

<b><u>ALDER AVENUE MIDDLE SCHOOL</u></b> (609) 383-3366 25 Alder Avenue Egg Harbor Twp., NJ 08234 <a href="http://www.eht.k12.nj.us">http://www.eht.k12.nj.us</a>		<b><u>FERNWOOD AVENUE MIDDLE SCHOOL</u></b> (609) 383-3355 4034 Fernwood Avenue Egg Harbor Twp., NJ 08234 <a href="http://www.eht.k12.nj.us">http://www.eht.k12.nj.us</a>	
<b><u>BUILDING ADMINISTRATION</u></b> Mrs. Maryann Giardina, <i>Principal</i> Mrs. Joan Day, <i>Assistant Principal</i> Ms. Nicole L. Perone, <i>Assistant Principal</i>		<b><u>BUILDING ADMINISTRATION</u></b> Mr. Kevin Fricke, <i>Principal</i> Mr. Frank Locantora, <i>Assistant Principal</i> Dr. Lindsey Zabelski, <i>Assistant Principal</i>	
<b><u>DISTRICT ADMINISTRATION</u></b> Dr. Kimberly Gruccio, <i>Superintendent</i> Ms. Lily Moss, <i>Assistant Superintendent</i> Mr. Stephen Santilli, <i>Assistant Superintendent</i> Dr. Terry Charlton, <i>Director of Human Resources</i> Mrs. Chandra Anaya, <i>Business Administrator</i>			
<b><u>BOARD OF EDUCATION</u></b> Mr. Pete Castellano, <i>President</i> Mrs. Tamika Gilbert-Floyd, <i>Vice-President</i> Mr. Lou Della Barca Mr. Patrick Ireland Ms. Kristy Bird Mr. Michael Price Ms. Marita Sullivan Ms. Terre Alabarda Ms. Barbara Szilagyi			
<b><u>Alder Avenue Middle School</u></b>		<b><u>Fernwood Avenue Middle School</u></b>	
<b>Principal</b>	<b>Ext. 1401</b>	<b>Principal</b>	<b>Ext. 1501</b>
<b>Assistant Principals</b>		<b>Assistant Principals</b>	
<b>*Secretary</b>	<b>Ext. 1404</b>	<b>*Secretary</b>	<b>Ext. 1504</b>
<b>*Letters A through L Assistant</b>	<b>Ext. 1404</b>	<b>*Letters A through L Assistant</b>	<b>Ext. 1503</b>
<b>*Letters M through Z Assistant</b>	<b>Ext. 1404</b>	<b>*Letters M through Z Assistant</b>	<b>Ext. 1507</b>
<b>Nurse's Office</b>	<b>Ext. 1411</b>	<b>Nurse's Office</b>	<b>Ext. 1510</b>
	<b>Ext. 1410</b>		<b>Ext. 1511</b>
<b>School Counselors</b>	<b>Ext. 1420</b>	<b>School Counselors</b>	<b>Ext. 1520</b>
	<b>Ext. 1421</b>		<b>Ext. 1521</b>
	<b>Ext. 1424</b>		<b>Ext. 1522</b>
<b>Attendance Office</b>	<b>Ext. 1402</b>	<b>Attendance Office</b>	<b>Ext. 1509</b>
<b>Media Center</b>	<b>Ext. 1490</b>	<b>Media Center</b>	<b>Ext. 1591</b>
<b>Cafeteria</b>	<b>Ext. 1450</b>	<b>Cafeteria</b>	<b>Ext. 1550</b>
<b>Child Study Team</b>	<b>Ext. 1481</b>	<b>Child Study Team</b>	<b>Ext. 1570</b>
<b>Student Assistance Coord.</b>	<b>Ext. 1422</b>	<b>Student Assistance Coord.</b>	<b>Ext. 1574</b>
<b>Assistant Principal's Fax</b>	<b>407-5419</b>	<b>Middle School Fax</b>	<b>383-0628</b>
<b>Middle School Fax</b>	<b>383-1492</b>	<b>Assistant Principal's Fax</b>	<b>383-0563</b>
<b><u>District</u></b>			
<b>Superintendent's Office</b>	<b>646-7911</b>	<b>Slaybaugh School</b>	<b>927-8222</b>
<b>District Food Service</b>	<b>383-1464</b>	<b>Miller School</b>	<b>407-2500</b>
<b>Transportation Department</b>	<b>927-2443</b>	<b>Davenport School</b>	<b>645-3550</b>
<b>Facilities Management</b>	<b>927-1911</b>	<b>Intermediate School</b>	<b>383-3366</b>

<b>Swift School</b>	<b>927-4141</b>		<b>High School</b>	<b>653-0100</b>
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## WELCOME

**Welcome to Fernwood Avenue Middle School! This handbook is filled with details and important information about our school, including the discipline policy, and a section for assignments which students are expected to use for recording homework. Organization is a key to your success. Please review the enclosed information.**

**Truthfulness, trustworthiness, active listening, respect, and self-esteem are the life skills that will be emphasized throughout the year. These life skills are practiced district-wide and serve to promote respect and good citizenship within our school community and beyond.**

**We wish you a positive 2019-2020 school year.**

**Sincerely,  
Fernwood Avenue Middle School Staffuly**

### STATEMENT OF NON-DISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicap. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Terry Charlton, Director of Human Resources  
Egg Harbor Township Schools \* 13 Swift Drive \*Egg Harbor Township, NJ 08234 \* (609) 646-7911

### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. – 1232h, requires Egg Harbor Township Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas

(“protected information surveys”):

1. Political Affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled during the school year, the Fernwood Avenue Middle School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

## PROMOTION AND RETENTION POLICIES (Policy 5410)

Refer to the Egg Harbor Township School District Website for more information.

## GENERAL ATTENDANCE RULES AND REGULATIONS (Policy 5200)

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Consequently, there is an impelling responsibility upon the parents and student for the student to attend school as scheduled. Therefore, the Fernwood Middle School cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met.

### Attendance

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four and a half (4.5) hours during the school day.

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

An Excused absence is an absence for one or more of the following reasons:

1. The pupil's illness
2. Family illness or death
3. Educational opportunities
4. Excused religious observances
5. The pupil's suspension from school
6. The pupil's required attendance in court
7. Interviews with a prospective employer or with an admissions officer
8. Necessary and unavoidable medical or dental appointments

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum. All notes must be turned in by the end of the marking period, or it will not be accepted for absence.

**AN UNEXCUSED ABSENCE IS A PUPIL'S ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE. FAMILY VACATIONS ARE ALSO UNEXCUSED ABSENCES.**

### UNEXCUSED ABSENCES for Middle School (6-8)

- When a student acquires more than 10 unexcused absences the student would be required to attend credit completion in order to satisfy the attendance requirement of the classes involved. If the student does not attend credit completion, they will be retained.
- When a student has acquired 20 unexcused absences, the student will be retained.
- When a student in grades 6 through 8 acquires a total of 35 unexcused and excused absences the student will be retained. Excused absences when the students receive homebound instruction will be excluded from the above total.

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant. *Students found truant will be issued a Saturday Detention, and the absence is unexcused.*

### STUDENT/PARENT RESPONSIBILITIES

- Students shall attend school daily unless the absence is excused.
- Parents shall insure that their child attends school punctually and daily and be aware of all absences.

### NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents shall call the school the morning of the pupil's absence, and the pupil shall submit a note to the attendance office upon their return.

### PARENT NOTES

Parent notes will not be accepted to excuse any absences. Excused absences will require a doctor's note, or other written documentation need to prove the absence.

## GENERAL ATTENDANCE RULES AND REGULATIONS (Continued)

Doctors' notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted. The school physician may be asked to review any questionable medical situations. Doctors' notes must be given directly to the Attendance Office. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to their Assistant Principal.

### DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

### FAMILY VACATIONS

Family vacations are not excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

### ABSENCES AND INSTRUCTION

The parent/guardian of pupils who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such homework assignments.

### HOMEBOUND INSTRUCTION

A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. The parent/guardian must request home instruction in writing to the Director of Home Instruction. This request will be accompanied by a signed physician's note stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence.

### MAKE-UP WORK

Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during that time. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension.

Note: For each school day a student is absent, he/she will be given equal time to make up missed assignments.

### ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

- If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal.
- A student must be in school in order to attend a practice or activity that day.

### APPEALS

A pupil who has been denied promotion for excessive absences may appeal that action in accordance with the following procedures:

1. The pupil and parent shall file a written appeal to their designated Assistant Principal within five (5) school days of receiving notice of the action. If the pupil/ parent is not satisfied, he/she may submit a written request to the Principal for consideration by the I&RS Team.
2. The I&RS Team shall decide the appeal and inform the pupil and parent in writing within seven (7) working days of the meeting.
3. The pupil and parent may appeal an adverse decision of the I&RS Team to the Superintendent within seven (7) calendar days of the I&RS Team's decision.
4. If the pupil and parent do not agree with the Superintendent, an appeal can be made within ten (10) calendar days to the Board of Education.

### ABSENCES - MISCELLANEOUS

Consecutive Absences - Any pupil who misses ten (10) consecutive school days, and who is not on Home Instruction, and/or who is not medically verified as incapacitated, will be issued a written notification to report to school within five (5) school days. Failure to do so will result in the following:

- *Pupils under the compulsory school age (below 16) shall have presented to their parents, a formal written notice to cause the child to attend school. Failure to comply will result in court action.*

### LATENESS POLICY

It is important that students arrive to school on time. Students who are tardy must sign in at the Attendance Office and obtain a pass to class. Tardy students will be subject to the following disciplinary action:

- 4<sup>th</sup> offense - Administrative Warning Letter
- 5<sup>th</sup> to 20<sup>h</sup> offense - Minimum 1 Administrative Detention

- 21<sup>st</sup> offense + - Minimum 1 Saturday Detention, up to a maximum of out-of school suspension for “excessive lateness” and parent conference.

## GENERAL ATTENDANCE POLICIES AND PROCEDURES (Continued)

### EARLY DISMISSAL

Requests to sign out early will be granted for confirmed medical and dental appointments, as well as for driver's tests, etc. In case of illness, a student must report to the Nurse's Office and may be sent home by the nurse after a parent is contacted. Students may not sign themselves out of school. If a student is being signed out, the following procedure will be followed:

1. *The parent/guardian responsible will report to the Front Desk and ask for the student. Students will not be released to anyone except the legal parent or guardian unless prior arrangements have been made with the appropriate Assistant Principal in advance.*
2. *Parent/Guardian must present a valid photo Identification Card (ID).*
3. *The student will report to the Front Desk and officially sign out. Students who do not officially sign out will be marked as truant.*
4. *Students are responsible for all missed work.*
5. *Students must be present 4.5 hours to receive credit for the day.*

## FERNWOOD AVENUE MIDDLE SCHOOL BELL SCHEDULE

### School Day

The school hours are 7:30 a.m. to 2:06 p.m. for a full day of school for 7<sup>th</sup> and 8<sup>th</sup> graders. The school hours are 8:30 a.m. to 2:45 p.m. for a full day for 6<sup>th</sup> graders. Abbreviated day hours are 7:30 a.m. to 12:13 p.m. for 7<sup>th</sup> and 8<sup>th</sup> graders and 8:30 a.m. to 1:00 p.m. for 6<sup>th</sup> graders. Lunch is also served on abbreviated days. Seventh and Eighth grade students are expected to report to homeroom no later than 7:40 a.m. Sixth grade students are expected to report to first period no later than 8:39 a.m. Students who do not report to homeroom on time are considered tardy and must sign in at the front desk. Furthermore, 7<sup>th</sup> and 8<sup>th</sup> grade students are not to arrive before 7:20 a.m. and 6<sup>th</sup> grade students are not to arrive before 8:20 a.m. since there is no supervision available.

Delayed Opening start times will be 9:30 a.m. for 7<sup>th</sup> and 8<sup>th</sup> graders, and 10:00 a.m. for 6<sup>th</sup> graders. Dismissal times will remain the same.

## FERNWOOD AVENUE RENAISSANCE PROGRAM

With Fernwood Renaissance, ANYTHING IS POSSIBLE!

### JOSTENS RENAISSANCE IS...

- A new way of thinking about recognizing achievement and performance.
- A cultural shift, focusing on academic performance and improvement on purpose----not by default.
- A movement for recognizing the pursuit of excellence.
- A journey---not a destination

The Fernwood Renaissance Program inspires the acceptance and excitement for academics that's traditionally reserved for athletics. The program aims to increase student performance and teacher enthusiasm, and to raise the level of community participation in schools.

Students benefit from the program because it raises the profile of academics and makes it cool to do well in school. Teachers often cite Jostens Renaissance as the source of renewed enthusiasm about their profession.

The Renaissance Program will motivate students to improve their academics, attendance, and behavior. More importantly, students will feel connected to their school. Students will feel as though they are part of a caring school community. **STUDENTS WILL WANT TO COME TO SCHOOL!**

### RENAISSANCE INCENTIVES

#### **PRAISE REFERRALS/POSITIVE ASSISTANT PRINCIPAL PHONE CALLS**

- For students who go ABOVE & BEYOND in regards to academics, behavior, attendance, or the community.
- The student is called to the Assistant Principal's Office over the PA system to receive their written Praise Referral along with a reward or a postcard/ phone call home to parents about positive aspects of their student's school involvement (academics, service learning, athletics, etc.)

#### **STUDENT OF THE MONTH/ "COMEBACK KIDS"**

- Students are nominated by their teachers for Role Model of the Month for their Team and "Comeback Kid" for students who make improvements in the classroom. Students of the Month receive: Their name and picture posted in the main lobby, a reward at the time of receiving the honor, a certificate, and participation in various activities just for these honors.

#### **STAMP PROGRAM**

- Students receive stamps during class for a variety of reasons. The students are to keep track of their number of stamps and can redeem them for raffle tickets, special activities, prizes, and to reduce the number of demerits they have accumulated.
- At times, RENAISSANCE COMMITTEE MEMBERS come around offering extra stamps to classrooms that show 100% preparedness (all homework, ID's, agenda books with them in class, etc.)

\*\*\*STAMPS CAN BE REDEEMED FOR: Raffle Ticket, Snack Tokens, and other offerings\*\*\*

**OTHER INCENTIVES:** Student of the Month Socials, Special Events, and others added throughout the year.

**FERNWOOD AVENUE RENAISSANCE PROGRAM**

**DEMERITS**

Students with excessive amounts of demerits will lose various school privileges. Students who wish to lower their number of demerits can perform “services” for *Staffulty* who volunteer to supervise service projects in the building as a way to reduce the number of demerits they have. Examples of services may include but are not limited to: clean desks, stamp books, tutor other students, clean technology rooms, work in the library, pick up papers, clean unused lockers, and clean storerooms.

Students may receive demerits for: gum chewing, lateness to class.

**CONSEQUENCES FOR DEMERITS**

5 Demerits	10 Demerits	15 Demerits	20 Demerits
<ul style="list-style-type: none"> <li>• Parent/Guardian Letter</li> <li>• 1 Administrative Detention</li> <li>• Loss of all special school day activities (parties, assemblies, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Guardian Letter</li> <li>• 2 Administrative Detention</li> <li>• Loss of privilege of attending all student activities, such as dances, talent/variety show, musical productions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Parent/Guardian Letter</li> <li>• 3 Administrative Detentions</li> <li>• Loss of privileges, “Eagle Happenings”, and other school activities until the student does services to reduce his/her demerit total to zero.</li> <li>• Plus students will also lose (if demerit total is 15 or above in the months of May and June) ALL end-of-the year activities including awards assemblies, grade dances, picnic, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Student Conference</li> <li>• Parent/Guardian Letter</li> <li>• 4 Administrative Detentions</li> <li>• Loss of privileges, “Eagle Happenings”, and other school activities until the student does services to reduce his/her demerit total to zero.</li> <li>• Plus students will also lose (if demerit total is 15 or above in the months of May and June) ALL end-of-the year activities including awards assemblies, grade dances, picnic, etc.</li> </ul>

**\*\*\*\*\*Note – Every 5<sup>th</sup> demerit thereafter will result in 1 Saturday Detention\*\*\*\*\***

*If you would like to read more about our RENAISSANCE PROGRAM please visit our school website and click on the RENAISSANCE link for more information.*

**GRADES, GPA, HONORS, INFINITE CAMPUS PARENT PORTAL, & GENERAL INFORMATION**

*District Grade Equivalent Scale, K-12: \* A = 90 to 100 \* B = 80 to 89 \* C = 70 to 79 \* D = 60 to 69 \* F = Below 59*

**GRADING PERCENTAGES**

**ENGLISH AND MATH**

Tests and Quizzes	70 %
Classwork, Participation, Homework	30 %

**ALL OTHER CLASSES**

Test and Quizzes	70 %
Classwork, Participation, Homework	30 %

**HONOR ROLLS**

**HONOR ROLL** - All A’s in academics and special areas.

**MERIT ROLL** – All A’s and B’s in academic and special areas.

**ACADEMIC CHEATING/PLAGIARISM**

Students who plagiarize academic work in any way will receive an automatic “0” for that particular assignment, and may face further discipline from the Assistant Principal.

**INTERIM REPORTS**

- All student Interims Reports and Report Cards are communicated through the Parent Portal.



## GRADES, GPA, HONORS, INFINITE CAMPUS PARENT PORTAL, & GENERAL INFORMATION

### REPORT CARDS

- Report cards indicate grades, the number of absences, and comments for each course.
- Report cards will be reported on Infinite Campus at the end of each marking period.

### CONFERENCES

All parents are requested to call the school for an appointment if they wish to have a conference with a teacher, administrator, or school counselor. Counselors will assist in facilitating this process.

### HOMEWORK POLICY (#2330)

Research has shown that parental involvement in a child's learning is a key factor in school achievement and that students who complete homework assignments have higher test results. To provide your child with the best possible education, homework assignments must be completed to the best of your child's ability. This is an important extension of the school day and will cultivate an appreciation and prowess for learning. These are the guidelines we follow in Egg Harbor Township and the expectations for ourselves and for our students.

#### TEACHERS ARE EXPECTED TO:

- Prepare the students for assignments with instructions, materials, and explanation.
- Consider the capabilities of the students.

#### STUDENTS ARE EXPECTED TO:

- Write down their assignments in the agenda book and make sure they understand all directions.
- Submit assignments to teachers on time.
- Check with the teachers promptly for assignments missed and turn them in as directed.
- Take pride in the quality of work passed in to the teachers.
- Follow the district acceptable use policy when completing work on the computers or school laptops

#### PARENTS ARE EXPECTED TO:

- Provide a study area free from distractions.
- Encourage children to do their best, be organized, and pass their work in on time.

### INFINITE CAMPUS PARENT PORTAL

As a parent or guardian you have access to current information regarding your student's schedule, attendance, and grades. In addition, this portal provides you with information from the superintendent, building principal, and your child's teacher to keep you up to date with district, school, and classroom issues. If you have any questions or concerns regarding Infinite Campus Parent Portal please log onto the district website at [www.eht.k12.nj.us](http://www.eht.k12.nj.us) and click on the icon which can be found on the right side of the homepage.

### ADVANCED CLASSES

#### Criteria to be considered for the Advanced Science/ Mathematics Program:

- Complete the Math Diagnostic Assessment
- Third Marking Period Benchmark Assessment
- Earn an 80 average in both Science and Mathematics from the previous year.
- Receive parent permission for placement in the Middle School Advanced Program.

#### Criteria for Spanish I and French I (7<sup>th</sup> & 8<sup>th</sup> grade)

- At least an A/B average in Reading and Language Arts
- Teacher recommendation

### FOREIGN LANGUAGE – 6<sup>th</sup> Grade ONLY

6th grade students receive Spanish/Hispanohablantes on a rotating basis every 6 school days for two marking periods. They will not receive number grades for this class, but will be graded on an O/S/N basis.

O=outstanding

S=satisfactory

N=Needs Improvement

## NATIONAL JUNIOR HONOR SOCIETY



### National Junior Honor Society

Seventh and eighth grade students are eligible for membership consideration. At the end of the third marking period, seventh and eighth grade students must have a 92 or higher cumulative average for English, Mathematics, Social Studies, Science and foreign language. A grade of 84 or higher is needed in all other subjects.

Other membership requirements are as follows:

- Must belong to and participate in one or more school clubs, organization or team, or present a letter of participation from a community service organization. (Service)*
- Must take a constructive lead in classroom work or hold an elective office. (Leadership)*
- Has proper respect for classmates and school property. (Citizenship)*
- Does not have a record of discipline or truancy, demonstrates a cooperative attitude, and volunteers to assist when called upon. (Character)*

A panel of eight teachers will rate the students in the area of service, leadership, citizenship and character. If a student accumulates 84 points his/her name is submitted to the principal for disciplinary file review and final approval for membership.

After a student becomes a member, the quarterly grade averages are recorded on a form to check if the required scholarship is being maintained. A member is expected to behave properly and a periodic check on his/her discipline will be conducted. Any type of suspension may result in the termination of his/her membership in N.J.H.S.

## INTERNET POLICY

The Network Supervisor will report inappropriate behaviors, violations, or complaints to the employee's supervisor or student's teacher who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Computer access is granted to students for their sole use only. Violations may result in a loss of access as well as other disciplinary or legal action. Each user will be given copies of this regulation and procedures and will sign an acceptable use agreement before establishing an account or continuing use.

### The following are not permitted:

- Sharing of accounts, IDs, or Passwords
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's subdirectories, work or files
- Intentionally wasting limited resources, such as Internet Radio or Media Player.
- Employing the network for commercial purposes

### District Network, E-Mail and Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility. Parent permission is required.

### Violations

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policies and Regulations No. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Use of Privately-Owned Technology, No. 2363, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion, as well as possible legal action and reports to the legal authorities and entities.

### Determination of Consequences for Violations:

The particular consequences for violations of this policy shall be determined by the Principal in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent, or designee, and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but is not limited to:

- Use of Computer Network/Computers only under direct supervision
- Revocation of network privileges
- Revocation of computer privileges
- Suspension of network privileges
- Suspension of computer privileges
- Detention to Saturday Detention

## **PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY (Policy 2363)**

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology hardware and software devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will approve pupils to use their privately-owned technology hardware and software devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purposes of this Policy, “privately-owned” means technology hardware or software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purposes of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of: computer device; wireless telephone; electronic reader; personal digital assistant (PDA’s); video broadcasting and/or recording device; or camera.

For the purposes of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational setting during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. Each teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

Privately-owned technology will not be given access to the school district’s computer server(s) or network(s). In the event the teaching staff member approves the use of privately-owned technology to access the internet, the access must be through the use of the district wireless network. A teaching staff member who approves a pupil to use their privately-owned technology to access the internet during instructional time will provide the pupil with a list of approved internet sites the pupil is permitted to access. A pupil granted such permission must comply with the school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the pupil use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member determines its use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of, or damage to, any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

## SCHOOL HEALTH SERVICES

### SCHOOL COUNSELING DEPARTMENT

The Counseling Department exists to help students and parents cope with the many adjustments, which are normally found in the middle school population. Permanent record files are maintained and updated under the supervision of the counselors. Students who seem to have a problem of social, emotional or academic nature are free to avail themselves of the services of their counselor. The department sponsors groups to address student needs. Students should obtain a pass from one of their teachers before reporting to the Counseling Office. If parents/guardians do not wish for their child to participate in the activities of the program, please send a letter to the building Principal. Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Egg Harbor Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which address rights to privacy and access to student educational records. If you have any questions, please call a school counselor at 383-3355 ext. 1520, 1521 or 1522.

### HEALTH SERVICES

School health services are conducted for the following purposes:

1. Care of emergency, sickness or injury in school.
2. Prevention and control of communicable disease.
3. Determination of health needs for students.
4. Follow-up and interpretation of health needs for parents.
5. Height, weight, and scoliosis screenings are conducted the 1<sup>st</sup> week of school. Please notify the school health office if you **DO NOT** want these screenings done in school.
6. Scoliosis screenings – state mandated screening for curvature of the back as per state guidelines.
7. Vision and hearing screenings for all 8<sup>th</sup> grade students.

We strongly encourage you to take your child to your primary physician for a yearly physical exam. You can also use that physical exam for your child's participation in after school athletic activities or for working papers. Your child will NOT be permitted to participate in athletic activities unless you provide proof of a physical exam from the office of your primary care physician.

### MEDICATIONS

Any medication, prescribed, or over-the-counter, to be taken by a student during school hours must be kept in the school nurse's office in the properly labeled container. A note must accompany it from the physician naming the medication, dosage and diagnosis, as well as a note from the parent or guardian granting permission for the nurse to dispense the medication.

Students who use inhalers for treatment of asthma may carry and self-administer their medication if they have their physician's permission. Forms for this privilege can be obtained in the health office and must be filled out by both parents/guardians and the physician. These will be kept on record in the nurse's office.

Physicians/parent notes for medication distribution MUST be updated yearly. Medical notes CANNOT be carried from year to year.

*Do not send medication to school with your child! Students are not permitted to have medication in their possession (including aspirin/Tylenol/Motrin, cough drops or cough syrup). If a student is found carrying any type of medication in school, disciplinary action will be taken.*

### INTERVENTION & REFERRAL SERVICES (I&RS)

I&RS is designed to assist students who are experiencing learning, behavioral, or health related difficulties. Also, I&RS assist the staff that have difficulties addressing student learning, behavioral, or health needs. The I&RS Team's purpose is to develop and implement action plans which will provide appropriate school and community interventions or referrals to school/community resources based on the collected data and desired outcomes for the student. Parents/Guardians are actively involved in this process.

### STUDENT ASSISTANCE PROGRAM/STUDENT ASSISTANCE COORDINATOR (SAC)

A primary goal of the Student Assistance Program is to work in conjunction with the school counseling services to address issues related to the prevention of alcohol and drug abuse. In addition, the Student Assistance Program recognizes that young people face many challenges, which may impact on their ability to achieve success in school and is therefore designed to address a wide range of high-risk behaviors and situations.

*The Student Assistance Program has four major components:*

1. Student (individual/small group) support
2. Classroom support
3. Intervention and Referral Services (I&RS)
4. Parent Education

The Student Assistance Coordinator (SAC) may see a student individually to assess social or behavioral problems. Students may also participate for a limited number of weeks in a small group that deals with topics of specific concern to adolescents. Participation in these groups is voluntary unless mandated by school administration.

The services of the Student Assistance Program are available to all students. If you do not wish for your child to participate in the activities of the program, please send a letter to the building Principal.

## GUIDELINES FOR RESPONSIBLE STUDENT BEHAVIOR

In order to provide a safe, positive educational environment for the student body the following expectations are required and expected from all students:

- All students will attend school regularly and be on time to all of their classes.
- All students are to walk to their right in the hallway and on the stairs while moving from class to class, lunchroom, or for any other special events or assemblies.
- Students are to stop walking in the halls during the flag salute.
- All students are to be prepared for class with their books, notebooks, pens or pencils, and agenda books, to record homework assignments for each subject.
- All students are expected to respect themselves, all staff members, and other students. All students are expected to ask questions, set goals for themselves, and ask for help when needed.
- All students are to follow rules established by their teachers on a regular basis.
- All students are to remain seated in class unless told differently by their teachers.
- All students are to dress appropriately.
- Display pride and respect!

## GENERAL POLICIES AND PROCEDURES

### AGENDA BOOKS

- Each student shall be issued an agenda book at no cost. If a student reports that he/she has lost his/her agenda book, he/she must make arrangements with the building principal or their designee for a replacement.

### CAFETERIA

Hot or cold lunch is available every day in the school cafeteria. Monthly menus are distributed prior to the beginning of each month. Everyone should go to his/her table quickly and quietly.

- ❖ Once a decision is made for seating, students are not to get up and walk around the cafeteria without permission from the supervising teacher.
- ❖ Tables will be sent to the food lines when each one becomes quiet and orderly.
- ❖ Students should follow the traffic patterns set by the teachers. Only five students are permitted inside the food service area at one time.
- ❖ No throwing food or other objects. Discipline is determined at the Discretion of the Administrator but could result in an OUT OF SCHOOL SUSPENSION!
- ❖ No loud shouting or screaming.
- ❖ No personal contact including pushing, fighting or horseplay of any type.
- ❖ No running in the cafeteria.
- ❖ No gum chewing in the cafeteria
- ❖ No student will leave the cafeteria without a hall pass or bathroom pass and permission from the supervising teacher.
- ❖ Teacher will dismiss students when table and floor areas are clear.
- ❖ There will be assigned seating when necessary.



All students are expected to follow the school rules in the cafeteria and respect the teacher/staff members on duty during the student's scheduled lunch. Fast Food Restaurant foods, pizza, etc. are not permitted to be brought in to students. No parent should bring in any of the above for a student at any time during the day. Any student who does not comply with the above rules will be subject to school discipline.

### CELEBRATORY FLOWERS/BALLOONS

These items are NOT ALLOWED to be in school for any reason.

### EMERGENCY CLOSING

When the school is closed for inclement weather or other emergencies, the CONNECT ED SYSTEM will notify you via telephone. You may also refer to the Egg Harbor Township School District website (<http://www.eht.k12.nj.us>), Channel 2, or your local radio station for emergency closing. Do not call the school or transportation!

### FIRE/EMERGENCY/SECURITY DRILLS

Fire and security drills are conducted at least twice a month during the school day. Students are to follow the directions for evacuation given by the teacher and written on the poster on the wall near the door.

\*\*\*\*\*Note: Students who are caught using a cell phone during an emergency drill will be disciplined accordingly.\*\*\*\*\*

Students are to leave and re-enter the building in an orderly manner. No talking or other inappropriate behavior will be tolerated during a drill.

GUM: Gum chewing is prohibited in the school building, on school grounds, and on the school bus.

## GENERAL POLICIES AND PROCEDURES (Continued)

### LOST AND FOUND

Students who have lost articles should check the lost and found in the cafeteria during lunch, the gym during gym classes, or the front desk. Students who find articles should turn them in to the office for safekeeping until the proper owner has been identified. After two weeks, unclaimed articles will be donated to charity or discarded.

PARTIES: Classroom time is valuable. All parties must be approved by the principal.

### PERSONAL PROPERTY

Students are advised not to bring personal property to school. Any personal property that is lost or stolen must be reported to the office immediately. Fernwood Avenue Middle School administration and staff are not responsible for any lost or stolen items.

### RESTROOMS

Students are permitted to use the restrooms during designated times established by each team and house. Use of restrooms during class time requires permission from the teacher. Students must have a lavatory pass, sign out before leaving, and sign in when returning to the class.

### SELLING ARTICLES IN SCHOOL

Students are not permitted to sell items in school to other students and teachers for outside organizations, for community sports leagues, or for personal gain.

### STUDENT IDENTIFICATION CARDS

- Each student shall be issued a first identification card at no cost. If a student reports that he/she has lost his/her ID card, he/she must make arrangements with the building principal or their designee for a replacement.
- Each student shall be expected to have his/her ID card in his/her possession at all times when he/she is on Board property, including transportation vehicles, or when participating in a Board sponsored activity. A student's ID card is and remains the property of the Board of Education and is non-transferable.

### STUDENT REGISTRATION/TRANSFER

- \* All students registering in the district or changing addresses must report to the Registrar located behind Swift School for processing.
- \* Students transferring out of the middle school must obtain a transfer card from the registration secretary.
- \* An appointment must be made with the registration secretary in order to receive transfer card.

### TELEPHONES

In case of an emergency, or under the direct supervision of a teacher or administration, students may use school phones located in the main office, assistant principal's office or planning centers. Phones located in the nurse's office, gym offices, child study team office, and other office locations are not to be used by students.

### TEXTBOOK, FINES, AND RECORDS

Every student is responsible for the textbooks issued to him or her. In the event a book is lost or damaged, charges will be assessed to the student. The principal or his designee will determine the cost based on the condition and the price of the book. Replacement books, grades, report cards and student records will be withheld until payment for lost or damaged textbooks, library books, instructional materials and other debts are paid.

### VISITORS

All visitors are to report to the secretary located in the lobby area or the main office. Visitors must sign in and obtain a "visitor's badge" before going to another location in the building. No one is to go directly to a classroom without first checking in and obtaining permission from the administration.

## DRUG AND ALCOHOL POLICY AND PROCEDURES (Policy 5530)

### SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

- I. The student will serve a ten-day out of school suspension for substance use or for a positive drug/alcohol screening. The Substance Awareness Coordinator (Student Assistance Counselor) will meet with the student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up.
  - a. Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Superintendent.
  - b. A diluted, altered or contaminated specimen will result in further testing and suspension for not following Board Policy.
  - c. Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear before the Discipline Review Committee of the Board of Education and may be sent to Eagle Academy (alternative school).

In addition to the District's Drug/Alcohol procedures, the following stipulations will be in effect for students who meet the above criteria:

- a. Any student found to be in possession of drug paraphernalia will be suspended out of school for up to ten (10) days. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
  - b. Any student found to be in possession of controlled dangerous substances and/or alcohol will be immediately suspended ten (10) days out of school. The police will be notified and complaints will be signed. A parent or guardian conference is mandatory, and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education
  - c. Any student found to be distributing controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs will be immediately suspended up to ten (10) days out of school. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory, and students must meet with the SAC when they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
  - d. Any student found to be in possession of counterfeit drugs, over the counter medications and/or prescription drugs not registered with the school nurse will be suspended a minimum of four (4) days out of school. A parent or guardian conference is mandatory before the student returns to school. Subsequent offenses will result in further disciplinary action.
- II. Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 16-6.1 and the E.H.T. Board of Education Policies and Procedures. These include immediate notification of the Administration, parents, and Superintendent and immediate referral to a medical facility for examination and drug screening.
  - III. When a pupil is suspected of being under the influence, staff must notify the nurse or SAC, who will then notify the Principal or designee, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parent may select a physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available, parent may accompany pupil to medical facility for examination. Parent will be given a copy of chemical screening form, NJAC 6:29-6 and medical readmission form. If there is a positive diagnosis of alcohol or other drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
  - IV. Refusal or failure by a parent or guardian to comply with the provisions of the Code and Policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol.
  - V. For additional information on Policy # 5530, please refer to website <http://www.eht.k12.nj.us/Policy/5530%20Substance%20Abuse.pdf>.

*Do not send medication to school with your child! Students are not permitted to have medication in their possession (including aspirin/Tylenol/Motrin, cough drops or cough syrup). If a student is found carrying any type of medication in school, disciplinary action will be taken.*

## STUDENT DRESS AND GROOMING (Policy 5511)

The administration of Fernwood Avenue Middle School believes that personal appearance begins with cleanliness, tasteful dress, and common sense. Appropriate dress is instrumental in creating a feeling of pride among the students of Egg Harbor Township. This results in better behavior, greater school spirit, and higher academic achievement.

Students are expected to look neat and clean at all times for school and for school sponsored activities, such as concerts, plays, talent shows, dances, etc. The dress code also remains in effect for students attending a school-sponsored trip, unless the trip's sponsor has requested and received specific modifications from the administration due to the nature of the outing.

Any form of attire or style of grooming that is immodest or sloppy, or which adversely affects classroom atmosphere, or which creates a behavioral problem, will be considered unacceptable. Students are welcome to express their individuality and/or ethnic pride through clothing, provided that it meets the following guidelines developed by faculty and administration. All clothing must be clean, neat, and modest.

\*\*\*\*\*Students who violate the dress code will be referred to the appropriate administrator for appropriate action. This may include the student changing his/her dress, or being sent home from school. If you have any doubt as to whether or not a specific article of clothing may be a violation of the dress code, do not wear it until you are certain it is acceptable. Not all circumstances are necessarily covered by this dress code. Teachers who question the appropriateness of a student's attire should send that student to an administrator for clarification.\*\*\*\*\*

Students will NOT wear:

1. Clothing which leaves the midriff, back, and/or shoulders exposed. The bottom of the upper garment should touch the top of the lower garment.
2. Any form-fitting or tight clothing
3. Leggings, or spandex, unless covered by a fingertip length shirt.
4. Ripped jeans or shirts with skin visible.
5. Tank tops less than two inches wide. Tank tops should not have wide openings for arms that expose undergarments or an excess amount of skin.
6. Weight-lifting type tank tops, cut-offs, and sleeveless T-shirts are prohibited.
7. Pajama tops and/or bottoms, sleep-bottoms, and/or slippers.
8. Hats, hoods, sweatbands, bandanas or headdresses, and/or sunglasses on top of the head or on the face. Students are not permitted to carry these items either. If seen, these items may be confiscated and held for thirty days by the administration.
9. Similarly colored beads.
10. Coats, jackets, or blankets of any length. Windbreakers are permitted.
11. Undergarments worn as outer garments.
12. Short shorts and skirts. Appropriate shorts and skirts are at least fingertip length when arms are straight down at pupil's side. Other shorts that may not be worn include cut-offs, frayed shorts, spandex, athletic or running shorts, and swimming trunks.
13. Spiked jewelry, wallet chains or other accessories deemed dangerous to others by the administration.
14. Garments with graphics that suggest obscene or offensive material, which detracts from the educational process, and is therefore inappropriate. Examples include but are not limited to:
  - a. Drawings and/or slogans that promote the use of drugs, alcohol, and/or tobacco.
  - b. Profanity and/or sexual references.
  - c. Drawings and/or slogans advocating violence.
  - d. Crude drawings and/or phrases/ double meanings.
15. Undergarments should be fully covered by student's pants, skirts, and/or dress.
16. Costumes or face/body paint of any kind.
17. Garments, attire, or style of grooming that disrupts the educational process.



## **DATING VIOLENCE AT SCHOOL (Policy 5519)**

### **Statement by the Board regarding Dating Violence:**

The Board of Education believes a safe and civil environment in school is necessary for children to learn. 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.

### **Discipline for Dating Violence:**

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil 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.

1. The Egg Harbor Township Board of Education adopted policy and regulation 5519 regarding Dating Violence at School as mandated by NJSA 18A:37-35a. Consequences for dating violence as outlined in policy and regulation 5519 may include, but are not limited to:
  - a. Administrative Warning;
  - b. Temporary removal from the classroom;
  - c. Teacher or Administrative detention
  - d. Saturday detention;
  - e. Out-of-school suspension;
  - f. Reports to law enforcement; and
  - g. Expulsion
2. Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
3. Remedial procedures/interventions may include, but are not limited to, the following:
  - a. Parent conferences;
  - b. Pupil counseling (all pupils involved in the act or incident);
  - c. Peer support group;
  - d. Corrective instruction or other relevant learning or service experiences;
  - e. Supportive pupil intervention (Intervention and Referral Services I&RS)
  - f. Behavioral management plan; and
  - g. Alternative placements.

## **HARASSMENT/INTIMIDATION/BULLYING/HATE CRIMES (Policy 5512)**

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

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act or any electronic communication, as defined by 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 characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- 2) By any other distinguishing characteristic; and that
- 3) Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- 4) A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- 5) Has the effect of insulting or demeaning any pupil or groups of pupils; or
- 6) Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
- 7) "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, intimidation, bullying, fighting, or hate crimes of any kind will not be tolerated in school or on school property. The severity of the disciplinary action will be based upon the circumstances of the infraction. Consequences and appropriate remedial action for pupils who commit these acts may range from positive interventions up to and including suspensions or expulsion. The appropriate consequences will be consistent with the case law, Federal and State Statutes, and district/school policies and regulations. In addition, complaints may be referred to the police.

\*\*\*These entire policy can be found on the Egg Harbor Township School District's website.\*\*\*

## TRANSPORTATION AND PARENT PICK-UP

### SCHOOL BUS

Bus transportation is a privilege. To insure the safety of students traveling to and from school, the following bus conduct rules have been established:

- Remain seated AT ALL TIMES while the bus is moving and until you reach your destination. Each student will receive a seat assignment. Only the administration or transportation coordinator may change this assignment. Keep books, coats and all other objects out of the aisles.
- Walk towards a waiting bus without pushing. Board the bus in an ORDERLY manner.
- Keep all body parts inside the bus and never out the window.
- Loud talking, yelling, inappropriate language and playing of music by students on the bus is distracting to the driver and is prohibited. Radios, docking stations, or speakers are also prohibited.
- Smoking on the bus or bus stop will result in disciplinary action. Matches and lighters are prohibited.
- Transportation is provided for ALL students attending the Middle School. NO STUDENT is to walk or ride a bicycle unless the principal upon written request from the parent/ guardian has granted permission.
- If you have received prior permission from building administration, helmets must be worn if riding bikes to school.
- No throwing, acquiring, or dropping of any objects in the bus or out of the windows at any time.
- No eating of food or drinking of beverages on the bus. No gum chewing.
- Skateboards may not be brought on the school bus to school. Drivers will not transport students with skateboards.
- Students may NOT under any circumstances ride any bus other than their assigned bus to or from school. Parent permission will not be accepted for students riding another bus and if a student does, discipline consequences will follow.
- Students are required by law to wear seat belts if they ride a bus equipped with this safety equipment. Failure to "buckle up" is in violation of NJSA 39:3B-11 and will result in disciplinary action.

Continued misbehavior may result in your immediate exclusion from riding the bus. Please note that should you be excluded, P.L. 18A: 25-2 states that your parent or guardian must provide transportation to and from school during the period of exclusion.

### PARENT PICK-UP

Bus transportation is provided for all students for safety and security. Students may be picked up only by a custodial parent or legal guardian when leaving school by automobile. Any other person transporting the student will need written verification from the parent or guardian and identification. Students must be signed out in the main office after identification is verified. Parents are to use the main entrance only when transporting students. DO NOT park in the fire zones, bus slots, or handicap spaces in front of the school.

## OFF-CAMPUS DISCIPLINE POLICY (Policy 5600.1)

It is the mission of the Egg Harbor Township Board of Education to provide a safe, healthy and positive learning environment for all students attending the Egg Harbor Township schools. The Board of Education has implemented this mission through its student discipline code and other policies that protect the health, safety and welfare of the students of Egg Harbor Township School District and ensure an atmosphere conducive to learning such as its no tolerance policies regarding fighting, school violence, use, possession and/or distribution of controlled dangerous substances, and the use of or possession of weapons. Furthermore, Title 18A of the New Jersey Statutes grants local school districts broad statutory powers to administer and supervise the free public schools in this State, including the authority to determine discipline policies and rules and regulations governing student conduct within the context of the overall operation of the School District.

In addition, the New Jersey courts have recognized the authority of the public school officials to impose discipline for misconduct that occurs after school hours and off school grounds, so long as such discipline is reasonably necessary to protect the safety and well-being of the student involved in the misconduct, as well as other students, teachers and public school property R.R. vs. Board of Education of Shore Regional High School, N.J. Super 337 (Ch. Div. 1970).

In furtherance of these goals, and in recognition of its authority to adopt rules and regulations for the conduct and management of the School District, it is the policy of the Egg Harbor Township School District to impose, on a case by case basis, its disciplinary code on egregious, violent and/or illegal activity that occurs off school grounds or outside of any school related activity. Moreover, the Board of Education finds that there are certain offenses committed by students in the community, which by their very nature are detrimental to the education, safety, welfare, well-being and/or morals of the students of Egg Harbor Township School District such that application of the discipline code warranted. More specifically, when these offenses are committed, a student disciplinary hearing will be scheduled to determine any appropriate disciplinary action, up to and including expulsion, notwithstanding that the misconduct was committed off school property or after school hours.

Therefore, it is the policy of the Egg Harbor Township Board of Education to apply its Discipline Policy [Code] and procedures to student misconduct that occurs off school property, after school hours (including any recess), and/or unrelated to any school function (referred to collectively as "off campus misconduct") where the misconduct is of such nature that continuation of the student in school community. The application of the Discipline Policy [Code] to off campus misconduct includes but is not limited to detentions, suspensions, and expulsions from the regular educational programs in Egg Harbor Township School District, as well as participation in extra-curricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms and graduation ceremonies.

## ACTIVITIES AND SPORTS

As a meaningful compliment to the academic program at the Fernwood Avenue Middle School, a variety of co-curricular activities are offered. Students are encouraged to participate in these worthwhile programs, which promote leadership, good sportsmanship and responsible citizenship.

### SPORTS

The Middle Schools offer a comprehensive sports program throughout the three seasons. Teams play other middle schools inside and outside the district in the immediate Atlantic, Cumberland, and Cape May County area. Students who play sports are required to have a sport physical conducted by the school physician or by a private doctor before trying out for any of these programs. Students' academics must also meet the eligibility criteria in order to participate.

Boys' and Girls' Basketball	Wrestling	Field Hockey	Baseball	Cross Country
Boys' & Girls' Soccer	Boys' & Girls' Track & Field		Softball	

Students participating in a sport are expected to follow the Athletic Code of Conduct provided for each athlete by his/her coach and to follow all school rules during any sporting event.

### TRANSPORTATION

The Egg Harbor Township School District will not be providing transportation home from daily sporting events: practices, games, or activities. Parents/Guardians must secure transportation home for students involved in athletics and activities.

If a student wishes to leave an away game with a parent rather than take the bus back to the school, written permission by the parent **MUST** be given to the coach **24 HOURS IN ADVANCE** to transport the student home from the game. If a player is going home with someone else's parent, written permission from that player's parent must be given to the coach **24 HOURS IN ADVANCE**.

\*\*\*\*\* *Note:* Student spectators may only attend a game if accompanied by an adult. Students may not wait after school to attend a game. This is considered loitering.\*\*\*\*\*

### INELIGIBILITY FOR SPORTS/AFTER SCHOOL ACTIVITIES

- If students have failed for the previous academic year and summer school was not passed successfully, they will not be eligible for the fall sport/ activity season.
- The student must be eligible based on the grades on their most recent report card.
- At report card time, if the student has more than one (1) failure on their report cards they are then considered ineligible until the next marking period.

### MUSIC PROGRAM

Once the student has demonstrated appropriate skill level, as determined by Egg Harbor Township Middle Schools' music staff, all students receiving instrumental lessons are encouraged to participate in our after-school ensembles of band/strings. Regular attendance to lessons is mandated. Unexcused absences will reflect on student's marking period grade. The school district does not accept any liability for repair, damage, or theft of student/rental instruments. Availability to music instruction and concerts will be prioritized to students participating in the appropriate after-school program.

### Student Council

Student Council is a club consisting of 5 elected school officers –President, Vice President, Secretary, Treasurer, and Historian and an elected representative and alternate from each homeroom. The primary goal of Student Council is to be a service organization.

*\*\*Students must have a "C" average in all subject areas and have no Saturday Detention or suspensions on their discipline record.*

### After-School Clubs

Membership is open to any student who qualifies by grade. Membership may be limited, however, because of large numbers of students interested in the activity. The advisors will determine the number of students and how they will be chosen for membership.

String Ensemble	Chorus	Band	Renaissance	Drama Club
Yearbook	Garden Club	Art Club	STEAM Club	Media Club
Student Council	Brain Bowl	Computer Coding Club		

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student’s educational records within 45 Days of the day the school receives a request for access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s educational records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
- 4) Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA are:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605**

Egg Harbor Township School District may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child’s education records in certain school publications. Examples include:

<ul style="list-style-type: none"> <li>• A playbill, showing your student’s role in a drama production</li> <li>• The annual yearbook</li> </ul>	<ul style="list-style-type: none"> <li>• Honor roll or other recognition lists</li> <li>• Graduation programs, and;</li> </ul>
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**Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Elementary Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without prior written consent!**

If you do not want Egg Harbor Township School District to disclose directory information from your child’s education records without written consent, you must notify the District in writing by December 1 of this school year. Egg Harbor Township School District has designated the following information as directory information:

- |   |                          |                                       |                          |
|---|--------------------------|---------------------------------------|--------------------------|
| -Student’s name   | -Address                 | -Telephone number                     | -Electronic mail address |
| -Photograph   | -Date and place of birth | -Grade level                          | -Dates of attendance     |
| -Participation in officially recognized sports              |                          | -Degrees, honors, and awards received |                          |
| -The most recent educational agency or institution attended |                          |                                       |                          |

These laws are: section 9538 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation’s armed forces.

**Notification of Rights under FERPA For Elementary and Secondary Schools**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

- 1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Egg Harbor Township School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901**

**DISCIPLINE (Policy 5600)**

The consequences of disciplinary action stated in the following chart will be imposed. In the daily operation of a school it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination by an administrator other than that listed below may be imposed.

*Please note that any major infraction during the school year, particularly in the Fourth marking period, may lead to the loss of end of the year activities that may include, but are not limited to: end of year picnics, school trips, award ceremonies, and school dances.*

**IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK.**

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

**SEARCH AND SEIZURE**

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful, or may implicate them in an investigation. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

**TYPES OF DISCIPLINE**

**The following are TYPES OF DISCIPLINE that may be enacted:**

1. **TEACHER DETENTION:** Teachers may issue detention after school between 2:06 and 3:15 p.m. Pupils must report for the detention in their classroom immediately after school. Parents will be notified in advance of their child staying for a detention.
2. **LUNCH/ RECREATION DETENTION:** Teachers and the administration may issue detention during the day for lunch and/or recreation time. Pupils must report for the detention in the designated area at the beginning of lunch and/or recreation time. Any violations of rules during this time may result in serious disciplinary action.
3. **ADMINISTRATIVE DETENTION:** This form of detention is issued to students involved in a serious offense. These detentions are conducted after school and are issued by the Principal and Assistant Principal. Students must report for detention on the day assigned and will be expected to bring work or reading material to the detention.
4. **SATURDAY DETENTION:** This form of detention is issued to students involved in a serious offense, and has taken the place of Alternative Educational Placement. These detentions are held on Saturday mornings from 8 a.m. to noon, and will be held at the Egg Harbor Township High School. Students are to report for detention on the day assigned and will be expected to bring work or reading material. The district does not provide transportation of students to and from Saturday Detention.  
**2019 – 2020 Saturday Detention Schedule: \*\*Saturday Detention Schedule: provisions will be made for thirty (30) sessions. \*\***  
Students and parent/guardian will be notified of the scheduled date by the Assistant Principal or designee.

October 5 & 26	November 16 & 23	December 7 & 14	January 11 & 25
February 8, 22 & 29	March 7, 21 & 29	April 4 & 25	May 2, 9, 16 & 30
June 13			

The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules.

Saturday detention may be used as a disciplinary tool in lieu of Alternative Educational Placement/ Suspension. This option will keep students from losing instructional time and keep them in school Monday thru Friday. Refusal to attend or tardiness without an acceptable excuse will result in an additional detention and/or suspension from school.

Saturday detention has three components: detention, academic assistance and behavior modification.

Students will receive academic assistance and will have the opportunity to do homework, make-up or remedial work under the supervision of three certified teachers, who will provide academic assistance, as well as, supervision. Each student will receive a

**Detention Rules**

- Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal before the scheduled reporting time (8:00 a.m.). If the reasons are acceptable, the detention will be rescheduled.
- The doors will open at 7:45 a.m. and close at 8:00 a.m.
- Students must have some type of assignment to work on. (Homework, make-up work or remedial work is allowed.) There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday Detention Room.
- There will be no talking.
- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- Students will complete a Self-Reflection Packet.
- If a student finishes all of his or her work, the detention supervisor will assign additional work.
- If a student refuses to work, he/she will be removed by the site administrator.
- Should a student have an unexcused absence from a Saturday Detention, he/she will be assigned one day of Out of School Suspension, plus attend the next scheduled Saturday Detention. A second unexcused absence to an assigned Saturday Detention will result in a two day out-of-school suspension beginning on the following school day, plus attend the next Saturday Detention, loss of all privileges and a parent conference upon returning from suspension.
- Students will be expected to work the entire time while there. Any student not working may be removed from the room and referred to the building administrator. No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.
- Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline to make up missed time.

#### Operational Procedures

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- The Saturday Detention Program operates at the Egg Harbor Township High School, 24 High School Drive
- The program runs from 8 a.m. to noon.
- The District is not responsible for transportation of student to or from Saturday Detention.
- Assistant Principal's may assign students from Monday through Thursday. No assignments will be made on Friday for that Saturday.

5. **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP):** In-school suspension is a serious disciplinary consequence. Students should report to the Assistant Principal's Office with schoolwork for the day during homeroom. Pupils are not to participate in after school activities and sports the day of an AEP.

6. **BUS SUSPENSION:** Any violation of the school bus rules may result in a bus suspension. Pupils will not be able to ride the bus during the designated time. Parents/guardians are responsible for transporting the pupil to and from school during the time of bus suspension. If parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

7. **OUT-OF-SCHOOL SUSPENSION:** This is the most serious disciplinary action, which may be imposed by the Principal or Assistant Principal. The pupil may not be permitted to return to school until a parent conference is conducted. Pupils are not to participate in after school activities or return to school for after-hours events the day of suspension. Pupils who come on school grounds during a suspension will be subject to possible arrest and charged with trespassing. When a pupil is suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension.

8. **PROBATION AND/OR BEHAVIORAL CONTRACTS:** Students may be placed on probation and/or a behavior contract if: (a) they have an accumulation of minor violations and/or (b) commit a serious offense.

Probation/behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a pupil is placed on probation/behavior contract, it is understood that he or she must meet all outlined standards. Failure to meet the standards established by probation/behavior contract will result in further, more severe disciplinary procedures, including but not limited to loss of privileges (school activities, trips, school dances, assemblies, and/or awards ceremonies) and/or consideration for alternative placement.

All offenses committed in school or on school grounds that violate local, state, or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety, and welfare of pupils, parents, and/or faculty may require the school administration take further action. Such action may include, but not be limited to, referral to police.

Students who consistently require disciplinary intervention by the Assistant Principal are subject to progressive discipline and will be subject to losing privileges, including but not limited to: activities, sports, after-school events, trips, assemblies, etc.

## CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed.

1. **Academic Cheating/Plagiarism:** Any student caught cheating on any assignment or test will receive discipline, in addition to losing credit for the assignment(s).
  - 1<sup>st</sup> Offense: Administrative Warning and Parent Contact
  - 2<sup>nd</sup> Offense: Minimum of 1 Administrative Detention
  - 3<sup>rd</sup> Offense: Minimum of 2 Administrative Detentions
  
2. **Assault:**
  - 1st Offense: 4 day Out-of-School Suspension (which may result in a complaint with EHTPD)
  - 2nd Offense: 10 day Out-of-School Suspension (which may result in a complaint with EHTPD, Central Office Administrative Review)
  - 3rd Offense: Administrative Discretion

\*\*\*Assault on a staff member will result in an Administrative Review.\*\*\*
  
3. **Cafeteria Misconduct:** Misconduct in the cafeteria area includes, but is not limited to, throwing food or trash, being late to the cafeteria, cutting in line, leaving the cafeteria without permission.
  - Minimum of 1 Administrative Detention
  
4. **Communication and Electronic Devices:** During non-instructional times, students in grades K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by a faculty member or building administrator. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours. Electronic recordings are prohibited unless prior permission is granted.

Students may not be in possession of large headphones while on campus. If so, headphones may be confiscated and held by the Assistant Principal for 30 days or until a parent picks them up.  
Students may only use one earbud while on school grounds.

  - 1<sup>st</sup> Offense: Administrative Warning (notify parent/guardian)
  - 2<sup>nd</sup> Offense: Minimum of 2 Administrative Detentions (notify parent/guardian)
  - 3<sup>rd</sup> Offense: Saturday Detention (notify parent/guardian)
  - 4<sup>th</sup> Offense: Administrative Discretion (notify parent/guardian)
  
5. **Computer/Electronic Device Misuse:** Computer access is granted to individual pupils for their sole use only. Violation may result in a loss of access as well as other disciplinary or legal action. The following are not permitted: sharing of accounts, ID's, or passwords; adding any unauthorized software; sending or displaying of offensive messages or pictures; using obscene language; harassing, insulting, or attacking others, damaging computers, computer systems, or computer networks; violating copyright laws; using another's password; trespassing in another's subdirectories, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; playing games.
  - A. Sharing of accounts, passwords, changing desktop, sending messages, trespassing in another's subdirectory or work files, using the computer to convey obscene language or pictures and using the network for commercial purposes; Intentionally wasting limited resources such as paper; Violating copyright laws.
  - B. Harassing, insulting or attacking others: Will result in an immediate loss of computer privileges. Please see Harassment, Intimidation, Bullying and Fighting (Policy 5512)
  - C. Intentionally damaging computers, systems or networks: Out-of-school suspension - restitution for damage
    - \*\* The disciplinary action may range from:
    - 1<sup>st</sup> Offense: Multiple Administrative Detentions
    - 2<sup>nd</sup> Offense: 1 Saturday Detention
    - 3<sup>rd</sup> Offense: Minimum 1 Saturday Detention/Loss of Computer Privileges
  
6. **Conduct Impeding an Investigation:** Any pupil hindering an investigation is subject to disciplinary action at the discretion of the administrator, i.e. lying, covering the truth, withholding information.

\*Discipline may vary from Administrative Detention to a Saturday Detention.

7. **Conduct Potentially Dangerous to one's self or others:** Including but not limited to: threats, verbal altercations, near fights, pushing, shoving, throwing objects, the use of technology to promote conflict, the use of water pistols, wrestling, play fighting, disruptive behavior, disorderly conduct, instigating or promotion of conflict (third party), neck-slapping, and/or simple assault. *The disciplinary action may range from:*
1. Minimum of 2 Administrative Detentions
  2. Minimum of 1 Saturday Detention
  3. Maximum 10 days out-of-school suspension and parent conference.
8. **Dating Violence at School:** Consequences for dating violence may include, but are not limited to:
1. Administrative Warning
  2. Temporary removal from classroom.
  3. Minimum of 1 Administrative Detention
  4. Minimum of 1 Saturday Detention
  5. Out-of-school suspension
  6. Administrative Review which may result in expulsion.
- \*Dating violence may result in notification of EHTPD
9. **Disrespect, Defiance of Authority and/or Continued Willful Disobedience:** Definition of "Defiance" and "Disrespect": Respect means to show esteem, consideration and politeness to another individual. It is a personal quality, which is earned. Disrespect in school is construed as follows:
- \* Talking back to any adult.
  - \* Physically turning your head or making improper physical gestures while being talked to.
  - \* Slowly moving along when given a reasonable directive.
  - \* Refusal to follow reasonable directions when asked or told to do so by an adult.
  - \* Muttering or mumbling under your breath.
  - \* Refusal to tell the truth when being questioned.
- The disciplinary action may range from detention to suspension and will be determined on a case-by-case basis.*
1. Minimum of 2 Lunch Detentions
- \*\*Continued Willful Disobedience, Disrespect, or Defiance may result in Saturday Detention or suspension.\*\**
10. **Dress Code:** Short shorts, mini-skirts/dresses, halter-tops, bathing suits, see through or mesh tops, or any other clothing that will reveal the body or reveal underwear may not be worn in school. Bare midriffs are not acceptable. Any student in violation of the school's dress code policy **will be required to change and receive the corresponding discipline.** *Please refer to Dress Code Policy on pages 15 of this handbook for more detail.* The entire policy can be found on the Egg Harbor Township School District website.
- \*\*Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis.\*\*** Repeat offenders will receive progressive discipline.
11. **Drug & Alcohol Policy and Procedures (Policy 5530):** *The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, supplements, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.*
- Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors.*
- Possession of counterfeit drugs, over the counter medications, supplements and/or prescription drugs not registered with the school nurse: *Pupils who violate the substance abuse rules will be disciplined as follows:*
- Minimum of 4 days out-of-school suspension
  - Mandatory parent/guardian conference.
  - Subsequent offenses will result in further disciplinary action.
- Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs: *Pupils who violate the substance abuse rules will be disciplined as follows:*
- Initial 10 day out-of-school suspension
  - EHTPD will be notified and complaint may be signed.
  - Mandatory parent/guardian conference.
  - Student must meet with SAC.
  - Possible central office administrative review.
- Possession of drug paraphernalia:
- Up to 10 days out-of-school suspension.
  - EHTPD will be notified and complaint may be signed.



- Mandatory parent/guardian conference.
- Student must meet with SAC.
- Possible central office administrative review.

Possession of controlled dangerous substance and/or alcohol:

- 10 days out-of-school suspension.
- EHTPD will be notified and complaint may be signed.
- Mandatory parent/guardian conference.
- Student must meet with SAC.
- Possible central office administrative review.

Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol screening results):

- 10 days out-of-school suspension.
- EHTPD will be notified and complaint may be signed.
- Mandatory parent/guardian conference.
- Student must meet with SAC.
- Possible central office administrative review.

12. **Failure To Follow Procedure:** This includes failure to obey school rules as outlined in this handbook.

- 1<sup>st</sup> Offense: Minimum 1 Administrative Detention
- 2<sup>nd</sup> Offense: Saturday Detention
- 3<sup>rd</sup> Offense: Administrative discretion

13. **Failure to Comply with Search and Seizure:** All students, as well as their belongings, lockers, and vehicles, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt, receiving 1 Saturday Detention through an out-of-school suspension at the discretion of administration. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

- Discipline may range from detention to suspension or expulsion.
- Complaints may be referred to the EHTPD.

14. **Failure to Identify oneself or Possess a Hall Pass:** All students are required to carry and/or wear an identification badge and/or carry a monthly hall pass during school hours.

- 1<sup>st</sup> Offense: Minimum 1 Administrative Detention
- 2<sup>nd</sup> Offense: Minimum 1 Saturday Detention
- 3<sup>rd</sup> Offense: Out-of-school suspension.

15. **False Alarms:** Up to a 10 day out of school suspension, which may result in a Central Office Administrative Review resulting in additional discipline. A complaint may also be signed with the EHTPD.

16. **Fighting:**

- 1<sup>st</sup> Offense: Minimum of 4 day out-of-school suspension, which may result in a complaint filed with EHTPD, and behavior contract.
- 2<sup>nd</sup> Offense: Minimum of 10 day out-of-school suspension, which may result in a complaint filed with EHTPD, and central office administrative review.
- 3<sup>rd</sup> Offense: Administrative Discretion

17. **Fireworks:** Out-of-school Suspension at the discretion of administration and complaint may be filed with the EHTPD.

16. **Forgery and/or Unauthorized Use/Possession of School Forms:**

- 1<sup>st</sup> Offense: Minimum of Administrative Detention
- 2<sup>nd</sup> Offense: Minimum 1 Saturday Detention

17. **Harassment/Intimidation/Bullying/Hate Crimes (Policy # 5112.01):** “Harassment, intimidation, and bullying” is any gesture, written, verbal, or physical act or any electronic communication that takes place on school property, at any school-sponsored function, or on a school bus. The severity of the disciplinary action will be based upon the circumstances of the infraction. The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to the EHTPD.

18. **Identification Badges and Monthly Hall Pass:** All students are required to carry or wear an identification badge and monthly hall pass during school hours. Failure to identify one's self, or carry or wear an ID badge or hall pass could result in:
- Minimum 1 Administrative Detention
  - Minimum 1 Saturday Detention
  - Out-of-school suspension
19. **Illegal Absence from Class:** Any illegal absence will result in a "0" in that class. Work cannot be made up. The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course.
- 1<sup>st</sup> Offense: Minimum 1 Administrative Detention  
 2<sup>nd</sup> Offense: Minimum 3 Administrative Detentions  
 3<sup>rd</sup> Offense: Minimum 1 Saturday Detention
20. **Inappropriate Comments/Gestures/Drawings:** Minimum of 1 Saturday Detention to a maximum of 10 days out-of-school suspension, which may result in an administrative review.
21. **Inappropriate Display of Affection/Sexual Misconduct:**
- Administrative Warning
  - Minimum of 2 Administrative Detentions
  - Minimum of 1 Saturday Detention
- Complaint may be filed with the EHTPD.
22. **Leaving Class Without Permission or Removal from class:** A pupil will receive a minimum of 3 administrative detentions for removal from class or leaving class without permission. Students who leave class without permission are considered truant (See Truancy).
- Minimum of 3 Administrative Detentions.
23. **Misconduct on School Bus and/or Failure to Wear Seat Belt:**
- 1<sup>st</sup> Offense: Bus warning letter  
 2<sup>nd</sup> Offense: Minimum of 1 Administrative Detention  
 3<sup>rd</sup> Offense: Minimum of 1 Saturday Detention  
 4<sup>th</sup> Offense: Bus suspension
24. **Misconduct/Disruptive Behavior:** Minimum of 2 Administrative Detentions.
25. **Misuse Of A Hall Pass:**
- 1<sup>st</sup> Offense: Minimum 1 Administrative Detention  
 2<sup>nd</sup> Offense: Minimum 3 Administrative Detentions  
 3<sup>rd</sup> Offense: Minimum 1 Saturday Detention
26. **Potentially Dangerous Objects: Include, but not limited to knives, sling shots, exacto-knives, water guns, matches, lighters, snappers/poppers, caps and mace.**
- Minimum of 4 days out-of-school suspension.
  - Complaint may be filed with EHTPD.
  - Parental Conference.
27. **Profanity** (verbal or written):
- 1<sup>st</sup> Offense: Minimum 1 Administrative Detention  
 2<sup>nd</sup> Offense: Minimum 1 Saturday Detention  
 3<sup>rd</sup> Offense: Out-of-School Suspension
28. **Racial or Ethnic Slurs:** The use of racial or ethnic slurs is unacceptable.
- Minimum of 1 Saturday Detention.
29. **Removal/Leaving Saturday Detention:**
- Minimum of 1 day out-of-school suspension.
  - Note: Additional consequences according to the discipline code of conduct may apply.

30. **Sexual Harassment/Sexting:** if any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following examples: Physical examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body; "panting" someone. Verbal examples: Commenting about someone's body; talking about someone's sexual orientation in a way that makes the person uncomfortable; Electronic communication, or "sexting" would also be considered sexual harassment.
- Minimum of 2 days out-of-school suspension.
  - Complaint may be filed with the EHTPD.
31. **Smoking and Use/Possession of Tobacco Products:** Smoking and tobacco products (including snuff, chewing tobacco, and electronic smoking devices) are prohibited on all school grounds, buses, buildings, and during any school sponsored function. Pupils are not permitted to be in possession of cigarettes, tobacco products, matches or lighters while on school property.
- Use/Possession:** Minimum of, but not limited to, 4 days out-of-school suspension and parent conference.  
Items will be confiscated and discarded. Complaint may be filed with the EHTPD and the Department of Health.
32. **Tardy to School/Late sign-in & Early Sign out:**
- 4<sup>th</sup> offense - Administrative Warning Letter
  - 5<sup>th</sup> to 20<sup>h</sup> offense - Minimum 1 Administrative Detention
  - 21<sup>st</sup> offense + - Minimum 1 Saturday Detention, up to a maximum of out-of school suspension for "excessive lateness" and parent conference.
33. **Theft:** Illegally possessing school property or the property of others.
- Minimum of one Saturday Detention through a 10 day out-of-school suspension (Administrative Discretion)
  - Possible Complaint with EHTPD.
34. **Truancy/Leaving School Without Permission:** Unlawful absence from school. Students who leave school without permission are considered truant.
- Minimum of 1 Saturday Detention
  - Each truant day counts as an unexcused absence.
35. **Unauthorized or Off-Limit Area:** Pupils in an unauthorized or off-limits area will be issued a minimum of 1 Administrative Detention.
36. **Unauthorized Sales:** Items include, but are not limited to candy, gum, and any other goods.
- Administrative Discretion  
(Sale items will be confiscated)
37. **Unserviced Saturday Detention (unexcused absence):**
- 1<sup>st</sup> Offense: 1 day out-of-school suspension.  
2<sup>nd</sup> Offense: 2 days out-of-school suspension, and removed from Saturday Detention program.
38. **Unserviced After School Teacher or Administrative Detention:**
- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Offense: | Minimum of 2 Administrative Detentions    |
| 2 <sup>nd</sup> Offense: | Minimum of 1 Saturday Detention.          |
| 3 <sup>rd</sup> Offense  | Minimum of 1 day out of school suspension |
39. **Use of Unacceptable Conduct, Language and/or Gestures Directed to Staff Members:**
- Minimum of 4 days out-of-school suspension
40. **Vandalism/Graffiti:**
- Minimum of 1 Saturday Detention through a maximum of 10 days out-of-school suspension. (Administrative discretion)
  - Parents are financially responsible for damages
  - Possible complaint with the EHTPD

41. Violence and/or Threats Directed Toward a Staff Member:

- *Minimum 10 day out-of-school suspension and appearance before the principal*
- *Possible Central Office Administrative Review.*
- *Staff member may sign a complaint with the EHTPD*

42. Weapons/Other Deadly Objects (Including knives, sling shots, exacto- knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects): Any pupil in possession of a firearm or other deadly weapon, including look-a-likes, will be arrested, suspended from school for 10 days and be referred directly to the Principal and a police complaint will be filed. This is part of the Weapon Free School Zone Act.

- Initial 10 day out-of-school suspension.
- Arrest and complaint will be filed.
- Referred to the principal and central office administrative review for potentially further disciplinary action.