

**TERRILL MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK
GRADE 5
2022 - 2023**



**1301 Terrill Road
Scotch Plains, NJ 07076
(908) 322 – 5215
www.spfk12.org/terrill**

Showing kindness one act at a time!

OVERVIEW OF STUDENT HANDBOOK COMPONENTS

Dear Parents and Fifth Grade Students,

Terrill Middle School educators are committed to pursuing and maintaining an academically excellent, developmentally responsive, and socially equitable learning environment for every student. We understand that parents are integral partners in the fulfillment of this commitment.

We created this “Parent/Student Handbook” to inform you and your child of the various student rights and responsibilities pertaining to academics, attendance, conduct, and general school procedures so that the school expectations are clearly communicated. We urge you to read and review this school document with your child. Please feel free to contact us at 908-322-5215 if you have any questions or concerns. We thank you in advance for supporting our school’s goals and the district’s mission.

Sincerely,

Kevin Holloway

Kevin Holloway, Ed. D
Principal

Ralph Gerace

Ralph Gerace
Assistant Principal

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SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

MISSION STATEMENT

The Mission of the Scotch Plains-Fanwood School District is to educate every student to become a confident and caring life-long learner who can communicate and contribute positively to the rapidly changing world. The district, in cooperation with the community, will provide an academic environment which values excellence, initiative, and diversity.

BELIEF STATEMENTS

We believe...

Children learn best when:

- They are in a non-threatening, physically and psychologically safe and nurturing environment at home, in school and in the community.
- They are given individual attention and high expectations.
- They are provided varied instructional strategies, are actively engaged and provided with feedback; the curriculum is fun and students feel empowered.

The role of the staff is:

- To recognize the potential and individuality of every child by fostering a welcoming, respectful learning environment.
- To be a connection point among children, families and community.
- To demonstrate flexibility, openness to change and willingness to take action.

The role of the family-the most important is:

- To provide a foundation for education, cultivate the desire to learn and instill independence and responsibility.
- To remain active participating partners PREK to 12

The role of the community is:

- To collaboratively and cooperatively ensure all students can achieve their highest potential.
- To be knowledgeable about issues affecting students in order to advocate and support the right of every learner to excel.

DISTRICT GOALS

EXCELLENCE: to promote the maximum performance and achievement of every student and staff member.

INITIATIVE: to support change that will improve or enhance the instructional program and better prepare our students to meet the challenges of the future.

DIVERSITY: to recognize and address issues of diversity among our students, staff, and community.

ACADEMICS

A. HOMEWORK (GUIDELINES AND REQUESTS)

Homework is an extension and reinforcement of what occurs in the classroom. It enables students to reflect upon and react to learning experiences in a meaningful way. We expect every student to accept the responsibility for completing homework neatly, accurately, and on time. While parents should be supportive and encouraging, it is ultimately the student's responsibility to complete assignments that represent the student's best quality and effort. On average, grade 5 students should expect to receive substantially more homework than in Grade 4. Your child's fifth grade teacher will provide more specific homework information.

In reference to student absences and homework, it is the student's responsibility to gather missed assignments from the teacher upon the student's return to school, complete missed assignments based on a schedule arranged by the teacher and student, and submit missed assignments to the teacher. In the event a student is or is going to be absent from school for three days or more due to illness, the student's parent may notify the counseling office and request work. Once the office has been notified, teachers will provide work for the student. However, please allow 24 hours after notification for the work to be provided by the teacher. When students are absent for one or two days, students or parents should contact a classmate to obtain assignments instead of the main office.

When planning family vacations, Terrill Middle School respectfully requests that you honor the Scotch Plains-Fanwood Public Schools District Calendar. We strongly believe that it is essential for your child to be in attendance each day of school and only be excused when there is an illness or extenuating circumstances. If there should be an occasion that necessitates a family trip, the teaching staff and administration recommend that you engage your child in the following ways to maintain your child's reading, writing, or math skills:

- Reading on a regular basis
- Vacation logs or journals
- Creative writing topics
- Practice math facts and spelling lists

Please do not request additional assignments from the teacher since many of the activities generated in the classroom require teacher direction. Such instruction, where necessary, will be provided when the student returns to school.

B. REPORT CARDS

The 5th grade uses a standards-based report card to communicate information about student learning each trimester. Our standards-based report card lists the key learning goals for each content area, the behaviors that support learning which include work habits and social skills, and

a section for teachers to write a comment about student progress each trimester. Each learning goal, or indicator, is accompanied by a companion rubric which describes what students should know and be able to do in each content area each trimester and reflects our district curriculum. The content area indicators are scored using the following key that focuses on a continuum towards mastery.

4 – The student expands on and exceeds grade level expectations. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence.

3 – The student is consistently meeting grade level expectations, with little or no support. Performance is characterized by thorough understanding of concepts and skills.

2 – The student is progressing toward grade level expectations. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.

1 –At this time, the student is not meeting grade level expectations. Performance is inconsistent with guidance and support.

The behaviors that support learning, work habits and social skills, are scored using the following key that focuses on frequency and consistency.

C: Consistently

U: Usually

S: Sometimes

I: Infrequently

REPORT CARD ARE AVAILABLE ON POWERSCHOOL ON THE FOLLOWING DATES:

First Trimester December 16, 2022	Second Trimester March 24, 2023	Third Trimester June 21, 2023
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C. STANDARDIZED TESTING

National and state standardized tests are administered during March, April, and May. Fifth grade students are administered a cognitive skills test (COGAT) and New Jersey Student Learning Assessment (NJSLA). The NJSLA Assessments, which are computer based, will be administered to students within the time frames listed below. Standardized test scores are mailed home in late June or over the course of the summer depending on availability.

- COGAT Testing –usually the first week in March, No dates have been scheduled yet.
- NJSLA Testing (Tentative/ Split among grade levels)—Second week of April 2023 through the fourth week of May 2023. Specific dates for each grade level are pending.

ATTENDANCE

A. *STUDENT ATTENDANCE AND ABSENCE (ADOPTED FROM THE SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION POLICY 5200 which is attached as Appendix A)*

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

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

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

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.

For districts with secondary school(s)

or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

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

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:38-25
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:32-8.3

B. STUDENT AND PARENT RIGHTS: APPEAL PROCESS

At any level, appeals may be made to the principal, and to a committee of the Board, in that order, regarding attendance (N.J.S.A. 18A: 36-14, N.J.S.A. 18A: 38-25).

C. EARLY DISMISSAL/LATE ARRIVAL

Students are expected to be in their first period classes by 8:10 A.M. Students who arrive after 8:10 A.M. are to report directly to the Counseling Office upon entering the school. In turn, the Counseling Office will issue students arriving late to school passes before they proceed to their classes. Students who are late to school more than twice will be referred to the Assistant Principal and will receive consequences related to their tardiness. This may include after school detention and/or Saturday detention.

Students who wish to be dismissed early from school must have a written request to do so from a parent or guardian. Upon the student's arrival to school, the request should be submitted to the Counseling Office. The request must state the reason and time for the early dismissal.

The parent or guardian given permission to pick up the student must personally sign out and pick up the child in the Main Office. Proper identification is required. Siblings who are under the age of 18 will not be permitted to sign students out under any circumstances. If the student is returning later in the day, the student should sign in with the Counseling Office upon arrival and receive a pass before proceeding to class

D. SINGLE SESSION DAYS, EMERGENCY CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS

The regular full day schedule begins at 8:10 A.M. and ends at 2:42 P.M. Each full day includes a schedule of nine, including lunch.

On single session days, students attend school from 8:10 A.M to 12:20 P.M. Students follow a modified schedule on single session days, and lunch is not served.

For information pertaining to emergency school closings, delayed openings, and early dismissals, parents and students should listen to the following radio stations and TV channels:

- ◆ ABC – Channel 7
- ◆ NBC – Channel 4
- ◆ CBS – Channel 2
- ◆ Radio - 101.5 FM

In addition, our own TV Channel 34 and the Scotch Plains-Fanwood Public Schools website, <http://www.spfk12.org>, includes current information regarding this type of information.

In the event of a delayed opening, Terrill Middle School will open at 9:30 A.M. and lunch will be served. Those students who are bussed to school should arrive at their bus stops exactly one and one-half hours later than their regular pickup time. At approximately 9:30 A.M. students will proceed to their lockers and first period classes. After morning announcements, students will proceed to their third period classes and resume their regular schedule for the remainder of the day.

E. HOMELESS YOUTH – THE McKINNEY – VENTO ACT

The Scotch Plains-Fanwood Board of Education provides services in accordance with 42 U.S.C. Section 11432 (g) (6) (A) (iv), (v), and (vii) regarding enrollment, school nutrition, and transportation. Please contact the building principal should you require services.

ACADEMIC SERVICES

Counseling Services

Terrill Middle School has two full-time school counselors: Ms. Lauren Markovitz and Mrs. Amanda Wolf. Each counselor will counsel students in all grades according to the following:

Ms. Lauren Markovitz
Grades 5 & 8

Mrs. Amanda Wolf
Grades 6 & 7

Parents should make every effort to contact the school counselors in the event they notice a significant change in their child's behavior and/or attitude. In addition, should parents notice that their child is having difficulties relating to other students, the school counselor should be informed. Our school counselors are adept in the area of conflict resolution and know the various personalities and challenges associated with preadolescents.

Specifically, the middle school counseling program addresses and focuses on the following areas: transition/orientation, crisis intervention, problem solving, individual counseling, small group counseling, classroom developmental counseling, parent/family involvement, and consultation/collaboration with staff members, parents, mental health professionals, and community members. Therefore, parents should take advantage of this valuable resource when applicable.

I & R S

The Intervention and Referral Services committee, I&RS, is comprised of teachers, school counselors, school administrators, a Child Study Team representative, and the school nurse if appropriate. When a concern(s) arises with respect to the progress of a student, parents and/or teachers may articulate the concern to administrators and school counselors. Following the expression of this concern, a recommendation may be made to schedule an I&RS committee meeting. The focus of an I&RS committee meeting is for teachers to communicate with the student's parents in order to identify the difficulties the student is experiencing. In addition, strategies for assisting the student in school are established, and a determination is made as to how to best meet the needs of the individual student.

Reaching, Achieving, and Succeeding (RAS)

RAS instruction in the content areas of reading, writing, and mathematics is available to middle school students. Fifth grade students are eligible for this supplemental program based on the results from the New Jersey Assessment of Skills and Knowledge (NJASK). The RAS program is offered within the regular classroom setting and/or may be scheduled as separate classes unto themselves. Teachers who provide RAS instruction monitor student progress via ISIPs, Individual Student Improvement Plans. These documents serve as an instructional guide and communicate student progress. Generally speaking, student pre/post test information is collected and utilized to assess both student and program goals.

English as a Second Language

Students who register in the Scotch Plains-Fanwood School District, whose primary spoken language is one other than English, are tested by a certified ESL teacher to determine their level

of English proficiency. During this process, state criteria are utilized to ascertain eligibility for assistance in language acquisition. All services for middle school students are provided at both Nettingham and Terrill Middle School. Direct instruction in English is offered by a certified ESL teacher for a minimum of forty minutes per student, per day.

Gifted & Talented: O.U.E.S.T.

Gifted and talented instruction is available to fifth grade students. Eligibility for this pull-out program is based on the following criteria: parent and teacher checklist, group ability test, district standardized test, and a review of the New Jersey Assessment of Skills and Knowledge (NJASK). The gifted and talented program meets by grade level on a rotating schedule during which the use of thinking skills is emphasized. To this end, participants share experiences with other district participants as well as with students who participate in similar programs from surrounding communities.

School Nurse

Our school nurses are Mrs. Karen Lambo and Ms. Thalia Ramirez. Their email addresses are and klambo@spfk12.org and tramirz@spfk12.org respectively. Mrs. Lambo's phone extension is 22011 and Ms. Ramirez's phone extension is 22010. The school nurse is a health professional whose responsibilities include: providing basic health care for students, acting as a liaison to parents regarding student illness and absence from school, handling emergency situations, and serving as a resource person for the Child Study Team and I&RS committee.

COMMUNICATION WITH SCHOOL OFFICIALS (TELEPHONE AND E-MAIL, CONFERENCES AND TMS FACEBOOK PAGE)

Parents are integral partners in the educational process. Therefore, it is essential for parents and school officials to communicate with one another regarding student progress and behavior. Frequent contact through telephone calls, e-mail, conferences, and newsletters is vital in that the success of middle school students. Messages can be left for teachers by calling (908) 322 – 5215. While attending Back-to-School Night, parents are encouraged to ask teachers for the best time to contact them. It should be noted that teachers begin at 7:55 A.M. and leave approximately 15 minutes after dismissal. Therefore, return calls depend on the teacher's schedule and the time at which the teacher retrieves the message.

To contact teachers via e-mail, simply visit the Terrill Middle School website at www.spfk12.org and follow the appropriate link(s). If a parent wishes to schedule a conference with a teacher(s), that parent should contact the teacher(s) or the student's counselor.

To further foster communication between parents and school officials, the daily school announcements, along with additional pertinent information is distributed to parents via the PTA email chain to keep parents informed of upcoming school and community events. Parents are also encouraged to visit the school's website at www.spfk12.org/terrill and the TMS Facebook Page at facebook.com/TerrillMiddleSchool/.

POLICIES AND PROCEDURES

A. ACCEPTABLE USE POLICY AND INTERNET SAFETY POLICY

The following information is in accordance with Board Policy 6142.10 regarding the Acceptable Use Policy for Staff and Students for Computing and Information Technology Resources. At the onset of the school year, those students who do not already have an Acceptable Use Policy for Computing and Information Technology Resources form on file will be required to complete one. School officials will distribute these forms in early September.

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

Standards for Use of Computer Network

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.

C. Using the computer network(s) in a manner that:

- 1. Intentionally disrupts network traffic or crashes the network;*
- 2. Degrades or disrupts equipment or system performance;*
- 3. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;*
- 4. Steals data or other intellectual property;*
- 5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;*
- 6. Gains or seeks unauthorized access to resources or entities;*
- 7. Forges electronic mail messages or uses an account owned by others;*
- 8. Invades privacy of others;*
- 9. Posts anonymous messages;*
- 10. Possesses any data which is a violation of this policy; and/or*
- 11. Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.*

Internet Safety/Protection

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act and the school district enforces the requirements of this policy.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Consent Requirement

No pupil shall be allowed to use the computer network and the Internet unless they shall have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

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

- 1. Use of the network only under direct supervision;*
- 2. Suspension of network privileges;*
- 3. Revocation of network privileges;*
- 4. Suspension of computer privileges;*
- 5. Revocation of computer privileges;*
- 6. Suspension from school;*
- 7. Expulsion from school; and/or*
- 8. Legal action and prosecution by the authorities.*

Pupil photos/images will only be used on Internet sites hosted on district servers with parental permission, as granted on the Parent/Guardian Consent/Publicity Release Forms

B. STUDENT DRESS CODE

The following Dress, Grooming, and Appearance regulations have been developed in accordance with the Scotch Plains-Fanwood Board of Education Policy (5511) and (5511R).

The Board of Education recognizes that each pupil's mode of dress and appearance is a manifestation of the pupil's personal style and individual preferences. The Board of

Education expects pupil apparel choices that are neat, clean, and modest. Pupil apparel should reflect responsibility and self-respect and an atmosphere that is conducive to learning, not destructive or disruptive.

Pupils may not wear clothing or engage in grooming practices that:

- 1. Present a health or safety hazard to the individual pupil or to others;*
- 2. Materially interfere with school work, create disorder, or disrupt the educational program;*
- 3. Cause excessive wear or damage to school property;*
- 4. Prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.*

The administration shall determine whether the dress or grooming of pupils meets these expectations.

Staff members shall demonstrate by example appropriate attitudes towards neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

N.J.S.A.18A:11-1;18A:11-7; 18A:11-8; 18A:11-9

The New Jersey State Board of Education regulation concerning dress regulation standards for pupils, states, "attire which causes the disruption of the educational process or which constitutes a health or safety hazard or concern is not permitted." The dress and grooming regulations at Scotch Plains-Fanwood High School support pupil apparel choices that are neat, clean, and modest. It is important that we recognize the rights of pupils to express themselves through their attire as well as the rights and responsibilities of parent(s) or legal guardian(s) to determine the standard of dress for their children. Pupil apparel should reflect responsibility and self-respect and an atmosphere that is conducive to learning, not destructive or disruptive. These regulations aim at avoiding suggestive, biased, offensive and harassing messages, avoids communicating or advertising illegal substances, and should not interfere with the identification of a pupil. Good grooming is expected at all times.

Specific requirements regarding the dress and grooming regulations are as follows:

- 1. Clothing that unreasonably exposes the midriff or has an unreasonably low neckline is not permitted in the school building during school hours. The list of restricted items includes: backless to the waist tops and dresses, tube tops, mini- skirts / dresses or shorts that are shorter than mid-thigh. Undergarments must not be visible. Clothing which is not worn appropriately, not properly fastened or with tears or holes that are indecent will not be permitted.*

- 2. Clothing, accessories, or jewelry that include messages associated with gangs, alcohol, drugs, tobacco products, or other illegal substances or paraphernalia, sexual connotations, indecent / lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, handicap, national origin, marital status, race, religion, sexual orientation or gender are not allowed.*
- 3. Personal grooming including combing, brushing, spraying hair, spraying of perfumes or colognes, and applying cosmetics is allowed only in restrooms and designated areas.*
- 4. Pants must be worn at the waist and must be securely fastened.*
- 5. Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted.*
- 6. Footwear must be worn in the building at all times.*
- 7. Headgear is not to be worn in the building during school hours. Hair accessories that compliment pupils' dress and which pose no safety or identification concern are permitted. Head accessories worn for religious purposes will be permitted if accompanied by a note from an official representative of the religious institution or a parent(s) or legal guardian(s). Also, pupils having a medical condition, which may require headgear, will be permitted if accompanied by a parent note or medical excuse.*
- 8. No sunglasses may be worn during the school day unless medically prescribed.*

The administration reserves the right to determine the appropriateness of dress. The administration is authorized to permit the wearing of hats on special occasion days, such as School Spirit Day, Hat Day, etc. Violators of these pupil dress and grooming regulations will be required to make arrangements to obtain suitable clothing immediately. Failure to comply will result in the pupil's parent(s) or legal guardian(s) being notified, and/or being sent home. Repeat offenders will be subject to the discipline policy, which may include restricted study, detention, Saturday detention or suspension.

Consequences for Student Dress Code Infraction:

Students who do not adhere to the student dress code will be referred DIRECTLY to the administration. The first dress code offense will result in the student changing the inappropriate clothing. The second dress code offense consequence will include the student changing the inappropriate clothing and the student attending an afterschool detention. The third dress code offense consequence will include the student changing the inappropriate clothing and the student attending an after school or Saturday detention.

C. BICYCLES

Students are permitted to ride bicycles to school. Students who ride bicycles to school must walk bicycles while on school grounds and are reminded that if the bicycle has only one seat that means that only one student should be riding the bicycle. In addition, students with bicycles must secure

them in the racks with their own locks. TO THIS END, THE SCHOOL IS NOT RESPONSIBLE FOR BICYCLES THAT ARE STOLEN. More importantly, those students who ride bicycles to school are reminded that New Jersey state law (see Helmet Law below) dictates that individuals under 17 years of age are required to wear a helmet when riding a bicycle. As such, students should store bicycle helmets in their book lockers when they enter school. It should also be noted that although students are permitted to ride bicycles to school, students are not permitted to ride skateboards, roller blades, or scooters to school for safety reasons and storage purposes.

Helmet Law

Title 39:4-10.1

In New Jersey, anyone under 17 years of age that rides a bicycle or is a passenger on a bicycle, or is towed as a passenger by a bicycle **must** wear a safety helmet.

On August 1, 1998 this helmet law was extended to include roller and inline skates and skateboards. Roller skates means a pair of devices worn on the feet with a set of wheels attached, regardless of the number or placement of those wheels and used to glide or propel the user over the ground.

The definition of bicycle with reference to the helmet legislation is a vehicle with two wheels propelled solely by human power and having pedals, handle bars and a saddle-like seat. The term shall include a bicycle for two or more persons having seats and corresponding pedals arranged in tandem.

All helmets must be properly fastened and fitted. Bicycle helmets must meet the federal standards developed by the Consumer Product Safety Commission (CPSC) effective March 10, 1999 that ensure the best head protection and strong chin straps to keep the helmet in place during a fall or collision. Also acceptable are helmets meeting the Snell Memorial Foundation's 1990 Standard for Protection Headgear.

Exemptions from the helmet requirement are persons who operate or ride a bicycle (as a driver or a passenger) on a roadway closed to motor traffic; on a trail, route, course, boardwalk, path or area set aside only for the use of bicycles. These exemptions do not apply if the areas of operation are adjacent to a roadway and not separated from motor vehicle traffic by a barrier that prevents the bicycle from entering the roadway. Bicyclists or passengers operating in an area where helmets are not required who need to cross a road or highway should *walk* with the bicycle. Initial violators of the helmet law will receive warnings. For minors, the parent or legal guardian may be fined a maximum of \$25 for the 1st offense and a maximum of \$100 for subsequent offense(s), if lack of parental supervision contributed to the offense.

D. BOOKS/EQUIPMENT

Students are responsible for the care of all books, equipment, and materials that are assigned or loaned to them during the school year. Textbooks are to be kept covered so they can be returned with a minimum amount of wear. Students should examine their textbooks carefully when they

receive them. Students should also call their teachers' attention to any marks or ripped pages so as not to be held responsible for previous damages. Fines will be levied in June for any marks, ripped pages, or additional damages inflicted by students. With respect to textbooks, parents and students are reminded that fine amounts may be for the replacement cost of the damaged book contingent upon the degree of damage. Lost textbooks will result in fine amounts for the replacement cost of lost books. Parents and students should be aware that final report cards and standardized test scores would be withheld until payment is received for fines.

E. BUILDING APPEARANCE

The middle school is maintained well by our custodial staff. Every student should respect and care for the building with a great degree of enthusiasm in order to contribute towards maintaining a pleasant learning environment. Overall, students should take pride in the appearance of our school by refraining from defacing school property and removing debris when appropriate.

F. BUS EVACUATION DRILLS

New Jersey state law requires schools to conduct bus evacuation drills. During a bus evacuation drill, students should leave ALL of their personal belongings on the bus and exit the rear of the bus quickly, silently, and in a single file line. Upon exiting, students should bend down and use their hands and arms to brace themselves as they get out of the actual bus. **STUDENTS SHOULD NOT JUMP OUT OF THE BUS.** Once the students have exited the bus, they should stand quietly and wait until the signal is given for them to return to the bus and gather their personal belongings. Students should then proceed to their classes in an orderly fashion.

G. CELL PHONES

The following cell phone regulations have been developed in accordance with the Scotch Plains-Fanwood Board of Education Policy No. 5516.

The Board of Education recognizes that parents want and need to be able to communicate with their children before and after school hours, regarding family obligations, after-school activities, jobs, appointments, carpooling, etc.

Therefore, it shall be the policy of the Scotch Plains-Fanwood Board of Education that pupils be permitted to have cellular phones in school. These devices must be turned off and out of sight at the required times and locations, which will be determined at each building/level.

Cellular phones will be confiscated if they are turned on at a time or place where they are forbidden. Pupils whose cellular phones are confiscated will be referred to the school Principal and will be subject to disciplinary action for this or any subsequent offense.

Pupils whose cellular phones are confiscated may lose the privilege of bringing them into the school building for the remainder of the school year should there be a repeat offense. A parent/guardian will be required to come to the school to retrieve any confiscated cellular phone.

Pupils shall be personally and solely responsible for the security of their cell phones. The Scotch Plains-Fanwood Board of Education shall not assume responsibility for theft, loss or damage of a cellular phone, or unauthorized calls made on a cellular phone. Scotch Plains-Fanwood Public Schools.

H. ELECTRONIC DEVICES

IPODS, MP3 players, portable radios, CD players, and electronic games are not permitted in school; however, CD players and MP3 players may be used on the bus before or after school hours. Upon entering school, student should store CD players and MP3 players securely in their book lockers and should not remove them until they exit the school. School officials will confiscate the above items if students are seen handling them or using them in school. Once a school official has confiscated an electronic device, it will be turned over to the administration. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned to the student's parents/guardians and the student will be assigned an afterschool detention as per the section entitled "INAPPROPRIATE PERSONAL BELONGINGS" listed on the chart of consequences for student infractions reaching high levels.

I. EMERGENCY DRILL

*New Jersey state law requires schools to conduct emergency drills. Every classroom has posted emergency drill procedures as well as a map of emergency drill escape routes. During an emergency drill, students should walk quickly, silently, and in a single file line from the classroom. **STUDENTS WHO ARE NOT WITH THEIR REGULAR CLASS WHEN THE EMERGENCY ALARM SOUNDS SHOULD REPORT TO THE NEAREST STAFF MEMBER AND GIVE HIS/HER NAME TO THAT INDIVIDUAL FOR ATTENDANCE AND SECURITY PURPOSES.** While outside, students should stand quietly and wait for the signal to return to the building. After the signal, students should return to their classrooms in an orderly fashion. Students should be aware of alternate routes to evacuate the building in the event designated escape routes are blocked.*

J. FIELD TRIPS

Field trips designed to stimulate student interest and inquiry and provide opportunities for social growth and development are considered appropriate extensions of the classroom or school program. Fifth grade teachers may schedule in-school and out-of-school field trips. In order to attend a field trip, students must provide school officials with signed permission slips. Parental notes will not be accepted in lieu of signed permission slips. If parents decide not to give their

child permission to participate in a field trip, their child is expected to be in school for the entire day. The teacher(s) will develop appropriate lessons for each student remaining behind. Students and parents should also be aware that the Code of Conduct extends to field trips. Please be aware that according to Board policy, students may be denied the privilege of attending a field trip if their behavior shows a negative pattern.

K. GRADE 5/6 ACTIVITIES

Fifth grade students have the opportunity to participate in the Homework Club, Newspaper, and Student Council. Other social activities will be coordinated and supervised by the PTA and school officials. Students are expected to treat chaperones and other students with respect and courtesy and follow chaperone directions. Most activities are from 2:45 P.M. – 3:30 P.M, unless otherwise indicated. Students are responsible for arranging their own transportation to and from the activity. To that end, parents are reminded that students should be picked up immediately following the conclusion of the activity.

In order to attend the socials and participate in clubs, students must provide school officials with signed permission slips. Once a student has provided a signed permission slip, they are allowed to participate in a club or attend an event. Tickets for the socials must be purchased in school. No tickets will be sold at the activity itself. Parents and students should also be aware that only Terrill fifth and sixth grade students are permitted to attend activities specifically set for their grade levels. Furthermore, the student must be present in school on the day of the activity in order to attend the event. Any student who is suspended in or out of school on the day of the activity will not be permitted to attend that activity. Parents and students are reminded that students are not permitted to leave the activity early and return. It should be noted that the Behavioral Expectations are in effect at social activities as well.

Parents and students should be aware that detentions take precedence over after school activities and athletics; therefore, detentions will not be scheduled around students' extracurricular activities. Parents and students are reminded that any student who is suspended in or out of school on the day of an extracurricular activity will not be permitted to participate in that activity.

L. HALL PASSES (BATHROOM, NURSE, AND COUNSELING)

All students should have a pass if they leave their classrooms during class time. If a student needs to use the lavatory, the student must obtain permission to do so from the teacher and take the classroom hall pass to the bathroom.

Students who wish to visit the nurse must have a pass from a school official except in the case of a true emergency. Any student who feels he/she cannot remain in school for any reason should receive a pass from his/her teacher and report directly to the nurse. Students are not permitted to telephone parents to request transportation from school.

Students may request to see their counselors at any time for assistance with any school/personal difficulties or for information concerning future school/career plans. However, teacher permission is needed prior to a student visiting the counseling office.

M. LOCKDOWN DRILLS

New Jersey state law requires schools to conduct emergency drills, which includes lockdown drills. A true lockdown will take place when school officials require all students to remain in their classrooms for reasons of safety and security. During a lockdown, it is essential that students comply with the rules outlined by the classroom teacher.

N. LOCKERS

ALL students are required to bring a combination lock for their book locker. KEY LOCKS ARE DISCOURAGED BUT PERMISSIBLE. It is suggested that if a student uses a key lock, a second key should be given to the main office in case the key is lost or forgotten. Book lockers are designed to provide students with a safe place to store their books and clothing when they are not in use. Non-essential items such as jewelry, money, and other valuables should not be brought to school or kept in a book locker. THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS THAT ARE STOLEN OR LOST. Students are only permitted to go to their lockers at the beginning and end of the school day and with teacher permission.

To properly maintain book lockers, students should refrain from adding permanent fixtures to book lockers and defacing book lockers with writing. Students are expected to clean out book lockers on a regular basis and during the end of the marking period clean outs. BOOK LOCKERS ARE THE PROPERTY OF THE SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION AND ARE SUBJECT TO PERIODIC INSPECTIONS BY SCHOOL OFFICIALS.

In terms of periodic locker inspections, the Fourth Amendment of the United States Constitution safeguards the privacy of individuals by protecting them from unreasonable searches and seizures by government officials. However, the New Jersey State Supreme Court has stated the standards applicable to school searches differ from those that apply to police searches of criminal suspects. To this end, the Scotch Plains-Fanwood Board of Education maintains the right to reasonable searches of lockers and possessions within the guidelines set forth below:

- ◆ The search will be justified before it is conducted. That is, the school officials conducting the search will have reasonable grounds to suspect that the search may reveal a student has violated a school rule and/or is jeopardizing the health or safety of students or staff members.
- ◆ The extent or scope of the search will be related to the objectives of the search and not excessively intrusive in light of the age of the student or the nature of the infractions.

O. LUNCH MONEY

The middle school does not have cash on hand. Therefore, **students are not able to borrow money from school officials. In the event a student forgets or loses his/her lunch money, he/she should see one of the supervising staff members. STUDENTS SHOULD ALSO NOT BORROW MONEY FROM OTHER STUDENTS.** For this reason, parents and students are reminded that students who wish to purchase items from the cafeteria for lunch must bring money with them to school to do so. If for some reason a student does not have lunch or money on a specific day, he/she should see one of the supervising staff members.

For your convenience, the district has a secure internet-based payment system: Payschools. This allows you the option of depositing funds for your child's Cafeteria Account on-line via credit card or e-check. The website for access to this system is payschoolscentral.com This website can also be accessed through the District's homepage.

P. MEDIA CENTER

The Media Center serves as an informational and instructional center for students and staff. As such, the Media Center is available to students from 7:55 A.M. until 2:55 P.M. on full days of school as long as students have passes from teachers. Books and audio books may be checked out for a two-week period with one renewal. Certain reference books may be checked out overnight. Magazines may be checked out for one week. With respect to overdue materials, students will receive an overdue notice bimonthly reminding them to return the materials. In the event overdue materials are not returned, a letter will be sent home indicating the cost to replace a lost or damaged item. Please note that report cards will be held at the end of a marking period if fines or books are overdue. It is ultimately the responsibility of the student to pay for any Media Center materials that are lost or damaged.

Q. MEDICATION PROCEDURES & NOTES FOR THE NURSE

It is important to note that the school nurse **MUST** supervise the administration of any medications, whether prescription or nonprescription, to any student during the school day. All medications must be contained in original, labeled bottles and must be accompanied by a doctor's note and written parental permission.

As for excuses from physical education classes, any student who receives an injury requiring doctor's care must submit a doctor's note to the nurse stating how long he/she will not be participating in physical education activities. Parental notes excusing students from physical education classes for extended periods of time are not acceptable. Within this context, students with medical conditions that prohibit participation in physical education activities for the school year must submit new doctor's notes every September to the school nurse excusing them from physical education classes.

R. PARTIES

All activities occurring throughout the course of a school day should have educational value. While parties are not strictly forbidden, it is recommended that the activities prior to and during the party have value related to the curricular topics being explored in that content area(s) so as to maximize the learning experience.

In terms of holidays, classroom parties will be held at the discretion of the individual teacher and require prior approval from the principal. In general, approximately two or three holiday parties or events on par with celebrations are anticipated for students on an annual basis. Due to possible allergic reactions, flowers and balloons are not permitted in school.

S. PERSONAL POSSESSIONS (LOST AND FOUND)

Personal possessions are brought to school at the student's own risk. School officials are not responsible for any damages, thefts, or losses with respect to personal possessions. This includes jewelry, money, and other valuables. Students may check the lost and found for missing items. The lost and found is located in the main office and in the main cafeteria. In order to facilitate the return of lost articles to the rightful owners, every attempt should be made to permanently mark all items brought to school with the student's name. **STUDENTS ARE REMINDED THAT ALL FOUND ITEMS SHOULD BE BROUGHT TO THE MAIN OFFICE. IT IS IMPORTANT TO NOTE THAT THE LOST AND FOUND WILL BE CLEARED OF EVERYTHING, EXCEPT VALUABLES ON THE FIRST MONDAY OF EACH MONTH.**

T. PETS/ANIMALS

Overall, no pets/animals are permitted in school. In the event a student wishes to utilize a pet/animal as part of a presentation directly related to the curriculum, the student must obtain permission from the administration.

U. RECORDING DEVICES

Students are not permitted to be in possession of or use tape recorders, video cameras, standard handheld cameras, disposable cameras, digital cameras, and other recording devices at the middle school. School officials will confiscate these items if students are handling or using them. Once a school official has confiscated a recording device; it will be turned over to the administration. The first time this occurs, the item will be returned to the student at the end of the school day. The second incident will result in the item being returned to the parent/guardian or to the student on the last day of the school year. It should be noted that allowances may be made for the use of recording devices in school for instructional purposes or at school functions by the administration.

V. TELEPHONE USAGE

In an effort for students to build responsibility, students are only permitted to use telephones with permission of a school official during a true emergency. Transportation to and from school is an example of true emergencies.

Students will not be allowed to call parents to bring in homework, class projects/materials, gym clothes, dance permission slips, field trip permission slips, physical forms, or other school materials/forms that the student is responsible for bringing to and from school himself/herself.

To minimize disruptions, students will not be called out of class to pick-up items or receive messages left by parents. To assist in focusing instructional time in a meaningful manner, we ask that parents refrain from calling school officials with messages for students unless it is a true emergency.

W. TOYS (LASER POINTERS /PENS)

Certain personal belongings are considered to be disruptive to the learning process. Articles of this nature (including toys, tech decks, skateboards, rollerblades, etc.) are not permitted in school and will be confiscated by school officials if students are handling or using them. Once a school official has confiscated a toy or other disruptive articles, it will be turned over to the administration. The first time this occurs, the articles will be returned to the student at the end of the school day. The second incident will result in the article being returned to the parent/guardian or to the student on the last day of the school year.

It should be noted that laser pointer/pens are dangerous and can cause eyesight damage. Therefore, students are not permitted to have laser pointers/pens in school or on school buses. School officials will confiscate laser pointers/pens if students are handling or using them. Once a school official has confiscated a laser pointer/pen, it will be turned over to the administration.

BEHAVIORAL GUIDELINES

It is our goal to encourage a safe, respectful school environment for all students to have the opportunity to become confident and caring life-long learners who can communicate and contribute positively to the rapidly changing world. In order to provide an academic environment that values excellence, initiative, and diversity, self-respect and mutual respect must exist between and among teachers and students.

To meet these goals, we have identified important expectations in the area of student behavior in and out of class.

In the classroom, students are expected to:

- arrive on time with all necessary materials,
- treat other the way you want to be treated,
- speak kind words,
- follow classroom rules for good conduct.

In the halls, teachers will escort their classes to art, music, physical education, world language, and lunch/recess. However, students are to:

- respect others' property and space,
- walk in a courteous and orderly manner,
- use "inside voices,"
- keep backpacks in their lockers,
- only visit their lockers at assigned times.

During a school assembly or performance, students are expected to:

- sit in designated or assigned areas,
- remain seated during the entire length of the program,
- give their full attention to the performers/presenters,
- sit quietly, listening, and following staff orders.

During recess, students are expected to:

- treat peers, teachers, and aides with respect,
- respect the space and property of others,
- abide by rules of fair play,
- play those games which do not cause harm or injury to others,
- follow the direction of the supervising adults.

During lunch, students are expected to:

- treat peers, teachers, aides, and cafeteria staff with respect,
- use "inside voices,"
- sit at their assigned class table,
- use good table manners,
- clean their own tables and floor area,
- remain seated at all times,

- wait to be called to the lunch line to make a purchase or throw away garbage,
- remain in the cafeteria until their classroom teacher or his/her designee escorts them out of the multipurpose room,
- use the lavatory only with the permission of a supervising adult,
- consume all food and drink in the multipurpose room unless given permission by a supervising adult.

While in the lavatories, students are expected to:

- keep the facilities neat and clean.
- refrain from loitering.

When there is a fire drill, students are expected to:

- follow teacher directions for exiting/entering the building
- exit quickly, quietly, in an orderly manner,
- wait for further instruction from their teacher.

While traveling on a school bus, students are expected to:

- listen to the driver,
- follow all rules regarding respect of the driver and other students on the bus,
- remain seated and use seatbelts,
- keep the bus clean,
- speak in a conversational tone and use appropriate language,
- abide by all school rules,
- travel on their assigned bus and bus route.

A. OVERVIEW OF STEPS FOR ADDRESSING STUDENT BEHAVIOR

Addressing student behavior in the fifth grade involves different levels of support and interaction depending upon the behavior and its severity. Most behavioral issues can be resolved with staff members before a referral to the principal or assistant principal. Fifth grade staff members will follow the action plan listed below.

LOW LEVEL INFRACTIONS:

Before the following steps occur, the staff member will address the inappropriate behavior and contact the parent via telephone, e-mail, or note as to how he/she is going to proceed. Typical low level infractions include but are not limited to: gum chewing, tardiness to class, unsigned paperwork, inappropriate dress, inappropriate personal belongings, inappropriate displays of affection, behavior interfering with instruction, undirected profanity, and cellular telephone usage.

- ◆ The individual staff member will meet with the student to:
 1. Identify the inappropriate behavior.
 2. Discuss the inappropriate behavior with the student and help the student to problem-solve.

3. Involve the student in writing an action plan for a change in behavior that the student and teacher agree upon.
- ◆ The individual staff member may also choose to conduct a staff member/parent/student conference at this level.
 - ◆ If a change in student behavior is not observed after the first conference, a second conference will take place with the staff member and the student during which a second action plan will be written by the student with the staff member. A parent may be present at this second conference as well.
 - ◆ If a change in student behavior is not observed after the second conference, the student will be referred directly to the administration. Upon receipt of the referral, the assistant principal and/or principal will take the appropriate administrative action. When warranted, consequences for inappropriate behavior may include but are not limited to: lunch/recess detention, after school detention, Saturday detention, or in-school suspension.

MIDDLE LEVEL INFRACTIONS:

Before the following steps occur, the staff member will address the inappropriate behavior and contact the parent via telephone, e-mail, or note as to how he/she is going to proceed. Typical middle level infractions include repeated low level infractions and middle level infractions such as: repeated behavior interfering with instruction, horseplay, non-permanent defacing of school property, lying, abuse of pass/privilege, disrespect to staff/student, cutting class/cutting detention.

If a change in behavior is not observed based upon the agreed to level one action plan, the individual staff member will meet with the counselor and the student to:

- ◆ The individual staff member will meet with the counselor and student to:
 1. identify the inappropriate behavior;
 2. discuss the inappropriate behavior with the student and help the student to problem-solve;
 3. involve the student in writing an action plan for a change in behavior that the student and staff member agree upon.
- ◆ The individual staff member may also choose to conduct a staff member/counselor/parent/student conference.

If a change in student behavior is not observed after the conference, the student will be referred directly to the administration. Upon receipt of the referral, the assistant principal and/or principal will take the appropriate administrative action. If the administration deems it appropriate, consequences may include but are not limited to: extended recess/lunch detention, after school detention, Saturday detention, in-school suspension, and/or out-of-school suspension.

HIGH LEVEL INFRACTIONS:

Staff members will complete a disciplinary referral form and submit it directly to the administration. High level infractions include but are not limited to: leaving school without permission, school absence without parental permission, forgery, computer violation, gross insubordination, racial/ethnic slur, harassment/threats, vandalism/destruction, theft, inappropriate dialing of 911, tampering with safety devices, endangering safety of others, possession/use of drugs/alcohol, inciting a fight, fighting/assault (spitting/biting), possession/use of matches/lighters, possession and/or use of tobacco and/or tobacco products, and possession/use of weapons.

Upon receipt of the referral the administration will take appropriate action. This may include: after school detention, Saturday detention, in-school suspension, out-of-school suspension, permanent removal from class, suspensions of other school privileges, peer or staff mediation, counselor referral/I&RS referral, police contact and/or recommendation for expulsion. In addition, at all times the administration reserves the right to intervene and take action if behavior is deemed inappropriate or in violation of district-wide policies.

With respect to the consequences for student infractions reaching a high level, parents and students should note that in the event a student exhibits an inappropriate behavior not indicated in the Behavioral Expectations, the administration reserves the right to determine an applicable consequence(s). Moreover, depending upon the severity of ANY inappropriate behavior exhibited, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences. The basis for suspensions and expulsions are outlined in Chapter 18A: 37-2 of the *New Jersey Statutes* and are available by parental request.

CONSEQUENCES FOR CAFETERIA INFRACTIONS

The students' lunch period should be a pleasant and informal part of the school day. If a student does not follow one or more of the rules listed pertaining to expected cafeteria behavior, a cafeteria supervisor will change the student's seat for an extended period of time after meeting with the student to identify and discuss the inappropriate behavior. If a change in behavior is not observed after these steps have occurred, the student will be referred DIRECTLY to the administration. At that point, the administration will assign the student lunch/recess detention, after school detention, or Saturday detention. Parental notification will be inclusive of each cafeteria offense.

CONSEQUENCES FOR RECESS INFRACTIONS

The recess period should be a time for students to interact with one another in a positive manner. If a student does not follow one or more of the rules listed pertaining to expected recess behavior, a recess supervisor will assign the student a "time-out" for an extended period of time after meeting with the student to identify and discuss the inappropriate behavior. If when the

student rejoins the group a change in behavior is not observed, the student will be referred **DIRECTLY** to the administration. At that point, the administration will assign the student recess detention, after school detention, or Saturday detention. Parental notification will be inclusive of each recess offense.

CONSEQUENCES FOR STUDENT BUS INFRACTIONS

BEHAVIOR EXHIBITED	CONSEQUENCES		
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Standing/Not Remaining in Seat	BC Issued	ASD	BPS
Eating/Drinking/Littering	BC Issued	ASD	BPS
Using Profanity/Foul Language	ASD	BPS	ISS
Excessive Noise	BC Issued	ASD	BPS
Disrespectful to Driver	ASD	BPS	ISS
Hands/Bodies Out of Window	BC Issued	ASD	BPS
Throwing Objects/Spitting Out of Window	ASD	BPS	ISS
Throwing/Shooting Objects on Bus	ASD	BPS	ISS
Vandalism	ASD+R	BPS+R	ISS/OSS+R+PC
Horseplay	ASD	BPS	ISS
Fighting	5 OSS	10 OSS+BPS	10 OSS+ROP+PC

KEY FOR ABBREVIATED TERMS ON THE CHART OF CONSEQUENCES

BC = Bus Contract ASD = After School Detention BPS = Bus Privileges Suspended

ISS = In-school Suspension OSS = Out-of-school Suspension R = Restitution

ROP = Removal of Bus Privileges PC = Police Contact

Numbers indicate the number of days for given consequences.

Students who do not adhere to the rules for the bus will be referred DIRECTLY to the administration. At that time, the consequences included in the chart above will be imposed accordingly. Moreover, depending upon the severity of ANY inappropriate behavior exhibited on the bus or at the bus stop, the administration reserves the right to impose consequences reflective of that severity by adjusting the leniency and/or harshness of indicated consequences. STUDENTS AND PARENTS SHOULD BE AWARE OF THE FACT THAT THE SCHOOL DAY BEGINS AS SOON AS STUDENTS REACH THE BUS STOP AND DOES NOT CONCLUDE UNTIL STUDENTS EXIT THE BUS ON THE RIDE HOME. THEREFORE, IF

STUDENTS CHOOSE TO MISBEHAVE AT THE BUS STOP ON THE WAY TO OR FROM SCHOOL, THEY WILL BE HELD ACCOUNTABLE FOR THEIR ACTIONS. PARENTAL NOTIFICATION WILL BE INCLUSIVE OF EVERY BUS INFRACTION. WITH RESPECT TO THE SUSPENSION OF BUS PRIVILEGES, NEW JERSEY STATE LAW PERMITS SCHOOL OFFICIALS TO DENY BUS TRANSPORTATION PRIVILEGES IF A STUDENT'S CONDUCT WARRANTS SUCH ACTION. IF TRANSPORTATION PRIVILEGES ARE DENIED, IT BECOMES THE RESPONSIBILITY OF THE STUDENT'S PARENTS TO SEE THAT HE/SHE ARRIVES AT SCHOOL AND IS TRANSPORTED HOME AT DISMISSAL.

GRIEVANCE PROCEDURE (BOARD POLICY 5710)

The Scotch Plains-Fanwood Board of Education recognizes its duty to provide a proper forum for the education of all pupils within the district. It is vitally important that an atmosphere prevail where mutual respect and due regard for the rights and privileges of others is maintained at all times with all those concerned with this objective.

The Scotch Plains-Fanwood Board of Education further recognizes that there are times when an individual pupil and/or parent(s) or legal guardian(s) has a complaint outside the ordinary existing channels of discussions and conferences.

Scotch Plains-Fanwood Board of Education has, therefore, directed that regulations be established to handle these unique situations.

The formal procedure for individual pupil and/or parent(s) or legal guardian(s) complaints should not be construed to usurp already existing channels of discussion and conference, but only to provide an avenue for those unique situations that defy normal solutions.

Step 1

The pupil and/or parent(s) or legal guardian(s) will first talk with the teacher or guidance counselor to resolve any and all complaints. The pupil and/or parent(s) or legal guardian(s) will make an appointment with the teacher directly, through the Guidance office, or through the Principal's office.

Step 2

If Step 1 does not resolve the problem, the pupil and/or parent(s) or legal guardian(s) may then request a meeting with the Principal or Assistant Principal. If the problem concerns a teacher, the teacher will have the option of attending the conference. If the teacher does not attend the conference, he/she will be made aware of the status of the problem and action taken. (There will be times when a situation occurs in which no particular teacher or pupil is involved. The Principal will then meet directly with the parent(s) or legal guardian(s)).

Step 3

Should this matter not be resolved in Step 2, the Principal, deeming it to be a formal complaint, will ask the parent(s) or legal guardian(s) to put the complaint in writing. Upon receipt of a written complaint, the Principal reserves the right to confer with all parties. He/she will then respond in writing to the parent(s) or legal guardian(s) and forward the parent's letter, as well as a copy of his/her own statement, to the Superintendent of Schools within ten school days.

Step 4

The complaint will now move to the Superintendent's level. The Superintendent and/or designee will meet with the concerned parties, and upon rendering a decision, will send copies of the action taken to all concerned parties.

Step 5

Should the aggrieved party be dissatisfied with the Superintendent's decision, he/she may appeal this decision in writing within ten days to the Board of Education. The Superintendent shall forward his/her written decision and all related correspondence to the Board of Education for its consideration. The Board of Education shall meet at its discretion, with the concerned parties, either jointly or separately, and render its decision in writing within thirty days.

A FINAL NOTE

We thank you for taking the time to read this document with your child. We understand that for the fifth graders the first experiences at middle school may be overwhelming. However, please understand that each child's safety is our primary concern. We look forward to working with you over the next four years, and we would like to remind you to contact us if you have any questions or concerns.

Sincerely,

Kevin Holloway

Kevin Holloway, Ed. D
Principal

Ralph Gerace

Ralph Gerace
Assistant Principal