct Rules:

1. Be on time at your assigned bus stop. No other stop is to be used to pick up or drop off students.
2. Stay off the road while waiting for the bus.
3. Wear your seat belt.
4. Remember that loud talking or unnecessary noise diverts the driver's attention and may result in a serious accident. Profane language is prohibited.
5. Treat bus equipment with care. The offender must pay damages.
6. Tampering with the bus or its equipment is prohibited.
7. Keep books, packages, coats, and other objects out of the aisles and in your possession.
8. Students must remain seated when the bus is in motion and wear seat belts.
9. Objects should not be thrown out of the bus windows and keep head, hands and feet inside the bus.
10. Proper behavior is expected.
11. Only students whose names appear on the bus list may ride the assigned bus.

12. Eating food, drinking or chewing gum is prohibited.
13. Students must remain in their assigned seats.
14. Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus while warning lamps are operating. Use extreme caution.
15. The driver will not discharge riders at places other than the regular bus stops as designated by school officials.

### **Bus Conduct Violation Consequences:**

**First Violation** – Verbal Warning

**Second Violation** – Driver may reassign student's seat.

**Third Violation** – A Disciplinary Referral Form stating the student has committed a third violation is to be submitted to school administrator. Depending on the outcome of the investigation, demerits and/or suspension may be issued.

**Major Violation** – All major violations; such as fighting, abusive or vulgar language, etc., must be reported immediately to the school administrator.

**Discipline Record** – After the student has fulfilled discipline for third violation, the student's bus discipline record is cleared.

**NOTE:** MAJOR OFFENSES ARE REPORTED DIRECTLY TO THE PRINCIPAL; MAJOR OFFENSES INCLUDE: FIGHTING, VERBAL AND ABUSIVE LANGUAGE TOWARD BUS DRIVER OR OTHER STUDENT.

### **Cafeteria Conduct and Regulations:**

Students may bring lunch to school and eat in the cafeteria. You may supplement your lunch by purchasing milk, ice cream or other items. A complete hot lunch platter is also available.

Students are not permitted to bring energy drinks and/or other highly caffeinated beverages to school.

Students must share the responsibility for the cleanliness of the cafeteria.

All types of running, "rough activities" and physical contact are explicitly forbidden in the lunchroom and playground. Students are not permitted on the MMS hill or on private property. Students are not permitted to sit on the fence.

### **Cafeteria Conduct Rules**

1. Students are expected to proceed to and from the lunchroom in an acceptable manner.
2. Students will proceed to and from classrooms quietly; remember other students are in class.
3. Be considerate.
4. Do not "crash" or "cut" the serving line.
5. Walk to your table in an orderly fashion.
6. Observe polite table etiquette. Remember the following:
  - a. No throwing food.
  - b. Respect the food of others.
  - c. No use of offensive language
  - d. Speak with a soft voice
7. Deposit all waste paper, milk cartons and foods in proper containers.
8. Clean the table and floor area where you eat.

9. Wait at the table for dismissal by the Vice Principal or supervising staff on duty.

10. No food or drink is allowed to leave the cafeteria.

11. Students who bring their lunch (brown bag) should put their name and homeroom number on the outside of the bag in case of loss.

12. Students who do not follow the above rules will receive appropriate disciplinary action.

### **Cell phones/Electronic Devices/Accessories:**

Electronic devices are governed by the Acceptable Use Policy and Technology Policy of the District. They are to be used for educational purposes only, with teacher permission. Misuse of these devices may result in disciplinary action.

**Check Policy:** We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee as indicated below (plus a bank fee charged to the merchant, if allowed by your state law) through electronic fund transfer from your account if your payment is returned unpaid. The New Jersey Fee is \$30.00. Please include the following information on your check: Full Name, Street Address, and Phone Number.

### **Co-Curricular Activities:**

Participation in after-school activities is an important part of school life. Middle school students have an opportunity to

enhance their interests and personal growth through participation in co-curricular activities. Intramural sports, activities, clubs, chorus, band and orchestra are examples of possible offerings. A list of available activities, fee schedules and enrollment forms for participation will be distributed throughout the year.

While students are encouraged to participate in a variety of school activities, consideration should be given to the number of activities. Please see the last page of this handbook for clarification. A student who has been absent for the school day may not participate in after school or evening activities. When a student attends an after school activity, it is expected that they will take the late bus home. If you plan to pick up your child at the conclusion of the club or sport, your child **MUST** be picked up on or before the time the appropriate bus departs. If a parent or guardian has not picked up the child at the appropriate time, bus children will be instructed to board the late bus for transportation home.

**Daily Schedule:** Students go to their homeroom and/or lockers at 7:15 AM. At the end of the day, busses will leave by 2:10 PM.

**Dances and Social Events:** The school may sponsor social activities for sixth, seventh and eighth grade students throughout the year. Dates will be announced during the school year. To enter a dance, students **MUST** pay at lunch and have their hand stamped. Sixth grade dances are held **after school**. Seventh and eighth grade events are held **in the evening**.



To make our social activities more enjoyable and orderly, the following rules should be observed:

1. Appropriate school dress must be worn to dances. Appropriateness will be judged by faculty chaperones.
2. For sixth, seventh and eighth grade dances, no one will be allowed to enter the school building before the time indicated for the dance to start. (The only exception will be for the assigned Student Dance Committee.)
3. No Public Display of Affection will be tolerated.
4. All people must leave the building by the announced deadline - with the exception of the assigned clean-up committee.
5. Do not leave valuables unattended. You are responsible for your valuables.
6. All drinks should be consumed in the designated area and may not be taken out of the Cafetorium.
7. Only 6th, 7th and 8th grade DeMasi Middle School and Marlton Middle School students will be allowed to come to their respective dances (**no outsiders permitted**). Students who bring non-DMS or non-MMS students to a dance will be subject to disciplinary action.
8. No one will be permitted to leave the school building until the dance is over unless picked up early by parents or other responsible adult.
9. **No one is allowed on the stage except the DJ.** No one is allowed to use the DJ's equipment unless he/she has permission from a chaperone.
10. All school rules apply and infractions will be dealt with accordingly.
11. Only authorized people will be allowed to sell tickets or refreshments.

12. Parents/Guardians are responsible for transporting students to and from the dance. Please pick up your child immediately after the dance. **Students not "picked up" within 15 minutes after the social event will not be permitted to attend the next dance/social event.** Sixth grade dances will be held directly after school in their respective buildings.

13. Running, horseplay and/or unbecoming conduct are prohibited.

14. Chaperones are in complete charge - students must abide by their decisions.

15. Students using, distributing or possessing drugs, alcohol or other illegal substances will be expelled from the social activity and will be suspended from school. He/she will be denied all future social activities that year. Police will be involved where appropriate.

16. **Any student that has a current in-school, out-of-school, or bus suspension will not be allowed to attend the next dance, including the "Graduation Dance."** Violations of these rules will result in immediate expulsion from the dance and the violator may not be allowed to attend any dances in the future.

**Eighth Grade Dance Attire:** Students are encouraged to dress in a manner that displays modesty, decorum and good taste. We encourage parents/guardian and students to use good judgment in selecting school dance attire. Specific information regarding the dress code for the 8<sup>th</sup> grade dance(s) will be forthcoming prior to the dance(s).

Questions may be addressed to your House or Building Principal.

**Dating Violence at School: Policy #5519 (See Code of Conduct for Detailed Information):**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil’s safety at school is jeopardized. Acts or incidents of dating violence at school, whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct.

School staff members are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school’s public code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim

and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services – I&RS), behavioral management plans, and/or alternative placement.

The Board of Education shall make available to pupils and their families information on safe, appropriate school, family, peer and community resources available to address dating violence.

**Dental and Medical**

**Appointments:** Students should arrange for treatment outside of school hours whenever possible. When an appointment is necessary during the school day, the student should present a note to the office that morning requesting an early dismissal. The parent/guardian must come to the school at the designated time and sign the appropriate register before the student will be released.

**Anyone picking up a student from school must present some form of identification.** Students should inform parents where they will be at the pick-up time. This will aid the secretary in locating the student for dismissal. Parents/Guardians must sign in at the front office when entering the building.

**Detention:** The Vice Principal or teacher may, if necessary, detain a student after school for a reasonable length of time. Students assigned to detention are to go to their lockers immediately after school and then report to the designated room where they will be under teacher supervision.

Failure to report to detention may result in more severe discipline including demerits and/or suspension. Late buses will be provided. Whenever possible, students will be given twenty-four (24) hours notice before staying for detention.

### **Discipline: Middle School Merit System Policy and Procedure:**

The expectations of students in our school are based upon the pillars of good character. We expect our students to be respectful of all people and property, to take responsibility for their choices and to exhibit honesty and integrity. These pillars will assist us in fostering the growth of healthy, confident early adolescents.

Learning thrives in an atmosphere of mutual respect. As a member of our school community, students are expected to conduct themselves as responsible individuals. Good behavior is recognized and rewarded at middle schools. It goes beyond the classroom. In the halls and other public areas, students are expected

to be orderly and courteous. Also, these expectations apply on the way to and from school, during school hours and in all activities and programs supervised by the school, including field trips, intramurals, clubs, athletic events, dances, social activities, etc. School rules apply in all of these situations. Our expectation is that students willingly cooperate with their instructors and exhibit maturity and self-control.

Occasionally, students violate classroom or school regulations. When this occurs the teacher has the right, responsibility and authority to inform and/or discipline the offender. Depending upon the seriousness of the infraction, the teacher may use one or more of the options open to him/her such as reprimanding the student, discussing the situation with him/her and/or his/her parents, after school detention, or utilizing some other means of making the student conscious of his/her error.

When a teacher has utilized all reasonable measures at his/her command without achieving the desired modification of the child's behavior, a referral to the vice principal may become necessary. For this we have developed a merit system.

Each year, middle school students begin with an unblemished merit record. However, if an infraction occurs, a demerit may be issued. Students who remain demerit free for one week are awarded the removal of one demerit.

If a school rule is broken, the student's record of merit is reviewed. Each student is viewed as an individual, and each incident is reviewed accordingly. A conference with the vice principal, principal, and/or school counselor occurs.

**The school administrator will then administer merit removal, and reserves the right to supersede these examples.**

For the following infractions, 2-5 demerits may be issued. Parents/guardians may be contacted. Repeat or severe offenses may result in suspension:

- Bus conduct report (bus demerits)
- Bike Helmet (not wearing)
- Chronic disruption in school
- Clothing-Dress Code violation
- Detention-failure to serve
- Disrespectful or defiant behavior
- Display of Affection-Public
- Disruption
- Documents requiring signature not returned
- Food and Beverages – outside of the cafeteria
- Gambling
- Gum Chewing
- Head-wear
- Inappropriate language
- Password/Pin-number-sharing
- Late to class
- Late to school (five (5) or more times-detention; ten (10) or more Saturday detention.
- Throwing objects (including snow)
- Unprepared for class
- Unsupervised area

The following infraction results in a zero for the assignment **or** possible disciplinary action:

- Cheating

The following infractions result in confiscation, Saturday detention/suspension:

- Possession or use of a cell phone or beeper
- Possession or use of an electronic communication or recording device.

The following infractions result in possible suspension, parent/guardian contact:

- Cutting class
- Forgery

The following infractions result in possible suspension, parent/guardian contact, school counseling and police contact:

- Drugs/Alcohol
- Fighting or Assault
- Gang activity
- Matches/Lighters
- Indecent exposure
- Laser pointer
- Instigating
- Smoking or possession of tobacco products including vaping devices, or juuling products.
- Theft
- Truancy
- Vandalism

Please refer to the District Code of Conduct on the district website for the following:

- Bomb threat
- Bullying
- Hazing
- Harassment
- Threat
- Weapon/Dangerous object

Each succeeding accumulation of ten (10) active demerits will result in a school suspension of greater duration. Parents/Guardians may be required to

meet with school officials before a suspended student is re-admitted. Students with chronic discipline problems may be deprived of attending extracurricular school functions such as athletic contests, the 8th grade annual graduation trip or any other school sponsored activity. (See “Suspensions”).

If a pupil is suspended he/she may not attend the next school dance even if it is the graduation dance.

Any student suspended may be referred to the district Child Study Team for psychological counseling and/or evaluation. All suspended students are reported to the Board of Education.

At times, when classroom, lunchroom or school rules are breached, an after school detention may be assigned. It is essential that students report to the assigned detention as scheduled or face the possibility of increased disciplinary action.

Should a child have a previous commitment such as a doctor’s or dental appointment, the parent should contact the teacher via a note or phone call and request a re-scheduling of the detention. (See Suspensions.)

**Dismissal from School:** All students are to use their designated exits when leaving school. DeMasi students should not use the main doors to exit the building. Upon exiting the building, students are to immediately board their assigned bus.

All students will ride their assigned bus to and from school. Parents and guardians who will be “picking up” students before the end of the day must report to the front

office and “sign them out.” Students must bring in a signed note from the parent if they are leaving any after school activities prior to its conclusion. Students may not be “picked up” by high school students.

**Dress Code:** The Middle School Dress Code is designed to establish guidelines that assist students in making responsible decisions as they select attire that is appropriate for school. It is important for both parents/guardians and students to understand that the attire one selects has a direct effect on their attitude and behavior.

Students are expected to follow the dress code guidelines below. If an infraction occurs, students will be asked to change. Continued defiance of the dress code will result in disciplinary action.

### **Clothing**

- Attire that is excessively tight, sheer, see-through, brief, low cut or revealing as to be embarrassing or immodest will not be permitted.
- Attire that advertises or refers to alcohol, drugs, cigarettes, sex and/or gangs is prohibited.
- Attire that is offensive, derogatory, and/or discriminatory or has a double meaning will not be permitted.
- Dresses or skirts must be mid-thigh or longer. Walking shorts, Bermuda shorts and Capri length are acceptable. **No short-shorts.**
- Shirts/tops must be long enough to touch the waistline when sitting or standing.

- Shirts, tops or dresses must: not have spaghetti straps, not be see-through, and/or not be backless or strapless.
- Tank tops, camis, muscle type shirts, tight fitting leggings and spandex yoga pants shall not be worn as outer garments.
- No undergarments should be visible.
- Coats and outer garments shall not be worn inside the school building.

### **Hats/Head Coverings**

- No head coverings are permitted, except those worn for religious reasons.

### **Shoes**

- Footwear which is not firmly attached to the foot is not to be worn.
- Shoes designed for beachwear are not appropriate.
- Slippers are not to be worn.

### **Sunglasses**

- Sunglasses shall not be worn inside the school building unless for medical reasons and the School Nurse grants permission.

**Jewelry/Accessories** shall not be permitted if they:

- Are offensive
- Are safety issues
- Could possibly be used as a weapon

### **Piercings**

- All piercings must be removed during Physical Education class.

### **Hair**

- Hair should not be worn in such a fashion that is disruptive to the educational process.

### **Appeal Process for Dress Code:**

The building principal or vice principal will make the determination as to whether a dress code infraction occurred. If a parent/guardian wishes to appeal the determination of the principal or vice principal, then a review committee will be assembled comprised of the principal, the school PTA/PTO President (or the President's nominee), one teacher and two administrators. Upon request of the parent/guardian, the child of the parent/guardian as well as a student representative (Student Council President), may be present. However, these children will be there in an advisory capacity only. The review committee will determine whether a dress code violation has occurred.

**Entrance to School:** All middle school students are to **use their respective wing entrance when entering the building. Students arriving between 7:00 AM and 7:15 AM should report to the cafeteria.** MMS students being dropped off in the morning should enter using the main entrance in the front of the school. DMS students being dropped off in the morning should use the cafeteria entrance at DMS.

Students arriving after 7:15 AM **should report directly to their homeroom.** All students arriving **after 7:25 AM must**

**check in at the front office, and are considered late.**

**Fire and Evacuation Drills:** The signal for leaving the building during a fire and evacuation drill will be a continuous ringing of the fire bell. Whenever you are in the building and hear the fire bell, leave the building according to the instructions posted in each room. The following regulations will be observed during all building evacuations:

1. When the alarm sounds, one or two students quickly close any windows in the room.
2. Walk; do not run.
3. No talking is permitted while leaving or returning.
4. The teacher will see that every student has left the room and the door is closed.
5. Remain in line.
6. The first student to reach an outside door will open it fully and hold it open so others can pass from the building. The student should close the door, after all students have left the building and immediately rejoin his class outside.
7. Keep moving away from the building toward your designated area until everyone is out.
8. When the signal is given, enter the building in an orderly manner maintaining complete silence.
9. Everyone must leave the building during an evacuation.
10. Each teacher will account for students assigned to him/her.
11. During an actual fire and/or long-term evacuation, each house will report to their designated area.

**Firearms, Weapons, Dangerous Instruments and Threats:** The Evesham Township School District recognizes the need for the entire school community to understand the Board Policy on Firearms, Weapons and Dangerous Instruments (Policy #5611). A firearm is defined as anything that may be shot with the ability to harm. Rifle, handgun, shotgun, BB gun, pellet gun, slingshot, flare gun, and paint ball gun are examples of a firearm.

A weapon is defined as anything that may harm another individual. A fixed-blade knife, a switchblade, toy gun, toy or real swords, penknives and brass knuckles are examples of a weapon.

A dangerous instrument is any instrument that could be used to injure or threaten someone. A baseball bat, bowling pin, Boy Scout knife, Swiss Army knife, water pistol and a 2x4 are examples of potentially dangerous instruments. This list is not exclusive.

The school district will handle these incidents on an individual basis using the following guidelines:

### **LEVEL 1 OFFENSE**

Possible Events: Firearm in school or related event, weapon with a threat, bomb or bomb threat

Notification: Parents, Superintendent, County Office, Police and Board of Education (in no particular order)

Possible Action: Conduct investigation, external suspension, possible Child Study Team involvement, expulsion (may be a combination of any or all of these). Our district will comply with state law, which

mandates the minimum penalty for these offenses as a one-year expulsion.

### **LEVEL 2 OFFENSE**

Possible Events: Weapon in school, dangerous instrument, serious death threat, intent to harm  
Notification: Parents, Superintendent, Police (in no particular order)  
Possible Action: Internal suspension, external suspension, counseling, possible Child Study Team involvement, long-term suspension (may be a combination of any or all of these); police intervention possible. Minimum penalty is internal suspension.

### **LEVEL 3 OFFENSE**

Possible Events: Verbal death threat or threat to bring a weapon to school  
Notification: Parents, Superintendent, Police (discretionary), in no particular order.  
Possible Action: Conference held with child, submission of an essay by child, lunch detention, counseling, internal suspension, and/or external suspension (may be a combination of any or all of these).

**Gang Activity:** Students are prohibited from engaging in gang activity. A “gang” is any group of two or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity including but not limited to:

1. Wearing, using distributing, displaying, or selling any clothing, jewelry, symbol or other things that are evidence of membership or affiliation in any gang.

2. Committing any act or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang.

3. Using any speech or committing any act in furtherance of the interest of any gang or gang activity. Students engaging in any gang related activity will be subject to disciplinary actions.

### **Grading Standards/Honor Roll Criteria**

Letter grades utilized on Report Cards correspond to the following numerical equivalents:

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C-- 70-72	D- 60-62
			F 59 and below

### **Criteria for Evaluating Student Performance**

85% = Achievement of academic standards  
15% = Demonstration of work/study skills (see key)

### **Work/Study Key**

Effort  
Time Management  
Participation  
Assignment Completion  
Organizational Skills Preparation  
NOTE: Homework and class participation can add or detract from your final grade.

### **Honor Roll Criteria:**

**Distinguished Honor Roll:** A’s in ALL subjects.

**Honor Roll:** All A’s or B’s in ALL subjects.



**School Counseling:** The main purpose of guidance/school counseling is to help students find solutions to their problems and aid in the development of their full potential as individuals. Emphasis is placed upon self-understanding and self-direction in academic and social environments.

Any student who is having difficulty coping with a problem, either in or outside of school, may make an appointment to see his or her guidance counselor. Parents/Guardians who detect a problem or feel they can help in solving a problem are urged to contact their child's counselor. Students will be assigned to a counselor according to house placements.

### **Procedures for Guidance Appointments**

1. Go to the guidance office upon arrival at school, at lunchtime, or at a convenient time during the day.
2. You may give your name to the secretary in the office if the counselor is not available at the time.
3. Should you have a pressing problem that requires immediate attention, you may request a pass from your teacher. If, in the teacher's judgment, you should be excused, he or she will issue a pass to the guidance counselor. The student should make every effort, however, to request appointments at convenient times so that classes are not interrupted.
4. The counselor will request to see a student from time to time during the school year. Homeroom teachers will distribute appointment passes in the morning that the student will bring with him/her to the conference. Should you

receive an appointment pass, note the time and try to be prompt for your appointment. Be sure to notify the teacher at the beginning of the period if you have a guidance appointment during his or her class period. If the teacher feels you cannot be excused for a few minutes at the requested time, due to a test or other reasons, he or she should call the office to inform us that you cannot come at that time. A new appointment will then be arranged and you will be notified of the new time.

**Hallway Conduct:** To make passage in our halls safe, pleasant and orderly, there are rules by which the student body must abide.

1. Walk on the right side of the hall.
2. Walk at all times; do not run.
3. Don't push or shove.
4. Talk in a normal tone - do not shout or make excessive noise.
5. If a room is occupied and it is necessary for students to wait outside, line up silently and in single file close to the wall.
6. When walking in the halls to the buses, follow the rules of common sense and common courtesy.
7. Go to your locker on your authorized time only. Your House Principal and Team of Teachers will determine these times. At all other times students must obtain a written pass to go to their locker.

**Hall Passes:** Any pupil excused from class **must** have a hall pass that is issued by the teacher or vice principal.

### **Harassment, Intimidation and Bullying: Policy #5512.01**

**(See Code of Conduct on the District website for detailed information)**

The National Resource Center for Safe Schools defines bullying in the following way: Direct bullying includes physical violence, taunting and teasing, threats of violence and extortion or theft. Indirect bullying includes name-calling, spreading rumors and exclusion from a peer group. Pupils are protected from harassment, intimidation and bullying motivated by any actual or perceived characteristics, such as race, color, religion, natural origin, gender, sexual orientation, gender-identity and expressions, or a medical, physical or sensory disability. One of the major problems with bullying in schools is that the supervising adults do not witness it and either the victim or the other students witnessing the bullying do not report it. Do not suffer in silence. Students must report bullying to a school counselor or administrator immediately.

The Evesham Township School District will combat bullying during the school year in the following way:

**Unified Policy** - The district will have a **zero** tolerance policy for bullying of any kind. Violations will be handled on an individual basis. Repeat offenders will receive more harsh penalties. The actions may include (in no particular order and depending on the degree and frequency of behavior):

- a. Principal, guidance counselor or teacher conferencing with the student
- b. Student writing an essay on bullying
- c. Parent notification
- d. Peer mediation
- e. Lunch detention
- f. Bus suspension

- g. Counseling
- h. Internal suspension
- i. External suspension
- j. Expulsion

**Staff Training** - All appropriate staff members will be trained in the detection and appropriate interventions regarding bullying.

**Student Training** - The staff will meet with all students and explain the process of handling bullies. Ongoing meetings will take place to help the students recognize their role in terms of self-policing and self-definition.

**Policy Enforcement** - The policy will be handled consistently and quickly regarding bullying.

**Develop Programs** -The district will develop programs that address bullying behaviors and provide school-wide anti-bullying programs.

**Health Services:** Our School Health Services are an integral part of the total educational system. The purpose is to help every student attain the highest state of physical, mental, social and emotional health. Health Services are an extension of family responsibility, since the need for medical and dental care and all immunizations rests with the parents/guardians.

Diagnosis or treatment beyond first aid is not the responsibility of the School Nurse. Any questionable injury or illness will be reported to the parent/guardian, who will be responsible to see that the child is transported home. In case of extreme emergencies or accidents, the Nurse will arrange for transportation via ambulance and notify the parent/guardian of such action.

THE ADMINISTRATION OF ANY MEDICATION RECEIVED FROM HOME SHALL BE DONE ONLY IN EXCEPTIONAL CIRCUMSTANCES WHEREIN THE CHILD'S HEALTH MAY BE JEOPARDIZED WITHOUT IT.

Pupils requiring medication during school hours must have a written statement from the family physician identifying the type, dosage and purpose of the medication. In addition, a written statement from the parents/guardians giving permission to the Nurse to retain the medication and administer it, is also kept on file. All medications are kept in the Nurse's office until notified in writing of any change by parent/guardian and/or physician. The Nurse should be notified of any medication being taken by a child on a regular basis at home, particularly those that might cause a change in behavior. Medications left in school after the last day of school will be discarded.

**No child is permitted to leave school for reasons of illness or injury unless permission has been obtained from the School Nurse, who in turn shall notify the parent/guardian or a person designated by the parents/guardians to come to school and transport the child home.**

Vision and hearing programs are for evaluation only. One thing should be kept in mind: a referral from a screening program should be for further examination. It does not necessarily mean a need for medical treatment but indicates a need for further study in a more complete way than can be done by the screening procedure. The examining

physician should make the decision regarding treatment for vision or hearing problems and the School Nurse should be notified in writing of his decision.

There is a state mandated program for Scoliosis screening for all 5<sup>th</sup> through 8<sup>th</sup> grade students. Parents/Guardians not wanting their children to participate must request it in writing.

Physicals are required once per school year for all students participating in interscholastic sports. Contact your School Nurse with any questions.

Parents/Guardians are encouraged to contact the School Nurse to discuss problems regarding their children's health. Many learning problems arise when a child is not in the best physical condition. Close communication with parent/guardian and teacher in reference to a child's health needs are an important part of education. Poor health, whether physical, mental or emotional, interferes with effective learning. The School Nurse is in a position to provide information to the pupil, parent/guardian and teacher to eliminate or minimize any health problems.

**I.D. Cards:** All middle school students will be issued picture I.D. cards in the fall. These cards are needed for Internet use and to check out library books. Replacement ID cards can be purchased in the main office.

**Insurance:** An optional insurance policy is available to those who desire this coverage. Parents/Guardians are encouraged to secure this coverage for their children if they have no other health insurance.

**Internet Use:** The Acceptable Use Policy for Students (Policy #2361) is available in the school office as well as on the district website. Individuals who violate this policy shall be subject to the consequences and appropriate discipline as stated in the policy.

**Library/Media Center:** To use the library during school hours, students must obtain an appropriate library pass signed by a teacher. While in the library, students are expected to follow the rules. Talking, excessive moving around, or other disturbances may result in the student being excluded from the library. Library hours and regulations will be announced at the beginning of the school year. The school library will be open almost every day after school.

Students are responsible for payment of damaged or lost books. Students use their I.D. cards to check out books.

**Lockers:** Sixth, seventh and eighth grade students will be assigned a hall locker. Sixth grade MMS and seventh and eighth grade DMS and MMS students will also be assigned a gym locker. Lockers are the property of the Board of Education and may be inspected at any time. Random inspections will be done throughout the school year.

The following regulations exist:

1. Lockers are to be locked at all times when not in use.

2. Do not disclose your locker combination to anyone. The school cannot be responsible for any articles stolen from lockers.

3. No food is to be left overnight in lockers.
4. Students must use only the lockers assigned to them.
5. The student is responsible for all personal and school material issued to him/her.
6. Students may not place padlocks or combination locks on assigned lockers.
7. Students must have written passes to go to their lockers at any time other than the scheduled times.
8. Lockers should be kept in an orderly manner and cleaned out periodically.
9. Decoration on the outside of lockers is not permitted.

**Lost and Found:** All articles found should be turned in to the House Office. Articles will then be placed in a designated area where the owner may claim his/her possessions.

**State Testing:**

Standardized State Testing will be administered to students according to the state schedule:

- **6<sup>th</sup> Grade State Testing: TBA**
- **7<sup>th</sup> & 8<sup>th</sup> Grade State Testing: TBA**

**Notice of Nondiscrimination:** It is the policy of the Evesham Township Board of Education that no qualified handicapped or disabled person shall, on the basis of handicap or disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in employment or under any program or activity sponsored by the Board. The Board shall comply with 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Board has a grievance procedure in place. To reach the Compliance Officer

for the 2017-2018 school year, call (856) 983-1800. Refer to the district website for these policies in their entirety.

**Passwords/Pass Codes:** Students will receive passwords/pass codes for various functions at school such as access to computer files and the cafeteria lunch debit system. Passwords/pass codes are to remain private and for the sole use of their owner. Students who abuse their password/pass code are subject to discipline.

**Physical Education:** All students are required to "dress out" for physical education classes. For hygiene purposes and safety, this means to change from clothes worn to school into proper PE attire. This is a part of the student's daily grade. Students must wear the following:

**PE Clothing:**

- T-Shirt with sleeves, name or initials written in permanent marker on the front and back.
- Athletic shorts or sweatpants (NO leggings, yoga pants, or spandex. Shorts must have at least 5" inseam.
- Sneakers that are securely fastened to their feet.
- NO jewelry.

**Locker Room/Gym:** We are not responsible for any lost or stolen items from gym or locker room areas.

- All students are provided at PE locker.
- All valuables (electronic devices, jewelry, etc) are to be locked up in their PE locker.

- Students are expected to act appropriately and safely at ALL times in the locker room and gym.
- NO gum is permitted in the gym.

**Limited or Excused Participation:** If your child needs to be excused from PE class, they must bring a note from the parent/guardian excusing them. If they need to be excused for more than 1 day, a note from a doctor is required. Doctor notes are to be given directly to the Nurse's Office. Students excused from PE will be required to complete written PE reports.

**Report Card Dates: 2022-2023**

Academic subject grades are reported three times per year as follows. An interim report is issued in the middle of the first trimester for all, and only if necessary for improvement in the second and third trimester.

**1<sup>st</sup> Trimester: TBD**  
**Interim Date– TBD**  
**Report Card – TBD**

**2<sup>nd</sup> Trimester: TBD**  
**Interim Date – TBD**  
**Report Card – TBD**

**3<sup>rd</sup> Trimester: TBD**  
**Interim Date – TBD**  
**Report Card – TBD**  
**(subject to change depending on calendar adjustments)**

**Special Subjects - Five Quints:**

**Quint One: TBD**  
**Interim Date – TBD**  
**Grades Reported on 1<sup>st</sup> Trimester**  
**Report Card: TBD**

**Quint Two: TBD**  
**Interim Date – TBD**  
**Grades Reported on 2<sup>nd</sup> Trimester**  
**Report Card: TBD**

**Quint Three: TBD**  
**Interim Date – TBD**  
**Grades Reported on 2<sup>nd</sup> Trimester**  
**Report Card: TBD**

**Quint Four: TBD**  
**Interim Date – TBD**  
**Grades Reported on 3<sup>rd</sup> Trimester**  
**Report Card: TBD**

**Quint Five: TBD**  
**Interim Date – TBD**  
**Grades Reported on 3<sup>rd</sup> Trimester**  
**Report Card: TBD**

**\*Dates subject to change if make up days need to be added to the end of the school year. Final report cards are posted the day prior to the last day of school, which is currently scheduled for Monday, June 19th.**

**Returned Checks:** Cash will be collected for the district due to insufficient funds. All checks must include: Full Name, Street Address, and Phone Number.

**School Property:** Our school has been repaired, cleaned and areas painted in order for you to have a pleasant and healthful school environment. Marking or defacing school property is a destructive act. Students are expected to use equipment and furniture as intended.

The school reserves the right to charge students for any such misconduct or

require the damage to be repaired. The destruction of school property will be reported immediately to the office, and appropriate disciplinary action will be taken.

**Sexual Harassment:** (Policy # 5751 Pupils) (Please See *Code of Conduct* on the District website for detailed information.) **Students should be able to learn in an environment that is untainted by sexual harassment. Sexually offensive speech and conduct are entirely inappropriate in the public school setting. One of our educational goals is to teach students how to live harmoniously in various social environments. Accordingly, sexual harassment will not be tolerated, either by school district employees or pupils.**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct (a) has the purpose or effect of unreasonably interfering with student performance or (b) creates an intimidating, hostile, or offensive learning environment. Pupils are protected from sexual harassment regardless of their gender or sexual orientation.

The sexual harassment of any pupil in this school district is strictly forbidden. Any pupil, employee or agent of the Board of Education who is found to have engaged in an act or acts of sexual harassment will be subject to discipline. Any victim of sexual harassment is encouraged to report the harassment to his/her teacher, building principal, or the district Affirmative Action Officer.

Reporting sexual harassment will not reflect upon the pupil's status in school; nor will it affect future grades or work assignment. All complaints of sexual harassment will be fully investigated and appropriate remedies will be implemented.

The right of confidentiality, both of the victim and the accused, will be respected. All persons directly involved in the particular incident will be informed relative to the results of the investigation and the remedy agreed upon or imposed. Otherwise, the results of a sexual harassment investigation will remain confidential.

**Student Promotion:** Students who earn failing grades ("F's") in two or more academic subjects will not be eligible for promotion. If the student is an eighth grader, he/she will not be allowed to attend the graduation dance or participate in the graduation ceremony.

A student who earns an "F" in one academic subject will have his/her case reviewed by school administration to determine the most appropriate placement for the next school year.

### **Student Responsibilities:**

**If students are in school and are scheduled for another school activity during class time, it is his/her responsibility to:**

1. Report to assigned class before leaving for activity.
2. Find out about work covered that day.

**You should:**

- a. Check with the teacher or another student for class work or homework assignments.
- b. Check with another student for class notes.
- c. If you need teacher instruction, you should request a time convenient for the teacher (example - independent study, recess, after school - not class time).
- d. Inform your classroom teachers several days prior to the day of the activity.

### **Study Habits:**

It is recommended that students use the library after school. A pass from your teacher is required. After school help is available most days to assist any student. Organization and careful planning can help to assure students the maximum benefits in the use of study time. Therefore, a few study tips are being suggested and hopefully you will find them helpful. Remember, last minute cramming is a poor way to prepare for a test.

## Homework.

1. **Know the assignment** - Each student is given an assignment book. All assignments should be written down and clearly understood. Know what you are supposed to do. Have the phone numbers of several classmates who can explain assignments if necessary.

2. **Where to study** - A quiet, well-lit room is preferable. Keep noise to a minimum and keep your TV and music off. Many people find that sitting in a straight chair at a desk is best. Lying on the bed or in a chair can cause you to relax too much, and you may have difficulty concentrating.

3. **Materials** - Always have the necessary supplies available before you begin to study. For example: sharp pencils, pens, assignment notebook, notebooks, paper, books, ruler, compass, dictionary, etc., should be collected before you begin to work.

4. **Schedule** - It is always a good idea to plan a regular time for studying. Some students find it more convenient to study after dinner, while others like to study when they get home from school. The advantage of studying at the same time each day is that it becomes a habit. Allow approximately one hour each day for studying. When no assignments are given, students can wisely study subjects that seem to be most difficult or review for future tests. Of course, it is always a good idea not to let “long range” assignments go until the last minute.

5. **Plan your study time** - Quite often you will have a number of assignments to do. It is a good idea to plan the order in

which you are going to tackle your subjects. It usually works best to do your hardest assignments first and the easy ones last. Review your notes from each class every day so that you are prepared for quizzes and are ready to participate in discussions. Reading your notes into a tape recorder gives you a daily review of the lesson and provides an excellent vehicle for studying for a test (some students learn better when they *hear* the information).

## 6. How to study

**Survey** - Look over the pages of the assignment to get a general idea of what it is about. Note key words that may be italicized, the topics and sub-topics to be covered, pictures, graphs, and charts presented.

**Read** - Thinking of questions before you start to read will help you read with purpose. Try to note main sentences in each paragraph and recognize important ideas. Write down words you do not understand and find their definitions.

**Review** - After you read the assignment, see if you can recall what you have read. You might ask yourself questions or use the questions in the book to see what you have learned. Don't be afraid to turn back and find the answers. It's worth it. It will pay off later.

**Study Group** - Many students have found it beneficial to study with friends who are having the same test. But, don't forget, you are there to study.

**Absence** - In case of absence, please check with a friend for your daily



assignments. Also, check with the teachers when you return so you know exactly what work to make up

**Homework** will be sent home **only after an absence of 3 days or more**. Please call **before 8:00 AM**. For each day you are absent, you have that number of days to make up the work.

**Substance Abuse: (Policy #5530 Students)**: It is the responsibility of the Board of Education to safeguard the health, safety and character of the students in our schools. We, therefore, must declare that the use and possession of controlled dangerous substances, alcohol, tobacco, anabolic steroids, toxic inhalants and drug paraphernalia (hereinafter collectively referred to as “Prohibited Substances”) is harmful to individual students and the entire school community. The Board of Education is committed to the prevention of substance abuse in its various forms. This policy and its supporting regulations are designed to eliminate substance abuse within the Evesham Township schools, to provide procedural direction to our professional staff and to promote the rehabilitation of students with substance abuse difficulties.

Of major concern to the Board of Education is the welfare of the individual child. The school must establish a climate healthy to the individual’s growth and self-fulfillment. The use of drugs, alcohol, tobacco, anabolic steroids, toxic inhalants and drug paraphernalia are inconsistent with a healthy learning environment. Every effort should be made to prevent the use of prohibited substances in the Evesham Township

Schools through a sound educational program and a responsive staff. As such, the Evesham Board of Education will assiduously follow state law and meet all mandates for a health curriculum that will teach our children the dangers of utilizing prohibited substances. This policy will closely parallel state law, thereby ensuring that substance abuse is handled seriously, promptly and professionally, and that students receive the help they require.

### **Prohibited Acts**

The abuse, use, consumption, possession, sale, purchase, distribution, or transfer of:  
Alcoholic beverages;  
Any controlled dangerous substance (as defined by N.J.S.A. 24:21-2);  
Any toxic inhalant (as defined by N.J.S.A. 2A:170-25.9);  
Tobacco in any form; or  
Drug paraphernalia (as defined by N.J.S.A. 2C:36-1) is strictly prohibited in any of the circumstances set forth below:

1. While any student is on school property, either before, after or during the school day.
2. While any student is in attendance at any school-related activity such as athletic events, field trips, curricular and co-curricular trips, non-curricular trips, performances, lectures, dances, ceremonies and other social events.
3. While any student is awaiting pickup at a school designated bus stop.
4. While any student is in route to and from school or any school-related activity.
5. While the prohibited conduct bears a reasonable nexus, in either time or distance, to attendance at school or a

school-related activity so that the school district has a legitimate, rational interest in controlling the behavior for the protection of students, staff, or school property. Any student that engages in any prohibited act set forth above shall be subject to discipline. A subsequent violation of this policy could subject a student to long-term suspension or expulsion.

**Statutory Standard:** The New Jersey legislature has outlined a specific process that must be adhered to in circumstances where pupils may be under the influence of a substance as defined in this policy. Employees of the Evesham Board of Education will carefully observe each component of the statutory standard in these circumstances. The requirements of N.J.S.A. 18A:40A-12(a) are set forth below:

“Whenever it shall appear to any teaching staff member, school nurse or other educational personnel of any public school in this State that a pupil may be under the influence of substances as defined pursuant to section 2 of this act, (including anabolic steroids), that teaching staff member, school nurse or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be, or to a substance awareness coordinator, and to the principal or, in his absence, to his designee. The principal or his designee shall immediately notify the parent or guardian and the superintendent of schools and shall arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian, or if that doctor is not immediately available, by the medical inspector if he is

available. If a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination, accompanied by a member of the school staff designated by the principal and a parent/ guardian of the pupil if available. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. The examining physician shall furnish a written report of that examination within 24 hours to the parent or guardian of the pupil and to the superintendent of schools. If it is determined that the pupil was under the influence of a substance, the pupil shall be returned to his or her home as soon as possible and shall not resume attendance at school until the pupil submits to the principal a written report certifying that he or she is physically and mentally able to return thereto, which report shall be prepared by a personal physician, the medical inspector or the physician who examined the pupil pursuant to the provisions of this act.

In addition, a certified substance awareness coordinator and the Student Assistance/Pupil Assistance Committee for the purpose of determining the extent of the pupil’s involvement with these substances and possible need for treatment shall evaluate the pupil. In order to make this determination, a reasonable investigation may include interviews with the pupil’s teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate. If it is determined that the

pupil's involvement with and the use of these substances represents a danger to the pupil's health and well being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the commissioner of Health." ( N.J.S.A . 18 A: 40A-12A., emphasis added.)

### **Parental/Guardian**

#### **Cooperation/Substance Abuse Policy:**

No public school substance abuse policy can be effective without the cooperation of parents/guardians. When policy violations occur, parent/guardian notification is mandated.

Parents/Guardians will be held accountable to fulfill their parental and statutory obligations when substance abuse violations occur. Refusal or failure by a parent/guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education law (N.J.S.A. 18A:38-25 and 18A:38-31) and/or the child neglect law (N.J.S.A. 9:6-1 et seq.).

#### **Suspensions (In/Out/Saturday):**

The number of days a student is suspended will be determined by the severity of the incident. During a period of suspension, the student loses all privileges connected with class or school activities. He/she may not attend dances, athletic events (home or away) or other events sponsored by the school.

**First** – In-School Suspension, Out-of-school Suspension, or Saturday Suspension.

**Second** - In-School Suspension, Out-of-School Suspension, or Saturday

Suspension. Additionally, notice sent to building principal.

**Third** –Saturday Suspension, Two (2) days In-School Suspension, Two (2) days Out-of-School Suspension.

**An eighth grade student who has been suspended (3) times or more will not be permitted to attend the 8th grade class trip.**

**Fourth** – Two to five (2 – 5) days Out-of-School Suspension.

**After four (4) suspensions an 8th grader may also lose all privileges connected with graduation, including but not limited to, the trip, the dance, the graduation ceremony, etc.**

**Fifth** - Out of School Suspension will result in a Five to Ten (5-10) day Suspension and a re-entry hearing with the superintendent.

**Any eighth grade student may also be denied eighth grade privileges based upon the severity of the discipline infraction.**

Students in 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade may be denied participation in any end of the year activities such as field day, picnics or other special events based on discipline infractions as per administrative discretion.

**Tardiness:** All students who are late (after 7:25 AM) will report directly to the main office to sign in. Students then report to their house office and present a statement from a parent or guardian giving a reason for the tardiness. When a student is late to school six (6) or more times, a lunch detention may be assigned. Saturday detention will be assigned on

the tenth (10<sup>th</sup>) day of lateness. Every five (5) additional latenesses, will result in a Saturday detention. If student fails to report, a one-day, in-school suspension will be assigned.

**Telephones:** Students may use office phones with permission of the office staff.

**Textbooks:** Textbooks are loaned to students each year. Students should return textbooks to their teachers in approximately the same condition as when they were assigned. To make sure that books are returned in the best condition possible, each student must follow these rules concerning his/her books.

1. All textbooks must be covered all year (no contact paper). Warnings or demerits may be issued for uncovered books.
2. No papers are to be kept within the books.
3. There should be no writing on book pages or inside covers of textbooks and workbooks.
4. Teachers will inspect books periodically.
5. Cost to replace books will be determined by an administrator.

**Truancy:** If a student is truant or cuts class, the student is required to make up time missed. Students are required to follow the prescribed schedule of classes. Cutting is considered an act of truancy. Continued truancy may result in a referral to the courts. Truancy and/or cutting classes will result in suspension.

**Video Surveillance Cameras:** The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, transportation vehicles and on other school property. Therefore, all school buildings, transportation vehicles and other school property within this school district may be monitored using such devices in accordance with board policy. Please note that in our school buildings, video surveillance cameras monitor public areas such as entrances, hallways, cafeterias, athletic areas, playgrounds and parking lots. Cameras will not be located in private areas such as restrooms and locker rooms.

**Withdrawal from School:** A student leaving the middle school during the school year should follow this procedure:

1. Notify the office as soon as possible and report your new address.
2. On the day you are checking out, please obtain a checkout slip from the house office.
3. Return all books to your teachers. Have them sign the slip and indicate your grade to date.
4. Obtain a clearance signature from the librarian after all library books have been returned.
5. Return any items and materials to the proper teacher.
6. Return the check-out slip to the office, and obtain a transfer card. A student leaving the middle school in the summer should come to the Middle School office between 9:00 AM - 2:00 PM for a transfer card.

# Parent/Guardian & Student Signature Sheet

Please sign and return promptly.

## Handbook Policies

The expectations of students in our school are based upon the pillars of good character. We expect our students to be respectful of all people and property, to take responsibility for their choices and to exhibit honesty and integrity. These pillars will assist us in fostering the growth of healthy, confident early adolescents.

*Kindly make sure that you have read:*

*Attendance  
Harassment*

*Firearms/Weapons*

*Sexual*

*Bus Regulations*

*Harassment*

*Substance Abuse*

*Dances*

*I. D. Cards*

*Suspensions*

*Discipline Merit System*

*Promotions*

*Tardiness*

*Dress Code*

*Clubs & Activities*

We have read this handbook and understand the policies. We agree to adhere to the policies outlined in this handbook.

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**Student's Signature**

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**Parent's Signature**

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**Student's Homeroom**

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**Date**

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