

# WILLIAM ALLEN MIDDLE SCHOOL

Student Name: \_\_\_\_\_

Homeroom: \_\_\_\_\_

## MOORESTOWN TOWNSHIP PUBLIC SCHOOLS BOARD OF EDUCATION

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Regular meetings of the Board of Education are held on the third Tuesday of each month (except July) and are open to the public. Conference meetings, open to the public, are held as advertised. The agenda is published in the *Burlington County Times* and the *Courier Post*. Meeting time is 7:00 P.M.

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Director Special Education

**Mr. Jeffrey Arey**  
Director Ed. Technology

## WILLIAM ALLEN MIDDLE SCHOOL PERSONNEL

**Mr. Matthew Keith**  
Principal

**Cheri Caravano**  
Assistant Principal

**Ms. Sarah Fisher**  
7<sup>th</sup> Grade Guidance Counselor

**Dr. Jill Melton**  
Psychologist

**Ms. Cynthia Battel**  
Nurse

**Molly Fitzpatrick**  
8<sup>th</sup> Grade Guidance Counselor

**Ms. Christine Shanahan**  
Learning Consultant

**Mr. Shawn Counard**  
Athletic Director

**Mr. Steven Phillips**  
Faculty Manager for Athletics

**Ms. Valeria Shopp**  
Social Worker

## DISTRICT SUPERVISORS

**Dr. Susan Tosti**  
Language Arts  
Media  
State Testing

**Ms. Roseth Rodriguez**  
Humanities  
World Language

**Ms. Julie Colby**  
Math

**Ms. Patricia Rowe**  
Performing Arts  
Ed. Technology

**Ms. Cynthia Moskalow**  
Special Education

**Mr. Gavin Quinn**  
Science

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**WILLIAM ALLEN MIDDLE SCHOOL**  
**MISSION STATEMENT**

The mission of the William Allen Middle School is to educate and inspire our diverse population of early adolescents to realize their unique individual potential, to internalize responsibility, to value themselves and others, and to become life-long learners and productive citizens.

We will provide a positive climate of respect where students will experience intellectual, physical, social, emotional and creative growth in a safe and nurturing academic environment in partnership with the community.

**A GUIDE TO STUDENT'S RIGHTS AND RESPONSIBILITIES**

The William Allen Middle School administrators, faculty, and staff take very seriously the work of preparing our youth for high school and beyond. In doing so, the *Guide to Students' Rights and Responsibilities* and the other sections of the student handbook are provided to give students and parents a starting point for understanding the relationship that exists between one's rights and one's responsibilities. We encourage students and parents to use this handbook as a reference to the school district's policies and regulations.

Students have a fundamental right to a free and appropriate public education. They are required by law to regularly attend an approved educational institution until the age of 16. Students may not be asked to leave school merely because they have reached 16 years of age if they are, in fact, fulfilling their responsibilities as students. Those responsibilities also require students to follow and attempt to complete all courses in the middle school and the course of study at the high school as prescribed by the Board of Education.

As a member of the William Allen Middle School community, students have a personal civic responsibility to abide by the policies and procedures of the Board of Education and the school so that each student's right to an education is provided in a safe and orderly environment, which establishes a climate for learning within the school.

Students may seek additional advice concerning his/her rights and responsibilities from his/her team of teachers, counselors, assistant principal and/or principal. The central administration and Board of Education are also available after the middle school has had the opportunity to address the concerns and/or issues. These are all sources of information related to policies and procedures, which are set forth in this handbook. Students are encouraged to discuss situations involving possible violations of his/her rights and responsibilities with his/ her parents, teachers, and/or guidance counselor.

It is our goal to provide our middle school students with opportunities to explore, experience, learn and grow during their two years at WAMS. As a microcosm that mirrors the larger society, we believe that the culmination of a public education is capable of producing effective and responsible citizens who perpetuate a free and democratic society.

**AFFIRMATIVE ACTION STATEMENT**

The Moorestown Township Public School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodations, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

**WILLIAM ALLEN MIDDLE SCHOOL**

## SCHOOL HOURS

### REGULAR SCHEDULE

HR/1 <sup>st</sup>	7:35 - 8:30
2 <sup>nd</sup>	8:32 - 9:23
3 <sup>rd</sup>	9:25 - 10:16
4 <sup>th</sup>	10:18 - 11:09
5 <sup>th</sup>	11:11 - 11:51 (7 <sup>th</sup> Lunch)
6 <sup>th</sup>	11:53 - 12:44 (8 <sup>th</sup> Lunch)
7 <sup>th</sup>	12:46 - 1:37
8 <sup>th</sup>	1:39 - 2:30

### DELAYED OPENING

HR/1 <sup>st</sup>	9:35 -10:12
2 <sup>nd</sup>	10:14 -10:48
3 <sup>rd</sup>	10:50 -11:24
4 <sup>th</sup>	11:26 -12:00
5 <sup>th</sup>	12:02 -12:42 (7 <sup>th</sup> Lunch)
6 <sup>th</sup>	12:44 - 1:18 (8 <sup>th</sup> Lunch)
7 <sup>th</sup>	1:20 - 1:54
8 <sup>th</sup>	1:56 - 2:30

(Late Bus 3:15)  
(Sport Bus 4:20)

### EARLY DISMISSAL SCHEDULE

*(Lunches are not served in the cafeteria on early-dismissal days)*

HR/1 <sup>st</sup>	7:35 - 8:10
2 <sup>nd</sup>	8:12 - 8:44
3 <sup>rd</sup>	8:46 - 9:18
4 <sup>th</sup>	9:20 - 9:52
5 <sup>th</sup>	9:54 - 10:26
6 <sup>th</sup>	10:28 - 11:00
7 <sup>th</sup>	11:02 - 11:34
8 <sup>th</sup>	11:36 - 12:08

## WAMS GENERAL INFORMATION

Parents and students should be aware that full versions of all of the Board of Education policies can be obtained by request to the principal's office or by visiting the district website at [www.mtpps.com](http://www.mtpps.com)

### **BACKPACKS**

Backpacks may be carried to and from school for the purpose of holding texts, notebooks and school supplies. Backpacks are NOT permitted during the school day. Backpacks are to be stored in lockers during the school day; students may visit their lockers during the school day to obtain materials.

### **BICYCLES, SKATEBOARDS & ROLLERBLADES** (Board of Education Policy 5514)

Students who bring bicycles to school assume complete responsibility for them. Therefore, it is important that students bring locks and chains in order to secure bicycles to racks located near the cafeteria.

Bicycle Parking Area: The middle school bicycle racks are located near the cafeteria entrance. All bicycles are to be parked in those racks and securely locked. When proceeding to or departing from the bicycle parking area, students are to use the bicycle path only, not the bus driveway or sidewalks near the school building, entering and departing from the Stanwick Road access only. The crossing guard will help in crossing Stanwick Road.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day with the exception of the registered modes of transportation.

### **CAFETERIA, LUNCH & RECESS**

The school provides a cafeteria where students may purchase all or part of their lunch at nominal prices. Students will receive a complete description of the lunch menu and cost of each item. Monthly menus will be posted on the middle school web page, found on the school district's web site at [www.mtpps.com](http://www.mtpps.com).

Money can be deposited into a school account. The student can use this account to pay for lunches and/or snacks. A three-digit pin number will be assigned to each student that has an account.

Students have the responsibility of maintaining the cleanliness of this common area. This includes placing all trash in trash containers and returning any school cafeteria materials to their proper locations. A clean and comfortable area must be left for the next lunch group.

Any misbehavior in the cafeteria or during recess will result in disciplinary action in accordance with school policies and procedures and may result in a Saturday detention, In/Out of school suspension, loss of cafeteria or recess privileges and/or may be referred to the Moorestown Police Department.

#### **Summary of Cafeteria Rules**

- Arrive on time to the cafeteria. Students who do not report to the cafeteria during their assigned lunch period will receive disciplinary action.
- Students will chose a table at the beginning of the school year which will become their assigned seat. The supervising adults reserve the right to assign specific seating for disruptive behaviors.
- Normal rules of etiquette, proper and acceptable behavior apply at all times.
- Throwing food or objects, instigating, or participating in any food fight is prohibited and will result in a discipline
- Each student is responsible to clean up his/her own mess. The supervising staff reserves the right to hold an entire table of students accountable.
- During dismissal, students are to remain seated until they are directed to leave by the supervising staff.

#### **Summary of Recess Rules**

- Recess will occur outside every day except during rain or temperatures below 35 degrees Fahrenheit. Students must come prepared to be outside for the 22 minutes of recess. Administrative discretion may be used.
- Students must report to the recess area only during assigned times.
- Students must stay in the designated area, within view of the supervising staff.
- Students wanting to go inside the building must ask permission and obtain a pass before doing so. Any student entering the building without permission will be held accountable for cutting recess.
- Any student that participates in aggressive behavior towards another student or staff member will be face consequences.
- Students unable to follow proper procedures during recess may lose the recess privilege.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Therefore, pursuant to File Code 5131 "Care of School Property," students who deliberately damage or destroy property, break windows, or cause other damage to school property or equipment will be required to pay for the damage or to replace the item.

### **CELL PHONE USEAGE**

Students are not permitted to use cell phones or other electronic devices, including video and/or audio recording devices while school is in session.

All student cell phones and other electronic devices must be powered off and must remain out of sight while the student is in the school building and may only be turned on after school has concluded for the day. Students may not use any feature of their cell phones during the school day.

**Smart Watches** should not become a distraction during class. If the Smart Watch receives text messages, it is a violation of the cell phone policy. During test days, all Smart Watches **must** be placed on the teacher's desk.

### **PHONE CALLS**

Parents who wish to contact the school should call 778-6620-ext.13001 or 13020. Parents are requested not to call the school to speak to their child except in cases of emergency.

### **DANCES, EVENING EVENTS AND / OR AFTER SCHOOL ACTIVITIES**

When students attend a school dance or evening activity, they are expected to remain in the building at the event until its conclusion. The only exception is if a parent arrives to pick the student up early or the student has submitted a written request to leave early.

### **DRESS CODE** (Board of Education Policy 5511)

Each school in the district possesses the authority to regulate student dress and personal appearance. Students whose attire is deemed inappropriate (i.e. is in violation of the school's educational philosophy; is contrary to the school's curriculum or is intolerant, insensitive, or offensive) will be asked to change, remove, cover, or conceal the article of clothing. Only items sold as wearing apparel or jewelry appropriate for school may be worn. Materials designed for a purpose other than clothing, or deemed disruptive or potentially dangerous by the school staff, to the students or others, may not be worn.

The following dress code was developed through a collaborative effort of students, parent, and teachers. The dress code is in no way meant to demean or embarrass students. The goal is to teach students there is an appropriate dress for each setting. Students dressing in a manner that is not safe or that is determined to be inappropriate as per the guidelines below will be asked to correct the inappropriateness of their attire. In certain circumstances, the parent/guardian may be asked to deliver clothing that meets school regulations. Multiple offenses may result in disciplinary action.

#### **Students should use the following information as a guideline when preparing for school**

##### **SHIRTS/TOPS**

- ★ Strapless or tops with "spaghetti" straps are not permitted. Shoulder straps must be approximately 3 fingers wide. The side of the body may not be showing.
- ★ Sheer tops or see through clothing must have dress code appropriate garments underneath.
- ★ ~~Attire that is excessively tight, low cut or revealing is not be permitted.~~

##### **PANTS/SKIRTS/SHORTS**

- ★ Pants may be no lower than the top of the hips.
- ★ They must cover undergarments.
- ★ There may be no messages across the seat of the pants.
- ★ There can be no loose hanging articles such as straps, belts, chains.
- ★ Skirts, shorts, rompers and dresses **cannot** be **excessively short**.

### **HATS/SHOES**

- ★ Hats cannot be worn indoors during school hours.
- ★ No sweatshirt hoods should be worn on the head.
- ★ Shoes must be safe and secure on the foot.
- ★ Flip Flops may be worn at the student's own risk

## **Dress code decisions will be at the discretion of building administrators**

### **LOCKERS** (Board of Education Policy 5770- "Pupil Right of Privacy")

A hall locker is assigned to each student. Combination locks will be provided at a cost of \$5. Valuables, including a sizable amount of money, should never be left in hall locker or in the physical education locker rooms. If necessary, valuables may be left for the day in the main office or with the physical education teacher for the class period. Students are permitted to use their lockers between classes. However, students must arrive at class on time. At any other time, students **MUST** have a pass from a teacher granting permission to go to their locker.

Important Note: All school lockers are the property of the Board of Education and pursuant to Board of Education Policy 5770 may, under some circumstances, be searched without student/ parental permission.

Under the Constitution of the United States, all citizens are protected from unreasonable searches and seizures. However, this does not mean that students are legally protected from search and seizure of any materials in their lockers, which are school property. The school retains duplicate combinations and master keys in order to facilitate entry into student lockers. Under certain circumstances defined by the State, a warrantless search may be conducted.

### **LOST AND FOUND**

Articles found in the school building or on the grounds will be taken to the lost and found area, located in the cafeteria.

Jewelry, electronics, or other expensive items are turned in and held in the main office. Eyeglasses are turned in and held in the nurse's office. Items not claimed will be donated to a charity.

### **OBLIGATIONS**

At the end of the school year, students are responsible for all books and/ or materials loaned out to the student. The following is a list of obligations for which a student will be held responsible: financial obligations, cafeteria charges, textbooks, library books, video equipment, and athletic equipment. It is the responsibility of the student and parent to clear his/ her obligations prior to the last student school day. Failure to fulfill an obligation may result in the holding of a student's report card, and/or denial in participation in co-curricular activities, and/ or holding of the student's report card and school records.

### **PHYSICAL EDUCATION**

**Uniforms** – Pursuant to Board of Education policy: 6142.4 "Physical Education and Health," physical education is required unless the child has been excused for medical reasons. This class meets every other day for the entire school year.

Students are required to wear a school physical education uniform. Uniforms can be purchased through the Physical Education Department. Checks should be made payable to *Moorestown Township Public Schools*.

**Medical Exemption** – A parent may excuse his/her student from physical education with a written note for a maximum of one week. If a student needs to be exempt from PE for longer than one week, a written note from a physician is required. It must state the diagnosis and the period the student cannot participate in PE. An updated note from the physician is required after 3 consecutive months of medical exemption.

#### **Medical Excuse from Physical Education Class**

When a student receives a medical excuse from the Nurse's Office for gym, the Physical Education department will send the student to the media center to complete a written assignment. Failure to complete the alternative physical education assignment will result in a zero for the day and count toward the student's physical education grade.

Any student who is medically excused from physical education is ineligible to participate in interscholastic athletics for the duration of the medical excuse.

Physical Education Department Security - When students are in the gym or locker rooms, all valuables and clothing are to be locked in an assigned locker. Students are responsible for any valuables they bring to school.

## **STUDENT PASS SYSTEM**

Students who wish to leave the class for any reason are expected to have a pass from his/her assigned teacher at all times during the school day. Students found without a pass or misusing a pass will be subject to the penalties as listed in the Code of Conduct.

# **ACADEMICS**

We believe that every student should be fully engaged in every class. Teams/Grade Levels will provide written expectations in September. Consequences may be given depending on the circumstance.

## **GRADING SCALE**

The grading system used by the middle school is as follows:

Grade	Point Range	Grade	Point Range
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		E	0-59

## **HOMEWORK POLICY** (Board of Education Policy 2330)

The Board of Education believes the purpose of homework is to expand student understanding of important concepts as each child develops essential skills across the curriculum. Homework completion helps students to acquire strategies related to organization, responsibility, and time management.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school
2. Homework should help children learn by providing practice in the mastery of skills, exploration of new concepts, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework should help develop the student's responsibility and provide an opportunity for the exercise of independent work and judgment;
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully reviewed and feedback should be reported to the student.
6. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities;
7. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.
8. Assignment of work should be presented within normal school operating hours.
9. Assignments completed via technology should have posting deadlines within normal school operating hours.
10. Assignments shall not be due the day after District observed extended vacations and/or religious holidays.

## HOMWORK FOR PROLONGED ABSENCE DUE TO ILLNESS

Pursuant to Board of Education Policy: 5200, if a student is unable to attend school but is able to study at home, parents may call the school for assignments. Please adhere to the following procedure:

- If a student is absent for only one day, the student should call another student or request the information from the teachers the next day. A student absent from school has that number of days he or she was absent to complete missing work beginning with the time he or she receives the assignment. This refers to assignments not previously assigned by the teacher.
- If a student is absent for more than one day, the parent may call the **Guidance Department (778-6620 ext. 13170)** to request homework. Please identify the approximate number of days the child will be out. You must allow 24 hours for teachers to receive requests and forward the material to the office. When an absence of 10 or more consecutive school days is anticipated due to illness or physical incapacity, the school nurse should be notified so that homebound instruction may be pursued.

All students have the opportunity to take courses in language arts, mathematics, social studies, science, world language, unified arts, enrichment electives, physical education and health. Advanced courses are offered in mathematics, and world language. Basic skill supplemental instruction is offered in language arts and mathematics. Students are re-evaluated each year, and placement for the following school year is determined in June.

## **STUDENT ACTIVITIES & CLUBS**

William Allen Middle School offers many interesting extracurricular activities throughout the school year. It is highly recommended that students get involved with extracurricular activities.

### ACTIVITIES / CLUBS

The table below is a list of Activities and Clubs for School year **2018-19**. Activities and Clubs run based on student interest. An up-to-date list for school year 18-19 is posted on the WAMS website each September.

<b>Clubs</b>	<b>Activities</b>
Homework Club	Math Counts
Drama Club	Yearbook/Design to Publish/Photo to Print
History Club	Science Fair
Garden Club	Student Council
International Club	Robotics
WAMS News Magazine	Oasis

### ATHLETICS

The following interscholastic sports are available to all 7<sup>th</sup> and 8<sup>th</sup> grade students:

7 <sup>th</sup> / 8 <sup>th</sup> grade boys' and girls' soccer	7 <sup>th</sup> / 8 <sup>th</sup> grade wrestling
7 <sup>th</sup> / 8 <sup>th</sup> grade field hockey	7 <sup>th</sup> / 8 <sup>th</sup> grade girls' softball
7 <sup>th</sup> / 8 <sup>th</sup> grade boys' and girls' basketball	7 <sup>th</sup> / 8 <sup>th</sup> grade baseball
7 <sup>th</sup> / 8 <sup>th</sup> grade boys' and girls' track	7 <sup>th</sup> / 8 <sup>th</sup> grade girls' lacrosse

Reminder: In order to participate in after school or evening extra-curricular activities:

- Student must be present in school for at least four hours of the school day or involved with a school-sponsored trip/activity.
- Upon attending an extra-curricular event, students must remain in the building and/or at the event.

## **STUDENT GOVERNMENT** (Board of Education Policy 5820)

WAMS recognizes the importance of offering students the opportunity to participate in representative self-government and to develop leadership skills. Students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board of Education.

The school district recognizes the Student Council as the official voice of the student body for students in grades seven through twelve, provided the constitution and bylaws of the district have been duly approved by the students it represents and by the Board, thus providing all students with equal access to their student government and an equal opportunity to vote and hold office.

# **ATHLETICS**

**The following interscholastic sports are available to all 7<sup>th</sup> and 8<sup>th</sup> grade students:**

### **Fall Sports**

Boys' & Girls' Soccer  
Field Hockey

### **Winter Sports**

Boys' & Girls' Basketball  
Wrestling

### **Spring Sports**

Softball  
Baseball  
Girl's Lacrosse  
Boys' & Girls' Track

**Interscholastic Athletic Participation** - Students must dress for and participate in physical education classes in order to be eligible to participate in their chosen sport. Failure to dress and participate in P.E. classes will result in restriction from athletic privileges.

## **ATHLETIC ELIGIBILITY**

Students participating in Interscholastic Athletics must understand that academic achievement is more important than athletic achievement. With this in mind, the Athletic and Guidance departments have set forth guidelines to aid in ensuring each student athlete's academic stability during his/her sports season.

At the beginning of each athletic season, grades from the previous marking period will be reviewed for all team members and managers. Academic eligibility will be evaluated throughout the season using interim reports, report cards and teachers' input. If it is determined that a student athlete is in danger of failing (D average or below) or has failed, that student may be put on Academic Probation or Academic Suspension. Students will remain on Academic Probation or Academic Suspension until the next interim or reporting period.

The purpose of this program is to provide the student with an opportunity to be proactive regarding his/her grade. Academics take priority over participation in athletics; therefore, the student athlete must learn to balance his/her academic commitments while participating on an athletic team. The middle school reserves the right to review a student's recent progress as well as past performance when determining athletic eligibility.

## **ACADEMIC PROBATION**

If a student is in danger of failing (D or below), he/she will be placed on academic probation. When a student is placed on Academic Probation, he/she may still participate in practices and interscholastic contests; however, he/she must adhere to the following guidelines:

- Student must stay after school to receive help for the subject(s) in question or attend Homework Club.
  - Students may attend practices and home games at 3:15 p.m. and must present his or her coach with a pass from the teacher with whom he/she was seeking help.
  - In the case of an away sporting event, the students will be permitted to skip after school assistance but should check in with that teacher during the school day to keep him/her informed.
- Students on Academic Probation must raise the grade(s) in question to "C" level or above by the next reporting period (interim or report card) in order to be removed from probation.

## **ACADEMIC SUSPENSION**

If a student has failed more than one full-year class in the previous marking period or has made no satisfactory progress while on academic probation, he/she will be placed on Academic Suspension. For fall sports, 8<sup>th</sup> graders will be evaluated according to the fourth quarter of the previous academic year.

When a student is placed on Academic Suspension, he/she, as per the Parent/ Student Handbook, is not eligible to participate in interscholastic contests. However, to provide the student with some incentive to improve academic standing, he/she may participate under the following guidelines:

- Student must stay after school to receive help for the subject(s) in question or attend Homework Club.
- Students may attend practices at 3:15 p.m. and must present his/her coach with a pass from the teacher with whom he/she was seeking help.
- Student may not participate in any interscholastic contests; however, he/she may attend home games following an after school help session.

Students on Academic Suspension must raise the grade in question to “C” level or above by the next reporting period (interim or report card) in order to be removed from the program. If a student raises the grade(s) in question to a “D” level by the next reporting period, he/she will be removed from Academic Suspension and placed on Academic Probation. In this case, the rules of Academic Probation will apply.

## **ATTENDANCE**

Attendance standards shall be those set in Policy 5200 Attendance. In particular, a student shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness that is approved by the principal or designee. Additionally, a student shall be declared ineligible if determined to be chronically absent from school for the portion of the school year preceding the season. For fall sports, this would be for the entire previous year; for winter and spring sports this would be absences in excess of 10% of the completed school days. If a student is determined to be chronically absent during the course of season where at least one marking period is complete, that student shall be declared immediately ineligible. A student may only be declared eligible by review of the attendance panel as per the attendance procedures for attendance review. Reasons for absence are divided into two categories: **EXCUSED** and **UNEXCUSED**:

**EXCUSED:** Student illness, family illness or death, educational opportunity, religious observance, provision in an IEP or 504, suspension, required attendance in court, ***necessary*** and ***unavoidable*** medical/dental appointment, and principal-approved predetermined request for absence.

In order for any absence to be EXCUSED, a note signed by the parent/guardian with the student’s name, date(s) of absence and reason for absence must be received by the Attendance Office when the student returns to school. If a note is not received, the absence will be recorded as “Unexcused”.

**UNEXCUSED:** Family vacations, school refusal or any absence other than listed as EXCUSED.

### **READMISSION TO SCHOOL AFTER AN ABSENCE**

A note signed by the parent/guardian which states the student’s name, date(s) of absence and reason must be received by the Attendance Office. If a student is absent **more than 3 consecutive days** due to illness, a note must be obtained from the treating physician. If a student has been diagnosed with a communicable disease, medical clearance is needed when requested by the school nurse or school physician.

### **PROLONGED ABSENCES FOR REASONS OTHER THAN ILLNESS**

It is essential that all children attend school on a regular, uninterrupted basis. Thus, schools are unable to provide “excused” absences for purposes of vacations, etc. If a child misses school for reasons other than illness, the teacher is obliged only to provide general information concerning material to be covered and assignments to be given during periods of unexcused absence. It is the student’s responsibility to meet with teachers prior to the anticipated absence so that these general assignments can be obtained. Upon return from unexcused absences, the student will be responsible to complete all specific assignments, tests, etc. that are considered essential for continuity in skill development and completion of grades.

## **EXCESSIVE ABSENCE**

During the school year, the parent or guardian of a student with excessive absenteeism will be notified as follows

5 and 10 Absences	Receive a letter from the Nurse's Office
15 + Absences	A letter from the principal will request the parent and student to attend an administrative hearing with the school administrator, District social worker, nurse and counselor. The following options may be discussed: <ul style="list-style-type: none"><li>◆ Intervention &amp; Referral Services</li><li>◆ Doctor's notes for future absences may be requested.</li><li>◆ Possible referral to the District Truant Officer</li></ul>

## **REPORTING AN ABSENCE**

Please contact the Nurse's Office each day your child is absent. You can do this in several ways:

**Phone:** 856-778-6620 ext. 13040 – to speak with the secretary or nurse from 7:30 a.m. to 3:00 p.m. on school days or leave a message 24 hours/day

**Email:** jkolwicz@mtps.com – leave a message 24 hours/day

A written absentee note signed by the parent/guardian must be submitted to the Nurse's Office upon return to school.

## **TRUANCY (Board of Education Policy 5113, 5131, and 5144)**

Truancy is an unauthorized absence from school. All students will be considered truant unless the school is notified according to school procedures by a parent or guardian. It is the responsibility of the student to inform the attendance office in writing with a valid and acceptable reason for missing school each time they are absent. Written documentation must be submitted to the attendance office within two days of the student's return. Work missed as a result of Truancy will receive a "0" with no opportunity for make-up. Truancy will be disciplined with notification to the truant officer beginning on the second offense.

## **ABSENCES AND SCHOOL ACTIVITIES (Board of Education Policy 5200, 6145, 6145.1-6145.2)**

Pursuant to Board of Education policies, In order to be eligible to participate in after-school or evening activities (such as sporting events, concerts, dances and other student council events), students must be in attendance for at least four hours of the school day. Absent students may attend after- school activities if their absence was a result of religious responsibilities (retreats, services, etc.) Religious obligation absences must be approved in advance.

## **LATENESS TO SCHOOL**

Students are expected to be in their homeroom by 7:47. Students who arrive late to school are to report to the Nurse's Office to sign in. A written excuse from the parent or a doctor is required. Students who are late due to an appointment or illness are recorded as excused. Students who are late due to missing the school bus, oversleeping, or not being in homeroom on time are recorded as unexcused. Please refer to the Lateness to School section of the Code of Conduct.

# **CODE OF CONDUCT**

Disciplinary standards are based on Board of Education Policies 5610/5620 Suspension/Expulsion and 5500/5600 Conduct/Discipline. Students issued a detention are ineligible to participate in athletic practice, exhibition, competition or events until the detention has been served. Students who are suspended are ineligible to participate in athletic practice, exhibition, competition or events until the school day following the suspension. Students who are placed on disciplinary probation shall be declared immediately ineligible for athletic practice, exhibition, competition or events in coordination with the standards established by the school. Students may return to eligibility as per the reinstatement guidelines for students on social probation.

It is important to note that the rules and guidelines, as set forth here, are to assist students with the establishment of the boundaries between acceptable and unacceptable behavior. It is to be clearly understood that disciplinary action is the direct result of a student's misconduct. Discipline is not only to deter, but also to assist in motivation and personal improvement. All student behavioral expectations apply for all school activities on and off school grounds. This includes school-sponsored field trips

Students who choose to not follow the expectations should understand consequences will be assigned. Any student who violates school rule(s) and/or district policy, may be subject to one or more of the following disciplinary consequences:

## **TEACHER DETENTION**

The student reports to the teacher in his/her classroom at the agreed upon time.

## **ADMINISTRATIVE DETENTION** \*Parent notified via Genesis

- Central Detention (2:35PM-3:15PM) Students who arrive late may be recorded as cutting detention
- Lunch and Recess Detention (served in the In-School Suspension Room)

## **SATURDAY DETENTION** \*Parent notification via Administration

Students report to the High School lobby on the designated Saturday – 8:00AM-12:00 Noon

## **IN-SCHOOL SUSPENSION** \*Parent notification

The student reports to the In-School Suspension Room for the entire school day. Work will be obtained from the student's classroom teachers for that day. Students will have a lunch period in the In-School Suspension Room.

Students who receive an in-school suspension are also suspended from all school activities until the next reinstatement or next school day.

## **OUT-OF-SCHOOL SUSPENSION** \*Parent notification via Administration

The student is restricted from attending school or any school function through the duration of the suspension. A parent/guardian conference is required for re-admittance to school.

## **EXCLUSION** \*Parent notification via Administration

It is expected that students always conduct themselves in a manner that reflects positively on themselves and the school. If at any time the student's behavior is determined to be inappropriate, the student may become ineligible to hold office, receive awards, attend events or participate in non-compulsory activities. Students may be excluded from the same when assigned to In-School Suspension, Saturday Detention, or Out-of-School Suspension.

## **ADMINISTRATIVE DISCRETION FOR CONSEQUENCES**

In addition to the guidelines, administrative discretion may be used to alter the consequences for any behavior infraction. The middle school strives to use student discipline problems and incidents as learning opportunities. Consequences for infractions not listed in the guidelines will be determined by the administrator.

# **PROGRESSIVE DISCIPLINE GUIDE**

The Administration has the authority to administer a higher level of discipline or may take other appropriate action when deemed necessary. For example, repetitive violations of multiple infractions may result in higher levels of consequences. Additionally, restorative discipline/justice may be utilized depending on circumstances.

## **LEVEL 1**

The following offenses may result in consequences beginning with an Administrative Warning, but possibly elevated to an Administrative Detention. Further infractions may result in In-School Suspension (ISS).

<b>Cell Phone Violation/Electronic Device</b> pg. 15
<b>Cut Teacher Detention</b>
<b>Dress Code Violation</b> pg. 6
<b>Inappropriate items</b> -Including but not limited to: noise makers, Thinking Putty, slime, spinners...etc
<b>Lateness to school (per marking period)</b> A. 1-3 Lates=Administrative Warning B. 4-7 Lates=Administrative Detention(s) C. 8+ Lates=Administrative Detention(s) or Saturday Detention(s)
<b>Misconduct Level 1</b> – Including but not limited to: in classroom, hallway, cafeteria, recess or general area

## LEVEL 2

The following offenses may result in consequences including two or more Administrative Detentions/Saturday Detention, or In-School Suspension (ISS). Further infractions may result in Out-of-School Suspension (OSS) and a parent conference.

<b>Cut Administrative Detention</b>
<b>Cut Class</b>
<b>Misconduct Level 2</b> – including but not limited to: in classroom, hallway, cafeteria, or general
<b>Unacceptable Language or Disrespect toward Student</b>
<b>Academic Dishonesty/Forgery/Plagiarism</b> pg. 16
<b>Misuse of Technology</b> pg. 17
<b>Gambling/Card Playing</b> pg. 17

## LEVEL 3

The following offenses may result in consequences beginning with In-School Suspension (ISS) possibly elevated to an Out-of-School Suspension (OSS) and a parent conference.

<b>Cut Saturday Detention</b>
<b>Creating a Disturbance / Disruption (including instigating)</b> - pg.17
<b>Leaving Building / Grounds without Permission</b> pg. 17
<b>Minor Damage to school Property / Vandalism</b>
<b>Insubordination toward Faculty / Staff / Administration</b> pg. 17
<b>Possession or Under the Influence of Drug or Alcohol</b> -refer to Drug and Alcohol Policy pg. 17
<b>Possession of Tobacco / Nicotine:</b> Including but not limited to: Tobacco/Nicotine products, Electronic Cigarettes, Vaporizers, Lighters, Matches
<b>Threatening a Student</b> -directly or indirectly pg. 18
<b>Harassment / Intimidation / Bullying</b> - refer to HIB section of the handbook pg. 18, 20
<b>Physical Altercation</b> - pg. 18
<b>Truancy</b> pg. 12, 18
<b>Throwing food or other items</b> – Included but not limited to: in classroom, hallway, cafeteria, bus, or general area
<b>Unacceptable Language or Disrespect toward Faculty / Staff member</b> pg. 18
<b>Theft</b>

## LEVEL 4

The following offenses may result in Out-of-School Suspension (OSS) and require a re-entry parent conference. Infractions may result in extended suspension, a Board of Education Hearing, police involvement and mediation.

Assault / Battery on a Student pg. 19
Assault / Battery on a Staff Member pg. 19
Violent behavior-Disruptive/Physical pg. 19
Fighting / Physical Altercation including Retaliation and / or Instigating pg. 19
Fireworks or other chemical nuisance devices (possession or use) pg. 19
Sexual Misconduct / Harassment pg. 19
Threatening Faculty / Staff / Administration pg. 19
Major Damage to School Property/Vandalism pg. 19
Unauthorized Recording via Audio, Visual and / or Still on School Property pg. 19
Weapons pg. 19

## DEFINITIONS OF INFRACTIONS

### LEVEL 1

#### Cell Phones/Electronic Devices

Cell phones may not be turned on or used during regular school hours (when a student enters the building until 2:30 pm.) I-pods or other electronic devices are not permitted in school. A Kindle (or other electronic readers) may be used at the discretion of the classroom teacher. School officials will not investigate the loss or theft of these prohibited devices.

**1<sup>st</sup> offense:** Confiscation of device until end of the school day/warning

**2<sup>nd</sup> offense:** Parent notification to pick up phone from Main Office and (2) Administrative detentions.

**3+ offenses:** In-School Suspension, parent notification

**Failure to surrender cell phone/electronic device will constitute an automatic Saturday detention.**

#### Cutting Teacher Detention

1+ offense(s): Central Detention

#### Dress Code Violation

Students wearing an article of clothing that violates the school dress code policy may be warned and/or asked to change. Administrator discretion will be used.

#### Inappropriate Items

Any items considered to be a disruption to the educational environment (i.e. lasers, water guns, balloons, Thinking Putty/Slime, spinners, click boxes...etc.) are not permitted in the school building. Students who are found in possession may be subject to an Administrative Detention. Use and/or refusal to surrender any item considered inappropriate when requested by a staff member or administrator will result an In-School Suspension. **Please note: items that are deemed potential safety hazards or have intent to harm will be dealt with as a threat and/or weapon violation**

**Lateness to Class** (Board of Education Policy 5230, 5240)

**1<sup>s</sup>- 3 lateness:** Recorded by teacher/teacher detention

**4 – 7 lateness:** Administrative detention

**Subsequent lateness:** Saturday detention and/or in-school suspension

**Lateness to School – Per Marking Period**

**1 –3 unexcused lateness:** Warning, Policy explained

**4 –7 unexcused lateness:** Administrative detention, parent notification via Genesis

**Subsequent lateness:** Saturday detention or in-school suspension

## **LEVEL 2**

**Cut Administrative Detention (Central)**

**1<sup>st</sup> offense:** Make-up original detention and a penalty detention

**2<sup>nd</sup> offense:** Saturday detention

**Subsequent offenses:** Saturday detention and/or In-School Suspension

**Cut Class**

Students never showing up and/or leaving a classroom without permission of the teacher will be given severe consequences.

**1<sup>st</sup> offense:** 3 Administrative detentions

**Subsequent offense:** Saturday detention and/or in-school suspension

**Misconduct**

Any student who violates the rules and/or regulations of a staff member or the school (other than those covered elsewhere in the Code of Conduct) will be disciplined. Examples of misconduct include but not limited running in the halls, shouting, horseplay, crude humor, inappropriate behavior...etc.).

**Bus**

Possible consequences for misconduct on the bus include but are not limited to: change of seat assignment on the bus, detention, suspension off the bus, parent contact, and possibly Out-of-School Suspension depending on severity and frequency.

**Cafeteria or Recess**

Possible consequences for misconduct in the cafeteria and/or recess area include but are not limited to: loss of recess privileges, lunch detention, Administrative detention, suspension, parent contact, and possibly Out-of-School Suspension depending on severity and frequency.

**Unacceptable Language/ Disrespect toward another Student**

Any student that uses abusive or vulgar language towards or about another student will be issued a Level 2 consequence. Blatant disrespect towards another student includes but is not limited to spreading rumors, crude, rude, and/or abusive comments, etc.

**Academic Dishonesty**

Learning requires that students assume full and personal responsibility for their work. Unless otherwise directed, all assignments must be independently completed. Plagiarism, the failure to acknowledge the ideas of someone else, and submitting work that is not your own is considered cheating.

**Academic Dishonesty may be defined as follows:**

- Having or using unauthorized aid on assignments, tests, and quizzes including, but not limited to cheat- sheets on paper or body parts; open notebook during test, etc.
- Talking, whispering, muttering to other students during a test or quiz
- Providing information to other students about a test/quiz questions and/or answers
- Copying another student's work
- Giving your paper to another student to copy
- Writing on another student's work
- Plagiarism (failure to acknowledge the ideas of someone else, and submitting work that is not your own)
- Forgery

**Plagiarism may be defined as follows:**

- Copying work that is not your own
- Paraphrasing (without citation)
- Using material and failing to properly credit the author
- Using previously submitted work
- Using artwork or pictures without proper citation
- Giving your work to others
- Sharing/copying answers
- Discussing test or quiz questions and/or answers
- Having or using notes/cheat sheets during tests or quizzes
- Using electronic devices for the purpose of sharing questions/answers

All parties involved in an academic dishonesty incident may be subject to the following disciplinary consequences:  
Parent notification and a zero for the work in question.

**Misuse of Technology** (See also MooreNet Agreement & Board of Education Policy 2360, 2361)

Tampering in school programs, misuse of the Internet (use of social media, sending unwanted e-mail, "hacking" and other inappropriate use of school accounts and equipment is strictly forbidden. As stated in the MooreNet agreement, each student is responsible for his/her own account. Any misuse of school accounts or technology equipment may be charged to the account in which the violation was discovered. Additionally, Administration may disable a student's account.

**Gambling/Card Playing**

Card playing, use of dice and/or any activity that may be identified as gambling is not permitted. Students playing cards or gambling will be subject to confiscation of all items and disciplinary actions from administrative detention, Saturday detention and/ or in-school suspension.

**LEVEL 3**

**Cut Saturday Detention**

Students who are assigned to a Saturday Detention and fail to attend will receive an in-school suspension on the following Monday.

**Creating a Disturbance/Disruption (including instigating)**

**Leaving Building/School Grounds without Permission** (Board of Education Policy 7430)

**1<sup>st</sup> offense:** Saturday detention and/or in-school suspension

**Subsequent offenses:** (2) Saturday detentions, in-school suspension, out-of-school suspension

**Defacing School Property/Vandalism** (Board of Education Policy 7610)

Any student who purposely or knowingly defaces or damages school district property may be reported to law enforcement.

**Insubordination toward Faculty/Staff/Administration**

Consequences will be assigned to students who grossly and blatantly refuse the direction of faculty, staff, or Administration.

**Possession, Sale, Distribution, Purchase or Transfer of Alcohol or Controlled Substances** Board of Education Policies 5131, 5131.6, and 5144 including but not limited to: Tobacco/Nicotine products, Electronic Cigarettes, Vaporizers, Lighters, Matches. Any student found to have sold, purchased, transferred, distributed or possessed a substance or substance paraphernalia shall:

- Be suspended for minimum of ten (10) days.
- Have his/her case reviewed by the Child Study Team;
- Be declared ineligible for co-curricular/extra-curricular activities indefinitely.
- Be considered for expulsion or additional suspension at a hearing of the Board.
- The incident will be reported to the Moorestown Township Police Department and the school will initiate formal charges.
- The regulations in File Code 5131.6, Section I "Reporting, Notification, and Examination Regulations for Students Suspected of Being Under the Influence of a Substance Or Substances," paragraphs A and B regarding assessment, reevaluation, referral, treatment and follow-up counseling with the SAC will be followed.
- Additional information about substance counseling and re-entry programs will be made available to students and parents through the SAC and/or Student Assistance Program.

### **(Board of Education Policy 5530) Summary of Regulations**

- Of primary concern is the safety and well-being of students, and maintaining a drug and alcohol free environment in the schools. Students suspected of being under the influence are required to receive an immediate medical examination from a physician. Medical clearance to return to school may include physical examination and diagnostic tests such as urine or blood screening.
- A student's **first offense** under the policy for a violation other than distribution will be an out-of-school suspension for a minimum of ten (10) school days and the student will be ineligible for co-curricular programs/extra-curricular activities for a minimum of forty-five (45) school days, beginning with the initial suspension as a means to insure that the student and his/her parent or guardian focus on treating his/her substance problem. At the end of the forty-five (45) day ineligibility period for co-curricular programs/extra-curricular activities, the student will be retested for substance abuse, and will not resume eligibility until he/she produces a negative test result. The production of a positive result in the re-testing of a student may lead to further discipline. The tests that are administered after the forty-five (45) day ineligibility period shall not be at the Board's expense.
- A student's **second offense** under this policy will subject the student to a hearing before the Board with the possibility of expulsion or long-term suspension, along with indefinite ineligibility for co-curricular programs/extra-curricular activities. Students distributing substances are viewed as posing an intolerable threat to the school community. Students found distributing will subject the student to a hearing before the Board with the possibility of expulsion or long-term suspension, along with indefinite ineligibility for co-curricular programs/extra-curricular activities.
- Students found in violation of the policy will be referred for chemical dependency screening/assessment. A series of follow-up educational and intervention programs will be developed for students who violate the policy.
- Students found in violation of the policy who fail to complete chemical dependency screening/assessment and/or treatment may be subject to additional disciplinary consequences.
- Required therapeutic intervention will include a minimum of ten (10) hours of alcohol, tobacco and other drug ("ATOD") education; monthly educational meetings with substance awareness coordinator ("SAC"); follow-up ATOD screening.

### **Threatening a Student**-directly or indirectly

A student may be responsible for an altercation through his/her actions. Consequently, discipline consequences may vary according to the conduct of those individual involved in said incident. Level 3 offense, possibly elevated to a Level 4 depending on the nature of the situation.

### **Harassment/Intimidation/Bullying (HIB)**-Refer to HIB section of the handbook pg. 20.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since the students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating other with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Confirmed HIBs may result in counseling, peer mediation, bus assignment change, restitution, detention, Saturday detention, In-School Suspension, or Out-of-School Suspension.

### **Physical Altercation**

A student may be responsible for an altercation through his/her actions Discipline/consequences can vary according to the conduct of the individual involved in said incident.

### **Truancy** (Board of Education Policies 5113, 5131, 5144)

Truancy is an unauthorized absence from school. All students will be considered truant unless the school is notified according to school procedures by a parent or guardian. It is the responsibility of the student to inform the attendance office in writing with a valid and acceptable reason for missing school each time they are absent. Written documentation must be submitted to the attendance office within two days of the student's return. Work missed as a result of Truancy will receive a "0" with no opportunity for make-up. Truancy will be disciplined with notification to the truancy officer.

**Throwing food or other items** in a common area creating a specific and serious danger.

### **Unacceptable Language or Disrespect toward Faculty/Staff member**

Any behavior/language which is disrespectful, offensive or unsafe towards a staff member will result in consequences.

### **Theft**

In-School Suspension, or Out-of-School Suspension, possible police notification and restitution are the possible consequences for theft.

## **LEVEL 4**

### **Assault and Battery on a Student or Faculty/Staff member**

A student who attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another may be suspended out-of-school immediately.

### **Violent behavior-Disruptive/Physical**

Examples of acts of extreme misconduct/violent behavior include but not limited to flipping a desk, extreme vulgar language, throwing books/laptop...etc. Depending upon circumstances the student may be subject to out-of-school suspension.

### **Fighting/Physical Altercation Including Retaliating and/or Instigating**

Students involved in a fight may be suspended out-of-school immediately. Due to the nature of some incidents, one person may be responsible for a fight through his/her actions; therefore, resulting in disciplinary consequences may vary according to the conduct of those individuals involved in said incident. Those determined by the administration to have exercised poor judgment at any point during the incident will face disciplinary action.

### **Fireworks or other chemical nuisance devices (possession or use)**

Items of this nature which have the potential to cause harm to others or the property of other are strictly forbidden anywhere on school property. Any violation of this nature may result in discipline as a Level 4 offense. In cases where others are placed in immediate danger, the police and fire department will be notified immediately.

### **Sexual Misconduct/Harassment**

Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature by an employee, by another student, or by a third party, that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment. The Board of Education will not tolerate sexual harassment of student by school employees, other students, or third parties. School district staff will investigate and resolve allegations of sexual harassment of student engaged in by school employees, other students or third parties.

### **Threatening Faculty/Staff/Administration**

An attempt to harm, insult, demean or use profanity on an employee either by gesture, written, verbal, or physical act. Discipline consequences can vary according to the conduct of the individuals involved in said incident.

### **Defacing School Property/Vandalism** (Board of Education Policy 7610)

Any student who purposely or knowingly damages school district property may be subjected to consequences and reported to law enforcement.

### **Unauthorized Recording via Audio, Visual and/or Still While on School Property**

Recording another student and/or staff member without prior permission while on school grounds is strictly prohibited. The administration has the authority to administer a discipline of Level 4 and/or may take other appropriate action when deemed necessary. For example, if the recording is altered and or made public via the internet, stiffer consequences may apply in addition to notification to the Moorestown Township Police Department.

### **Weapons** (Board of Education Policy 8467)

Possession of and/or use of weapons, or other instruments used as a weapon on school property, at any school function, or while in route to or from school is strictly prohibited. The weapon or instrument will be confiscated and the student(s) involved will be suspended out-of-school immediately, for an indefinite period of time, subject to the nature of the offense and pending disposition of the case. The appropriate law enforcement officials will be notified and criminal charges may be fined.

## **POLICE IN SCHOOLS**

In our society, police have the responsibility to protect all citizens by enforcing the laws of the community. For example, police can enter schools if they are invited on the premises by school officials; if they suspect a crime has been committed; or if they have a warrant for arrest or search. It is the duty of the police, school authorities, teachers, and students to cooperate with each other in order to insure that the rights of each individual are respected. If a student is to be questioned by the police, it is the responsibility of the school administration to see that any interrogation takes place privately in the office of a school official and in the presence of the principal or his/her representative. In addition, every effort will be made to give a parent the opportunity to be present. Students need not answer any questions which require them to provide any more information other than their name, age, address, and their business at school until their parents and/or lawyer are

present. They have a right to be informed of their legal rights; to be protected (by school officials, if necessary) from coercion and illegal constraint, and to remain silent.

### **CORPORAL PUNISHMENT**

Students are protected from corporal punishment by school employees. Force may only be used when such force is considered “reasonable and necessary” to quell a disturbance; to obtain possession of weapons and other dangerous objects; for the purpose of self-defense; and/ or the protection of persons or property.

## **TECHNOLOGY**

### **COMPUTERS AND TECHNOLOGY** (Board of Education Policy 2360)

Moorestown Township Public Schools has established the Moorestown Township Public School District Networks (MooreNet), so that users have a gateway to the Internet, software and information from a variety of sources and institutions. The MooreNet policy is intended to make all users aware of the guidelines and code of conduct expected by the district.

At the beginning of every school year, student users and their parents or legal guardians will be required to sign the Acceptable Use Agreement in order to be issued a school account for access to technology. The signing of this agreement means that student users and their parents are aware of the rules, proper procedures for using MooreNet, and the consequences that would result if these rules are broken. Appropriate use will insure continued access to the technology. Technology, like school issued lockers, are the property of the Board of Education. The files are to be used for academic purposes and may be searched without student permission.

## **HARASSMENT, INTIMIDATION & BULLYING (HIB)**

As per Board of Education Policy 5512, harassment, intimidation or bullying means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function, on a school bus or is determined to have been initiated at or taken place at the above locations and is continued off school property that

*....is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, a mental, physical or sensory disability, or by any other distinguishing characteristic; and*

*....a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or*

*....has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.*

Teasing, bullying or abusive behavior of any kind directed at any student will not be permitted. Students who take advantage of or act unkindly to others will be dealt with by the administration.

Racial or religious torment may be characterized as any inappropriate action, comment, behavior and/or demonstration expressed against a particular race or religious group or individual. Any display of racial or religious bias which offends an individual or causes a disruption in the educational process will not be tolerated. Sexual Harassment is viewed as unwelcome, unwanted offensive behavior either physical or verbal, which causes a hostile or intimidating environment. Sexual Harassment in school or at school-sponsored activities is not acceptable behavior for an individual or group. Behavior that emphasizes the sexual identity, physical attributes or sexuality of another individual in a manner that prevents or impairs the individual's full enjoyment of educational opportunities is not acceptable.

Any behavior which creates an offensive, intimidating or hostile environment because of an individual's gender, sexual orientation, race, religion, age, social status, emotional being and/or personal belief is subject to serious and severe disciplinary actions. Reports of harassment of a sexual, racial, religious and/or hazing nature will be thoroughly investigated. Any student or staff member who feels they have been or are being harassed or hazed is to report this to a counselor, administrator or teacher immediately. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, provided in this policy or as permitted under related board policies and N.J.S.A. 18A:37-1, Discipline of Students. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with board policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administration after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

### **HIB CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS**

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

#### **Factors for Determining Consequences – Student Considerations**

- Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behavior(s);
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

#### **Factors for Determining Consequences – School Considerations**

- School culture, climate, and general staff management of the learning environment;
- Social, emotional, and behavioral supports;
- Student-staff relationships and staff behavior toward the student;
- Family, community, and neighborhood situation; and
- Alignment with Board policy and regulations/procedures.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

#### **Examples of Consequences**

- Admonishment
- Temporary removal from the classroom
- Deprivation of privilege;
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension
- Out-of-school suspension (short-term or long-term)
- Reports to law enforcement or other legal action
- Expulsion

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

### **Examples of Remedial Measures**

#### Student Exhibiting Bullying Behavior

- Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
- Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
- Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
- Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
- Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
- Develop a learning plan that includes consequences and skill building;
- Consider wrap-around support services or after-school programs or services;
- Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
- Arrange for an apology, preferably written;
- Require a reflective essay to ensure the student understands the impact of his or her actions on others;
- Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
- Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
- Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices;
- Schedule a follow-up conference with the student.

#### Target / Victim

- Meet with a trusted staff member to explore the student's feelings about the incident;
- Develop a plan to ensure the student's emotional and physical safety at school;
- Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
- Ask students to log behaviors in the future;
- Help the student develop skills and strategies for resisting bullying; and
- Schedule a follow-up conference with the student.

### **INVESTIGATIONS**

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

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

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### **CYBER-BULLYING** (Board of Education Policy 5512.02)

"Cyber-Bullying" is the use of electronic information and communication devices, including but not limited to, e-mail messages, instant messaging, text messaging, cellular communications, blogs, chat rooms, postings, and defamatory websites, that:

- 1) Deliberately threatens, harasses, intimidates an individual or group of individuals; or
- 2) Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
- 3) Has the effect of substantially disrupting the orderly operation of the school.

"School District owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control supervision of the school district and/ or school district staff.

#### **HAZING** (Board of Education Policy 5512)

"Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

<b>BULLYING BEHAVIOR CHART</b>					
<b>Physical Bullying</b> <i>Harm to another's body or property</i>		<b>Emotional Bullying</b> <i>Harm to another's self-esteem or feeling of safety</i>		<b>Social Bullying</b> <i>Harm to another's group acceptance</i>	
<b>Verbal</b>	<b>Non-Verbal</b>	<b>Verbal</b>	<b>Non-Verbal</b>	<b>Verbal</b>	<b>Non-Verbal</b>
<b>TIER ONE</b>					
<ul style="list-style-type: none"> <li>• Expressing physical superiority</li> <li>• Blaming the victim for starting the conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Making threatening gestures</li> <li>• Defacing property</li> <li>• Pushing / Shoving</li> <li>• Taking small items from others</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Calling names</li> <li>• Teasing about possessions, clothes, physical appearance</li> <li>• Saying someone is dirty or has germs</li> </ul>	<ul style="list-style-type: none"> <li>• Giving dirty looks</li> <li>• Holding nose, or other insulting gestures</li> <li>• Using body language to threaten</li> </ul>	<ul style="list-style-type: none"> <li>• Gossiping</li> <li>• Starting or spreading rumors</li> <li>• Teasing publicly about clothes, looks, relationships with others, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ignoring to exclude someone from a group</li> </ul>
<b>TIER TWO (SOME of these behaviors are against the law)</b>					
<ul style="list-style-type: none"> <li>• Threatening physical harm to frighten or intimidate</li> </ul>	<ul style="list-style-type: none"> <li>• Damaging someone's property</li> <li>• Stealing from someone</li> <li>• Starting fights with someone</li> <li>• Scratching, biting, etc.</li> <li>• Pushing, tripping, causing someone to fall</li> <li>• Assaulting someone</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting someone's family</li> <li>• Harassing phone calls, text messages, social media posts, etc.</li> <li>• Insulting someone's size, intelligence, athletic ability (race, color, religion, ethnicity, gender, disability, or sexual orientation)</li> <li>• Stating someone is related to a person considered an enemy to this country (such as Osama Bin Laden)</li> </ul>	<ul style="list-style-type: none"> <li>• Defacing someone's school work or property such as clothing, locker, books, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ostracizing (making someone feel excluded), using notes, text messages, email, social media, etc.</li> <li>• Posting slander on public spaces such as school restrooms, desks, or social media, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Playing mean tricks to embarrass someone</li> </ul>
<b>TIER THREE (MOST of these behaviors are against the law)</b>					
<ul style="list-style-type: none"> <li>• Making repeated and/or graphic threats</li> <li>• Practicing extortion (for example, taking lunch money)</li> </ul>	<ul style="list-style-type: none"> <li>• Destroying someone's property</li> <li>• Physical cruelty to someone</li> <li>• Repeatedly acting in a violent, threatening manner</li> <li>• Assaulting someone with a weapon</li> </ul>	<ul style="list-style-type: none"> <li>• Harassing someone because of bias against race, color, religion, ethnicity, gender, disability or sexual orientation</li> <li>• Enforcing someone to follow your "orders"</li> </ul>	<ul style="list-style-type: none"> <li>• Destroying someone's property such as clothing, books, jewelry, etc.</li> <li>• Writing graffiti with bias against race, color, religion, ethnicity, gender, disability or sexual orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcing total group exclusion against someone by threatening others if they don't comply</li> </ul>	<ul style="list-style-type: none"> <li>• Arranging public humiliation against someone</li> </ul>

## STUDENT SUPPORT SERVICES

### GUIDANCE

The Guidance Department at the middle school is committed to helping students and their parents in a variety of ways. The counselors are there to assist students and their families to become oriented to the educational environment and its requirements. The guidance department plays a key role in assisting students in developing personal decision-making skills, encouraging the development of high self-esteem, and helping students appreciate and value the differences of others. The program is designed to teach intermediate grade students about negative peer influence, building a good self-image, maintaining positive relationships, making choices one can feel good about, and coping with negative peer influences. All parental questions or concerns about a child's academic, emotional and social welfare at the middle school can be channeled through the Guidance Department.

**Counselors for the 2017-2018 school year are Sarah Fisher– Grade 7 and Molly Fitzpatrick - Grade 8.**

#### **8<sup>TH</sup> GRADE – HIGH SCHOOL SCHEDULING**

In March, high school guidance counselors visit the middle school. At that time, the high school program and high school schedules are explained to students. During that week, the counselors schedule an evening for parents of 8th grade students at the high school. Middle school counselors then meet with individual 8th grade students and their parents to develop an appropriate schedule for 9<sup>th</sup> grade.

## **TESTING PROGRAMS**

The following standardized tests are administered in the Middle School:

- PARCC – Grades 7 and 8
- NJASK – Science Grade 8
- MAP – Measure of Academic Progress. During spring of the academic year, the 7<sup>th</sup> graders *only* will be given MAP tests in math, language arts and reading. These tests help to assess the extent of yearly individual academic growth, the relative success of our curriculum, and provide data necessary for accurate student placement. A report explaining your child's academic growth will be sent home several weeks after the test has been taken.

## **REQUEST FOR STUDENT RECORDS**

As set forth in File Code: 5125 "Student Records," when applying to a private school or requesting records, please **allow a minimum of four weeks for processing** the required paperwork (completion of all forms and recommendations, and then mailing). Contact the Guidance Office for information (778-6620, ext. 13170).

## **HEALTH OFFICE**

**Mrs. Battel, School Nurse 778-6620, ext. 13040**

## **FIRST AID**

First aid is administered in case of injuries. If a serious accident occurs during the school day, an attempt is made to notify the home at once. For this reason, the school requires an emergency telephone number to call when the parents are not normally at home during the day.

## **MEDICATION**

Pursuant to File Code: 5141.21 "Administering Medication," the school nurse may not administer medication without the written direction of the attending physician that provides:

- The name and purpose of the medication
- The dosage
- The time at which or the special circumstances under which the medication shall be administered
- The length of time for which medication is prescribed
- The possible side effects of the medication
- This applies to all medication, whether prescription or non-prescription.

If the student appears to be ill in the morning before school, we urge you to keep the ill student home. This will be beneficial by providing additional rest and early treatment for an illness. It also prevents unnecessary exposure to colds and other illnesses for other students and the staff. We recommend that you do not send the student with an elevated temperature back to school until the temperature has been normal for at least 24 hours without the aid of fever reducing medication.

## **STUDENTS BECOMING ILL IN SCHOOL**

If students become ill in school, they should obtain a pass from a teacher and report to the nurse who will decide what should be done. Students must not leave the building because of illness without authorization of the nurse or building administrator.

## **COMMUNICABLE DISEASES**

The school nurse should be contacted if the student has a communicable disease such as mononucleosis, chicken pox, or strep throat.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge, and to the school nurse's office. Any coach in charge of after-school sports activities is responsible for the care of the student and writing the accident report.

## **ACCIDENT INSURANCE**

Low cost accident insurance is provided to students on a school day basis by the Board of Education. Information concerning coverage will be sent home early in September for those parents who may wish to purchase round-the-clock coverage.

## **STUDENT EMERGENCY INFORMATION VERIFICATION FORM**

All students complete a Student Emergency Information Verification Form which is posted in Genesis on the Parent Portal. Students should return these completed forms to their homeroom teacher. They are kept in the nurse's, office. It is essential that we have the most current home, emergency and parent/guardian business phone numbers. Please inform the office immediately if your home address, telephone number, or the emergency numbers change.

## **MEDICAL EXCEMPTION**

A parent may excuse his/her student from physical education with a written note for a maximum of one week. If a student needs to be exempt from PE for longer than one week, a written note from a physician is required. It must state the diagnosis and the period the student cannot participate in PE. An updated note from the physician is required after 3 consecutive months of medical exemption.

## **MEDICAL EXCUSE FOR PHYSICAL EDUCATION**

When a student receives a medical excuse from the Nurse's Office for one or two gym periods, the physical education department will sign and state the time on the slip and send the student to the Media Center to complete a written assignment. The student will be sent back to gym at which time the student will turn in the assigned report. Failure to do so will result in a zero for the day and count toward the student's physical education grade.

Any student who is medically excused from physical education is ineligible to participate in interscholastic athletics for the duration of the medical excuse. In particular, a student shall not participate in a performance, exhibition, practice or athletic event unless he/she has been present in school that day or has been absent for an excused reason other than for sickness that is approved by the principal or designee.

## **STUDENT EMERGENCY VERIFICATION FORM**

All students complete a Student Emergency Information Verification Form which is posted in Genesis on the Parent Portal. Students should return these completed forms to their homeroom teacher. They are kept in the nurse's, office. It is essential that we have the most current home, emergency and parent/guardian business phone numbers. Please inform the office immediately if your home address, telephone number, or the emergency numbers change.

## **HOMEBOUND INSTRUCTION**

As set forth in Board of Education Policy 6173, in the event of an extended absence (10 days or more), homebound instruction can be requested. Homebound instruction is provided at no cost to the family and is only provided for Board-approved academic school days. Parents/guardians are asked to comply with the following guidelines should their child require this service:

1. Contact your child's guidance counselor to apprise him/her of the child's status. Please provide the following:
  - A note stating that the child is in need of homebound instruction;
  - A physician's note stating the diagnosis and approximate length of time that homebound instruction will be required.
2. The school physician will review the request for home instruction.
3. Await contact by the homebound instructor(s) to determine a mutually convenient time for instruction.
4. The parent/guardian should notify the Guidance Office of any problems that may affect the quality of the home instruction program and/or if home instruction has not begun within five school days after the agreed upon start date.
5. Once a definite date has been determined for the child's return to school or the homebound instruction has been terminated for any reason, the Guidance Office should be notified.

## CHILD STUDY TEAM

The legislation contained in N.J.S.A. 18A:46-1 is intended to unify and consolidate special education services. The legislation specifically requires each local public school district to identify and classify all disabled children between the ages of 5 and 20, and to provide an appropriate educational program for them.

The basic child study team consists of a social worker, learning consultant, disability teacher, and psychologist, along with selected teachers, guidance counselor, administrator, and parents (when appropriate, the student), and has the responsibility of examining, classifying and developing the educational plan for the student. Identification is accomplished through screening and referrals initiated by parents, teachers and/or family doctors.

If you believe that your child should be considered for eligibility for special education and related services, please send a written request to the Child Study Team at the following address:

Director of Special Education  
Moorestown Township Public Schools  
Administration Building  
803 N. Stanwick Road  
Moorestown, NJ 08057

### **SPECIAL EDUCATION**

The public schools in New Jersey must provide special education programs for children who are auditory impaired, autistic, intellectually disable, communication impaired, emotionally disturbed, multiply disabled, deaf/blind, orthopedically impaired, other health impaired, social maladjustment, specific learning disability, traumatic brain injury, or visually impaired. These children must be provided for within the public schools of the local district, in other public school districts in New Jersey, in state approved private schools in New Jersey, or in state approved public or private programs in other states.

### **STATEMENT ON AMERICANS WITH DISABILITIES ACT**

As indicated in Board of Education Policy 2260 "Special Instructional Programs," The Moorestown Township Public School System does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in programs and activities. Any person having inquiries concerning the Moorestown School District's compliance with the regulations implementing the Americans with Disabilities Act (ADA" or Section 504, is directed to contact Mr. Dave Tate, Director of Student Services, 350 Bridgeboro Road, Moorestown, NJ 08057, 856-778-6610, ext. 12101.

## DISTRICT INFORMATION

### **SCHOOL CLOSING AND DELAYED OPENING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The Superintendent of Schools will give frequent school status updates on [www.mtps.com](http://www.mtps.com)

We will use the **Connect Ed** system that will make a phone call to each District-registered phone number. Please make sure all of your contact information numbers have been given to your student's school. The district will use this system in the event of an emergency and/or the cancellation of school.

In the case of a delayed opening, the regular bus schedule and opening time will be pushed back two hours. Dismissal will be at the regular time. Lunch will be served on delayed opening days. **If no report is heard, please consult our school web site for up-to-date information.**

### **FIRE DRILLS - EVACUATION OF THE BUILDING**

In accordance with the requirements of the New Jersey school law, two emergency drills each month (fire drill, lock down drill, or emergency evacuation drill) are held throughout the school year. These drills are a means of preparing staff and students, in the event that an emergency situation occurs. The following procedures are to be followed during fire alarms:

- 1) Students will immediately begin evacuating the building under the supervision of the teacher.
- 2) Each classroom has a sign directing the students how to leave the building. Students should follow the directions of the teacher and the signs while exiting the building. This should be conducted in silence to wait for further instructions.
- 3) In the case of a fire alarm during the change of classes, in the auditorium or at lunch, all students should immediately proceed to the nearest exit and evacuate the building. Students should stand near the closest adult to wait for further directions.
- 4) If an exit is blocked, teachers will re-direct students to the nearest available exit.

- 5) Students should remain silent during all evacuations to ensure teachers can properly communicate the necessary directions.
- 6) Students may only enter the building upon hearing the "all-clear" signal.

Any student activating or tampering with the fire alarm or safety devices will immediately be suspended from school and charges will be filed with the Moorestown Police Department. A fine of \$5000 may be assessed to the student and his/her family.

Instructions for lock-downs and other emergency evacuations will be discussed with students in their homerooms. Our staff has been, and will continue to be trained related to issues that may occur in the event of an emergency. In the interest of safety and welfare of our staff and students, this information is not published in this handbook. Any questions or concerns regarding evacuations and/or lock-downs can be addressed to our school resource officer.

## **SECURITY AND SCHOOL RESOURCE OFFICER**

To ensure the safety of students, staff and visitors in our building, the School Security Officer (SRO) and building administration are charged with enforcing the policies and procedures set forth in this handbook, as well as all applicable laws.

The School Resource Officer Program is a collaborative effort by certified law enforcement officers, educators, students, parents and the community to offer law related educational programs in the schools in an effort to reduce crime, drug abuse, violence, and to help provide a safe school environment.

WAMS shares a full-time School Resource Officer with the high school. He is available and committed to the middle school whenever his services are requested.

## **STUDENTS' USE OF BUILDING AND GROUNDS**

Students are not permitted to leave the property or exit the school building at any time during the school day without notice and approval from the main office. Other areas that are off limits to students without permission are the cooking area in the cafeteria, gymnasium, student locker rooms, music rooms, auditorium, and computer labs. In cases of emergency, students must contact a teacher and receive permission from the principal or assistant principal prior to exiting the building.

Students in violation of these rules will be subject to the consequences of Leaving School Grounds.

Students are not to be in the hallways during class time without a signed pass. Students found in the hallway or an unassigned area will be subject to the consequences for General Misconduct and/ or Cutting Class.

Consumption of food or drink must be confined to the cafeteria during the designated lunch period. Students with food or drink beyond the cafeteria may be subject to consequences for General Misconduct.

## **CO-CURRICULAR CODE OF CONDUCT**

Moorestown Township Public Schools prides itself on all its students and personnel adhering to the highest ethical standards. The District recognizes the inherent value and the direct relationship of good behavior and positive ethical decisions to the success of all our programs. Participation in our programs is a privilege. During a student's period of eligibility, defined as the first day of grade seven through grade twelve, the following constitutes the District's Code of Conduct:

1. Students will demonstrate good sportsmanship and good behavior at all times.
2. Students are responsible to meet all co-curricular eligibility requirements of the New Jersey State Interscholastic Athletic Association and/or the Board of Education, as identified in the Moorestown School District Student Handbooks, including, but not limited to enrollment, attendance, and academic standards. If a student does not meet these standards, the student may not be eligible to participate in co-curricular activities.
3. Students shall conduct themselves in an orderly manner with good conduct during and after school hours and at all times.
4. Students shall observe all organizational rules imposed by coaches, directors, and/or advisors.
5. Students shall not participate in any hazing or inappropriate initiation activities of any kind.
6. Students shall not use, possess, buy, distribute or sell any prohibited substance including alcohol, tobacco, steroids, or any other controlled substance unless prescribed by a student's doctor for the student's personal use.
7. Students are responsible for all equipment issued to them and will return equipment when requested per school procedure. Students are aware that they will not be eligible for any ensuing season or activity if they have not met their obligation to return, or make prompt restitution for, any equipment issued after the end of the season or activity.

Students and parents should understand that failure to comply with the Code of Conduct may result in disciplinary actions at the discretion of the coaches and the administration consistent with Board Policy, and all applicable regulations and state and federal law. Actions could include suspension or expulsion from all teams, clubs, activities or organizations. Expulsion from any team, club, activity or organization for any reason may also result in forfeiture of any or all team/club/individual awards for that activity.

### **ASSEMBLY AND PETITION**

The right to assemble and to circulate petitions carries with it the equal responsibility to respect the orderly operation of school. School authorities have the right to restrict time and place of such activities and may require advance notice, when necessary, to avoid conflicts and to ensure proper protection of the school community. At no time may a petition or assembly of students create a situation that becomes unsafe for students or staff members. Consequences may be given depending on the circumstances.

### **ASSEMBLIES AND SPECIAL EVENTS**

Assembly programs are periodically presented to the student body. Programs on a wide range of subjects, dramatic and musical productions, motion pictures, talent shows, and a variety of special attractions provide recreational, educational and inspirational programs during the course of the year. All students are required to conduct themselves in a proper manner during an assembly. Courtesy and respect are basic requirements.

### **CONTROVERSIAL ISSUES** (Board of Education Policy 2240)

The Board of Education will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the students.

The discussion of controversial issues in the classroom will be conducted in an unprejudiced and dispassionate manner and cannot be allowed to disrupt the educational process. In the discussion of any issue, a teacher may express a personal opinion, provided the expression is characterized as personal opinion and does not attempt to persuade students to the teacher's point of view.

### **DISTRIBUTION OF LITERATURE** (Board of Education Policy 5721)

The preparation, publication and distribution of newspapers, magazines, and other literature is an exercise of freedom of the press. The freedom to express one's opinion goes hand-in-hand with the responsibility for the published statement. Literature which students wish to distribute on school property is not only their responsibility, but also that of the school authorities. State policy calls for reasonable guidelines setting forth the times and places for distribution of materials in school and for defining fair standards for their content, to be jointly determined by representatives of all groups in the school community, with ultimate responsibility for determining the suitability resting with the local Board of Education and/or the WAMS Administrators.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

New Jersey law requires students to show respect for the flag of the United States of America. If they are conscientiously opposed to the pledge or salute, they may abstain from these ceremonies, but they are required by law to stand respectfully.

### **FORMING A CLUB**

If a student wishes to begin a club, approval from the principal must be obtained, along with procurement of a staff sponsor.

### **HEALTH AND MEDICAL SERVICES** (Board of Education Policy 5308, 5310, 5320, 5330)

A registered nurse is on duty throughout the school day. The school physician visits the school to examine students and consult with the nurse. By state law, all participants in intramurals and athletics are to be examined by their family doctor before they may practice or participate in the activity. The school physician will examine new students with no family doctor as referred by the school nurse.

When students are too ill to remain in school, parents are contacted and students are picked up. All medicine that has to be given during school hours must be administered only by the school nurse. Students may not hold or possess any medication prescribed or over the counter. Upon entering school, the student and/or parent must immediately provide the medicine to the nurse. The nurse will complete health records for each student, including health appraisals, vision/ hearing tests, and telephone numbers (home numbers, emergency numbers, and all necessary contact information)

### **STUDENT ACCIDENT INSURANCE**

The school district has purchased an accident medical expense and athletic insurance plan for all students for the current school year. The plan protects each student up to the limits of the policy while: at school during hours when school is in regular session; traveling directly to and from the student's residence and school; at school sponsored activities including all interscholastic sports, and when participating in or attending an activity exclusively organized, sponsored and supervised by the school.

The benefit period is 104 weeks from the date of the accident. This coverage has been purchased on a full excess basis. This means that in the event of an injury to your child, you must first claim benefits under any other medical insurance you have. If there is a balance due after payment has been made by your carrier, you must submit all receipts of payment from your insurance along with itemized bills.

Twenty four-hour “around the clock” insurance coverage is available for students on a voluntary basis. If you are interested in purchasing extra coverage, you or your child may pick up an application at the school office or district administration office.

### **STUDENT FUNDRAISING** (Board of Education Policy 5830)

“Student fundraising” means the solicitation and collection of money by students, on or off school premises, for any purpose associated directly or indirectly with the school district or under circumstances in which the solicitors are identified as students of the district.

Students may solicit and collect money on behalf of approved school organizations, provided the fundraising has been approved by the Superintendent.

No student will be permitted to solicit and collect money on school premises or at a school-sponsored event for the student's own benefit.

### **TEXTBOOKS** (Board of Education Policy 2520, 2530)

Textbooks are on loan to all students for all subjects. If a book is damaged by a student, a fine will be charged in proportion to the extent of the damage and the replacement cost of the book. If a book is lost, the student will be charged current full replacement value (including shipping costs). No marks are to be made in the books.

### **TRANSPORTATION** (Board of Education Policy 8600)

N.J.S.A. 18A states that transportation shall be provided for students “remote from the school house.” The Code, Chapter 6:21-1.3 defines “remote” as beyond 2.5 miles for high school students (grades 9 - 12) and beyond 2.0 miles for elementary students (grades K - 8). Moorestown Township Public Schools Policy 8600 provides transportation of students from home to school as follows: **Grades K-6 1.0 mile or over**

**Grades 7-12 1.5 miles or over**

Children who live in locations which necessitate travel to school over hazardous routes and within the above limits may be considered for transportation if (a) parents request transportation outlining the details of the hazardous route; (b) the travel is approved by the county superintendent of schools.

Late buses are provided by the district. Students that stay after school for academic help or to participate in clubs, activities or athletics may take the 3:15 or 4:30 bus. Please note that these buses will drop the student off in a safe place nearest to his/her home and not at the front door.

## **REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES**

**Riding the school bus is a privilege.** Should any student be reported to school administration for any infraction of the regulations, administration will be responsible for the disciplinary action, which may include loss of the privilege for bus transportation. Parents will be responsible for the transportation of any student who has lost school bus transportation privileges.

### **Meeting the Bus at your Home Stop**

Students must:

- Be on time, 10 minutes prior to scheduled pick-up
- Stand on the sidewalk while at a bus stop
- Not stand on the traveled portion of the roadway while waiting for the bus
- Not engage in activities which will endanger themselves or their peers while waiting beside the road
- Not run alongside a moving bus, but wait until it has stopped and then walk to the front door
- Board the bus in an orderly manner, with students in the front seats discharging first.

### • **Boarding the Bus at School**

Students must:

- Report to the designated area for bus pick-up
- Wait in that area in an orderly fashion
- Board the bus in an orderly manner when signaled by the bus driver

### **Conduct on the Bus**

Students must:

- Recognize that the bus driver is the authority on the bus
- Obey the bus driver and be courteous to him/her and fellow students

Must not:

- Use or have any objects/substances in his/ her possession which could harm themselves or others
- Make abusive or profane comments or engage in excessively loud talking to people inside or outside the bus
- Fight, scuffle, or hit other students
- Litter or throw objects/ substances about the bus or from the windows
- Extend arms, legs or head out of the bus
- Block the aisle, cause loss of seat space, obstruct driver's view, or create a safety hazard

### **Exiting the Bus at anytime**

Students must:

- Remain seated until the bus comes to a full stop
- Leave the bus in an orderly manner, with students in the front seats discharging first
- Leave the bus stop area when safety permits as soon as discharged from the bus and not loiter around the bus or school.
- Cross a highway, if necessary to do so at the front of the bus at least 10 feet from the bus, only when the driver has signaled that it is safe to do so.

### **Lost and Found on Bus**

For articles lost on the bus, contact the student's school main office or Transportation Office (778-6610, Ext. 12271). Give the bus number, description of lost item, and time of day the article was lost.

### **TUITION**

A student who does not reside in Moorestown and would like to attend the middle school must meet all requirements and obtain permission from the principal prior to board approval and acceptance. Elizabeth Powers at [epowers@mtps.com](mailto:epowers@mtps.com) (856) 778-6600 x18158.

### **Visitors and Student Guests in the Building**

Any person(s) not enrolled at WAMS must report immediately to the main office to register and secure a Visitor Pass. Anyone in the building without authorization will be considered a trespasser and appropriate measures will be taken.

**Students are not permitted to bring visitors to school.** Due to the liability issues involved, William Allen Middle School **will not** accept requests for student guests during the course of the academic year.

### **STUDENT/PARENT GRIEVANCE PROCEDURES** (Board of Education Policy 5710)

- The purpose of this procedure is to provide parents with an administrative remedy for redress or alleged violations, misinterpretations and inequitable application of local district policies and practices.
- This procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise from time to time. Both parties agree that these proceedings will be as informal and confidential as may be appropriate at any level of the practice.
- Nothing herein contained shall be construed as limiting the right of any student/parent having a grievance to discuss the matter informally with any appropriate member of the administration. The result of any informal discussion will not impact on a staff member as embodied in contract or law.

## **Definitions**

### **Grievance: Formal Written Complaint**

1. Setting forth the allegation that there has been a violation, misinterpretation or inequitable application of any district policy or practice.
2. Specifically identifying the policy or statute violated, misinterpreted or inequitably applied.
3. Furnishing sufficient background concerning the alleged violation, misinterpretation or inequitable application to identify persons, actions and/or omissions which led to the allegation.

### **Provisions**

1. No person shall suffer recrimination or discrimination because of participation in this grievance procedure.
2. All parties involved should be present at hearings. Hearings should be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school program.
3. Confidentiality will be observed pending resolution of the grievance or final decision by the Board of Education.
4. Nothing contained herein shall be construed to limit in any way the ability of the district and grievant to resolve any grievance, mutually or informally.
5. These grievance procedures will not be required to be followed if other statutory procedures are available.

### **Procedures**

- A grievance must be filed within fifteen (15) days of the date the grievant knew or should have known of the circumstances which caused the grievance. A copy of the grievance will be provided to the staff member.
- Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

### **Level One:**

- Any student or parent with a grievance shall first discuss it with the principal within fifteen (15) days of grievance, with the objective of resolving the matter informally and without third-party representation. The principal shall act on the grievance within five (5) days.
- An administrator will meet with the staff member prior to the hearing to review parental concerns.
- A review meeting between the administrator and staff member will be held after the hearing to identify appropriate action(s) to be considered.
- If the matter remains unresolved and further action is planned, the staff member will be given all information, including results of investigations, recommendations and decisions pertaining to the matter.

### **Level Two:**

- If the complaint is not settled (by the principal) within five school days, or if the aggrieved receives no communication on the resolution of the grievance within five (5) school days after presentation of the grievance, the student or parent may file the grievance in writing to the superintendent. This must be filed within ten (10) school days after the original presentation to the principal.
- Such communication should notify the superintendent of schools, whether the aggrieved wishes representation to be present, and should be filed with the knowledge of the principal that this second step is being taken.
- The staff member shall have the right to representation at all such hearings as embodied in contract or law.
- A report from the principal shall be submitted in conjunction with the appeal of the aggrieved.
- The superintendent of schools shall act within fifteen (15) days and notify the grievant and staff member of such action.

### **Level Three:**

- If the aggrieved person is not satisfied with the superintendent's decision, or if no decision has been rendered within fifteen (15) school days after the grievance was received by the superintendent of schools, the aggrieved may, with knowledge of the principal, the Superintendent of Schools, and staff member, submit the grievance through the superintendent to the Board of Education.
- This request must be made in writing through the superintendent of schools and must be filed no later than ten (10) school days after the superintendent's decision of twenty-five (25) school days after referral. A copy will be submitted to the staff member.
- The Board of Education shall take action on the grievance within twenty (20) school days after the written request is received, and communicate its decision through the superintendent of schools to the aggrieved and all staff members involved in the process.

## **MISCELLANEOUS**

- At the conclusion of the grievance procedure:
- All documents, communications and records dealing with the processing of a grievance shall, unless prohibited by law, be filed in a separate file in the Superintendent's office and made available to all involved parties for a period of six (6) months.
- All meetings and hearings under this procedure shall be conducted in private and shall include all involved parties and their appropriate representatives.
- All forms to facilitate the process will be available in the schools and district administration building.

## **STATE AND FEDERAL PROGRAMS & LAWS**

### **TITLE VI – NEW JERSEY**

New Jersey Administrative Code 6.4, commonly referred to as Title VI, is the set of regulations developed by the Commissioner and State Board of Education resolution concerning sex equality in educational programs.

### **TITLE IX - FEDERAL**

Title IX of the Education Amendments of 1972 provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Originally introduced in 1971 as an amendment to the Civil Rights Act of 1964, the law, signed on June 23, 1972, emerged as Title IX of the Education Amendments of 1972.

### **TITLE 1 AND CHAPTER 212 – LAWS OF 1975 (as amended) (Basic Skill)**

Public Law 89-10 was the federal legislation that made Title 1 a fact. Title 1 of the Elementary and Secondary Education Act (ESEA) provides the largest amount of federal aid to educational programs. It is often described as a federally financed state administered and locally operated program. The local school district is primarily responsible for the actual planning, operation and evaluation of its program. Title 1 programs supplement the regular school program and are designed based on needs in the local school districts.

N.J.S.A. 18A:7 is the Public School Education Act of 1975, commonly referred to as Chapter 212, or the T&E Law. Within the law, there are provisions mandating "preventive and remedial programs, approved by the State Board, supplemental to the regular programs and designed to assist students who have academic, social, economic or environmental needs that prevent them from succeeding in regular school programs."

The preventive and remedial programs that have been defined by the State Board of Education and Commissioner as computation and communication skills. All students in the public schools who test below state prescribed minimum levels in computation and/or communication skills must be provided opportunities for improvement.

### **NEW JERSEY STATE LAWS**

#### **N.J.S.A. 18A:37-2.1**

Any student who commits an assault, as defined pursuant to N.J.S.A. 2C:12-1, upon a teacher, administrator, board member, or other employee of the board of education acting in the performance of his/her duties and in a situation where his/her authority to act as a parent, or as a result of the victim relationship to an institution of public education of this state, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. **N.J.S.A. 18A:372**