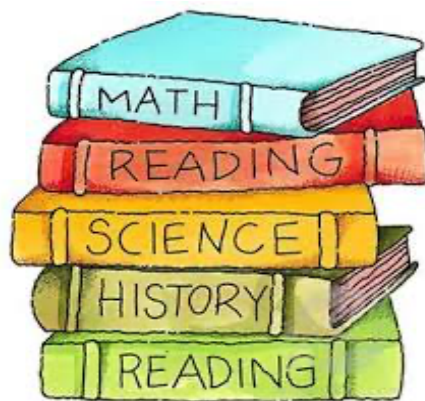


**TERRILL MIDDLE SCHOOL  
PARENT/STUDENT HANDBOOK  
GRADES 6 - 8  
2022-2023**



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

**Showing kindness one act at a time!**

## OVERVIEW OF STUDENT HANDBOOK COMPONENTS

Dear Parents/Guardians and 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.

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 goals and the district’s mission.

Sincerely,

*Kevin Holloway*

Kevin Holloway, Ed. D  
Principal

*Ralph Gerace*

Ralph Gerace  
Assistant Principal

# TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE(S)</u>
<b>Scotch Plains-Fanwood School District Mission Statement, Beliefs Statements, District Goals</b>	<b>4</b>
<b>Bell Schedule</b>	<b>5</b>
<b>Academics</b>	<b>6</b>
<b>Attendance</b>	<b>9</b>
<b>Academic Services</b>	<b>12</b>
<b>Policies and Procedures</b>	<b>15</b>
<b>Behavior Expectations</b>	<b>28</b>
<b>Middle School Code of Conduct</b>	<b>30</b>
<b>A Final Note</b>	<b>37</b>

# 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.

# TERRILL MIDDLE SCHOOL

## Bell Schedule

### 2022-2023 School Year

#### *NINE PERIOD DAY: MONDAY-FRIDAY*

	<u>GRADE 6</u>		<u>GRADE 7</u>		<u>GRADE 8</u>
Period 1	8:10-8:57	Period 1	8:10-8:57	Period 1	8:10-8:57
Period 2	9:00-9:42	Period 2	9:00-9:42	Period 2	9:00-9:42
Period 3	9:45-10:27	Period 3	9:45-10:27	Period 3	9:45-10:27
Period 4	10:30-11:12	Period 4	10:30-11:12	Period 4	10:30-11:12
Period 5-LUNCH	11:15-11:42	Period 5	11:15-11:57	Period 5	11:15-11:57
Period 6	11:45-12:27	Period 6-LUNCH	12:00-12:27	Period 6	12:00-12:42
Period 7	12:30-1:12	Period 7	12:30-1:12	Period 7-LUNCH	12:45-1:12
Period 8	1:15-1:57	Period 8	1:15-1:57	Period 8	1:15-1:57
Period 9	2:00-2:42	Period 9	2:00-2:42	Period 9	2:00-2:42

#### *DELAYED OPENING SCHEDULE*

	<u>GRADE 5</u>		<u>GRADE 6</u>		<u>GRADE 7</u>		<u>GRADE 8</u>
Period 1	9:40-10:16	Period 1	9:40-10:16	Period 1	9:40-10:16	Period 1	9:40-10:16
Period 2	10:19-11:04	Period 2	10:19-10:49	Period 2	10:19-10:49	Period 2	10:19-10:49
Period 3	11:05-11:51	Period 3	10:52-11:22	Period 3	10:52-11:22	Period 3	10:52-11:22
Lunch 1	11:54-12:24	Period 5-LUNCH	11:25-11:52	Period 4	11:25-11:55	Period 4	11:25-11:55
Lunch 2	12:27-12:57	Period 4	11:55-12:25	Period 6-LUNCH	11:58-12:25	Period 5	11:58-12:28
		Period 6	12:28-12:58	Period 5	12:28-12:58	Period 7-LUNCH	12:31-12:58
Period 7	1:01-1:31	Period 7	1:01-1:31	Period 7	1:01-1:31	Period 6	1:01-1:31
Period 8	1:34-2:04	Period 8	1:34-2:04	Period 8	1:34-2:04	Period 8	1:34-2:04
Period 9	2:07-2:42	Period 9	2:07-2:42	Period 9	2:07-2:42	Period 9	2:07-2:42

#### *SINGLE SESSION DAY*

	<u>GRADE 5</u>		<u>GRADE 6</u>		<u>GRADE 7</u>		<u>GRADE 8</u>
Period 1	8:10-8:41	Period 1	8:10-8:41	Period 1	8:10-8:41	Period 1	8:10-8:41
Period 2	8:44-9:31	Period 2	8:44-9:12	Period 2	8:44-9:12	Period 2	8:44-9:12
Period 3	9:34-10:21	Period 3	9:15-9:43	Period 3	9:15-9:43	Period 3	9:15-9:43
Period 4-7	10:24-11:16	Period 4	9:46-10:14	Period 4	9:46-10:14	Period 4	9:46-10:14
		Period 6	10:17-10:45	Period 5	10:17-10:45	Period 5	10:17-10:45
		Period 7	10:48-11:16	Period 7	10:48-11:16	Period 6	10:48-11:16
Period 8	11:19-11:47	Period 8	11:19-11:47	Period 8	11:19-11:47	Period 8	11:19-11:47
Period 9	11:50-12:20	Period 9	11:50-12:20	Period 9	11:50-12:20	Period 9	11:50-12:20

Revised 7/12/17

## ACADEMICS

### A. *HOMEWORK*

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, middle school students should expect to receive one to two hours of homework per evening. It should also be noted that homework constitutes a significant portion of the marking period grade. For more specific homework policy information, parents should contact the classroom teachers.

If a student is absent for any reason, it is the student's responsibility to gather missed assignments from teachers 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 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, YOU SHOULD ALLOW 24 HOURS AFTER NOTIFICATION FOR THE WORK TO BE PROVIDED BY THE TEACHER(S). 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. GRADING**

The following are the guidelines for interpreting grades on student's report cards:

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

I = Incomplete

M = Medically Excused

P+ = Surpassed Course Expectations

P = Meeting Course Expectations

P- = Working Toward Meeting Course Expectations

**C. INTERIM REPORTS**

Interim reports are issued to students at the midpoint of each of the four marking periods. The purpose of the interim report is to reflect student progress or areas in need of improvement. Interim reports are available on PowerSchool for those students to whom they are issued. Parents may also contact counselors in order to receive weekly OR bimonthly progress reports for students. With respect to weekly OR bimonthly progress reports, we do expect students to bring these reports home, have these reports signed by parents, and return these reports within two school days of their distribution. Students who do not comply with these procedures are subject to having weekly OR bimonthly reports terminated. **IMPORTANT NOTICE:** Beginning with the 2015-2016 school year, interims are **NOT** mailed home. They will only be accessible via PowerSchool

**INTERIM REPORTS ARE AVAILABLE ON POWERSCHOOL ON THE FOLLOWING DATES:**

First Marking Period	Second Marking Period	Third Marking Period	Fourth Marking Period
October 11, 2022	December 19, 2022	March 2, 2023	May 19, 2023

**D. REPORT CARDS**

Report cards are issued at the conclusion of each of the four marking periods. The purpose of the report card is to communicate student performance in each content area. **IMPORTANT NOTICE:** Beginning with the 2015-2016 school year, report cards are **NOT** mailed home. They will only be accessible via PowerSchool.

**REPORT CARDS ARE AVAILABLE ON POWERSCHOOL ON THE FOLLOWING DATES:**

First Marking Period	Second Marking Period	Third Marking Period	Fourth Marking Period
November 30, 2022	February 9, 2023	April 25, 2023	June 22, 2023

***E. HONOR ROLL***

At the conclusion of each marking period, a list of all students who have qualified for the Distinguished Honor Roll and Regular Honor Roll is published. In order to qualify for the Distinguished Honor Roll, students must receive grades of 90 or better in all content areas.

In order to qualify for the Regular Honor Roll, students must receive grades of 80 percent or better in the major content areas and a 70 percent or better in exploratory classes.

***F. STANDARDIZED TESTING DATES***

National and state standardized tests are administered during March, April, and May. Students in Grades 6 through 8 are administered the 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.

- ❖ NJSLA testing is tentatively scheduled from the second Monday in April through the fourth Friday in May.



## ATTENDANCE

### ***A. STUDENT ATTENDANCE AND ABSENCE (ADOPTED FROM THE SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION POLICY 5200 which is on Page 11)***

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***

A normal school day schedule begins at 8:10 A.M. and ends at 2:42 P.M. Each full day includes an eight-period day schedule and 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
- ◆ 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 second period classes and resume their regular schedule for the remainder of the day. Dismissal is at 2:42 P.M.

***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 assume responsibility for providing services to students 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 notified. 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 & RS

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 Succeeding (Formerly Basic Skills)

RAS instruction in the content areas of reading, writing, and mathematics is available to middle school students. Students are identified as eligible for this supplemental program based on their results standardized testing results. The basic skills program is offered within the regular classroom setting and/or may be scheduled as separate classes unto themselves. Teachers who provide basic skills 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 gains.

### **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 40-minutes per student per day.

### **Extracurricular Programs (Clubs/Music/School Store/Student Council)**

The middle school club/activity program is designed such that middle school students can explore their interests. The program includes after school sessions in the fall and spring with specific dates to be determined at the discretion of the individual advisor or co-advisors. Generally speaking, clubs/activities meet on Mondays, Tuesdays, Wednesdays, Thursdays, and/or Fridays. Examples of clubs/activities that have been sponsored in past years include the following: Art Club, Homework Club, Intramurals, Jazz Band, Newspaper, PALS, Robotics, Student Council, and Yearbook.

The middle school music program encompasses these activities: Concert Band, Advanced Instrumental Technique Ensemble, Instrumental Music Techniques, Select Musical Ensembles, Jazz Band and Chorus. Whole group instrumental/vocal instruction prepares our middle school band and chorus students to perform at school concerts, community affairs, and additional school events.

The Student Council is an active service association, which has made charitable donations as a result of its fundraising efforts. Essentially, the Student Council is composed of seventh and eighth grade students who serve as officers and representatives. More specifically, the officers and representatives are responsible for organizing and coordinating school spirit days, sales, school activities/projects, and assemblies.

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

Gifted and talented instruction is available to Terrill 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 student's standardized test results. 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 [klambo@spfk12.org](mailto:klambo@spfk12.org) and [tramirez@spfk12.org](mailto:tramirez@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 and using the dial by name directory. While attending Back-to-School Night, parents are encouraged to ask teachers for the best time to contact them. It should be noted that a teacher’s day begins at 7:55 A.M. and concludes 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](http://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](http://www.spfk12.org/terrill) and the TMS Facebook page at [facebook.com/TerrillMiddleSchool/](https://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.

*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 schoolwork, 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 Infractions:**

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 consequence for the second dress code offense will include the student changing the inappropriate clothing and the student attending an afterschool detention. The consequence for the third dress code offense 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.

Bicycle salespersons and rental agents must display a sign at least 15 inches long and 8 inches wide at the point where the transaction is completed when they sell or rent a bicycle. This sign should read: **“STATE LAW REQUIRES A BICYCLE RIDER UNDER 17 YEARS TO WEAR A HELMET.”** In the case of bicycle rentals, the salesperson/rental agent must provide a helmet, if necessary, for a fee.

#### **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 administered in June for any marks, ripped pages, or additional damages inflicted by students. Parents and students are reminded that fine amounts may be imposed for the replacement cost of the damaged textbooks based upon the degree of damage. Lost textbooks will result in fine amounts of the replacement cost of lost books. Parents and students should be aware that final report cards and standardized test scores will be withheld until payment is received for fines.

#### **E. BUILDING APPEARANCE**

The middle school is well maintained by our custodial staff. Every student should respect and care for the building with a great degree of enthusiasm in order to contribute toward 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 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. EXTRACURRICULAR ACTIVITIES***

Parents and students should be aware that detentions take precedence over after school activities; 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.

#### ***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. 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 a signed permission slip. 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. FIRE DRILLS***

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 FIRE 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.

#### ***L. HALL PASSES***

**All students should have a pass if they leave their classrooms during class time.** If a student needs to use the bathroom while in class, the student must obtain permission to do so from the teacher and take the classroom hall pass to the bathroom. Students should be aware that they are permitted to use the bathroom during passing time as long as they are on time to their next class.

Students who wish to visit the nurse must have a pass from a school official except in the case of a true emergency. **NO STUDENT IS TO COME TO THE NURSE'S OFFICE DURING THE CHANGE OF CLASSES 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 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. HALL TRAFFIC/BACKPACKS AND BOOKBAGS***

Students are expected to walk on the right side of the stairs and halls. **No running is permitted in the school building.** Students should be orderly and reasonably quiet whenever they are in the halls so as not to disturb classes that are in session. In order to assist with the flow of hall traffic, student backpacks and book bags are to be kept in lockers during the school day.

#### ***N. LOCKDOWN DRILLS***

New Jersey state law requires schools to conduct emergency evacuation 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.

***O. LOCKERS (BOOK AND GYM)***

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 or gym lockers. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS THAT ARE STOLEN OR LOST.**

To properly maintain book and gym 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.**

**STUDENTS ARE ONLY PERMITTED TO GO TO THEIR GYM LOCKERS DURING THEIR ASSIGNED PHYSICAL EDUCATION CLASS PERIODS AND SUPERVISED AFTER SCHOOL ACTIVITIES.**

In terms of periodic book and gym 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, which 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.**

***P. 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 THEY FORGET OR LOSE THEIR LUNCH MONEY. 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](http://payschoolscentral.com) This website can also be accessed through the District's homepage.**

***Q. 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.

***R. 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.

***S. 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.

***T. 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 cafeteria, and at the entrance of the boy's and girl's locker rooms in the main gym. 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.

#### *U. 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.

#### *V. 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.**

#### *W. SOCIAL ACTIVITIES*

Several dances and social activities will be scheduled during the course of the school year. School officials will be present to supervise dances and social activities. Students are expected to treat chaperones and other students with respect and courtesy. Sixth grade socials are held after school from 2:45 P.M. to 3:30 P.M. Seventh and eighth grade dances are from 7:30 P.M.– 9:30 P.M. Students are responsible for arranging their own transportation to and from the activities. Parents are reminded that students should be picked up immediately following the conclusion of the social/dance at 3:30 P.M. or 9:30 P.M. In order to attend socials/dances, students must provide school officials with a signed permission slip. Once a student has provided a signed permission slip, they will then be allowed to purchase a ticket. **All tickets must be purchased in school. NO TICKETS WILL BE SOLD AT THE EVENTS.** Parents and students should also be aware that Terrill students are only permitted to attend events for their grade level.

Furthermore, students must be present in school on the day of the event in order to attend the event being held that day. Any student who is suspended in or out of school on the day of the event will not be permitted to attend. While events are in progress, all food and drinks must be consumed within the designated areas only. Students are required to stay within the designated areas. Parents and students are reminded that students are not permitted to leave events early and return. It should be noted that school behavioral expectations are in effect at socials/dances as well.

#### ***X. TELEPHONE USAGE***

In an effort for students to build responsibility, students are only permitted to use telephones with permission of a school official for 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 meaningful manner, we ask that parents refrain from calling school officials with messages for students unless it is a true emergency. Additionally, any items that have been forgotten at home and are brought to school after the start of the school day, must be placed in the FORGOTTEN ITEMS box at the main entrance. It is important that your child checks the FORGOTTEN ITEMS table outside the main office for any items forgotten at home. We **will not interrupt** the classroom for any forgotten items.

#### ***Y. 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 eye 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.

# BEHAVIORIAL EXPECTATIONS

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 Terrill Middle School encourages and embraces self-respect and mutual respect between and among teachers and students.

To meet this end, 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 each other the way you want to be treated,
- speak kind words, and
- follow classroom rules for good conduct.

## **In the halls, students are to:**

- respect others' property and space,
- walk in a courteous and orderly manner,
- keep backpacks in their lockers, and
- 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, and
- sit quietly, listening, and following staff orders.

## **During lunch, students are expected to:**

- sit in their designated locations,
- speak in a conversational tone,
- use good table manners,
- clean their own tables and floor area,
- treat peers, teachers, aides, and cafeteria staff with respect,
- 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 dismissed by a supervising adult,
- use the lavatory only with the permission of a supervising adult,
- consume all food and drink in the cafeteria 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, and
- wait for further instruction from their teacher.

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

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

# MIDDLE SCHOOL CODE OF STUDENT CONDUCT

## Overview of Steps for Addressing Student Behavior

Addressing student behavior issues involves different degrees of support and interaction depending upon the behavior and its severity. Middle School staff members will follow the steps below:

**For Low Level Infractions**, the following steps will occur:

1. The individual staff member will meet with the student to:
  - a. Identify the inappropriate behavior;
  - b. Discuss the inappropriate behavior and help the student problem-solve; and
  - c. Involve the student in writing an action plan for a change in behavior that the student and staff member agree upon.
2. Contact the parent to update them on the steps above and to gain further insight and input into the student's behavior.
3. If a change in the student's behavior is not observed after the steps above, another 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. The teacher may inform the student's counselor at this time. A parent may be present at this second conference as well.
4. 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 a referral, the Assistant Principal and/or Principal will take the appropriate administrative action as outlined in the next section of this Code of Student Conduct.

**For Middle Level Infractions**, the following steps will occur:

1. The individual staff member will meet with the student to:
  - a. Identify the inappropriate behavior;
  - b. Discuss the inappropriate behavior and help the student problem-solve; and
  - c. Involve the student in writing an action plan for a change in behavior that the student and staff member agree upon.
2. Contact the parent to update them on the steps above and to gain further insight and input into the student's behavior.
3. If a change in the student's behavior is not observed after the steps above, the individual staff member will conduct a conference with counselor, and/or parent, and/or student during which a second action plan will be written by the student with the staff member.
4. 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 a referral, the Assistant Principal and/or Principal will take the appropriate administrative action as outlined in the next section of this Code of Student Conduct.

### **For High Level Infractions**

Staff members will complete a middle school disciplinary referral form and submit it directly to the administration for high level infractions. Upon receipt of a referral, the Assistant Principal and/or Principal will take the appropriate administrative action as outlined in the chart for this Code of Conduct (see below). Students and parent(s) should note that appropriate administrative action may include lunch detention, morning detention, an afterschool detention, in-school suspension, out-of-school suspension, restitution assignment, permanent removal from class, community service, suspension/removal of other school privileges, peer or staff mediation, counselor/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 the student's behavior is deemed inappropriate, unsafe or in violation of district-wide policies.

### **Consequences for Infractions Reaching the Principal /Assistant Principal**

Most behavioral issues can be resolved with staff members before a referral to the Principal or Assistant Principal. When the behavioral issues cannot be resolved at the teacher level, then the following chart will be used as a guideline to help the Principal or Assistant Principal reinforce the behavioral expectations.

<b>Low Level Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Tardy to Class	MD/ASD/LD	ASD/LD	ASD/LD
Late to School	MD/ASD/LD	ASD/LD	ASD/LD
Inappropriate Dress	CIC	CIC/ASD/LD	CIC/ASD/LD
Inappropriate Personal Belongings	CFS/ROP	CFS/ASD/LD	CFS/ASD/LD
Inappropriate Displays of Affection	MD/ASD/LD	ASD/LD	ASD/LD
Behavior Interfering with Instruction	MD/ASD/LD	ASD/LD	ASD/LD
Undirected Profanity	MD/ASD/LD	ASD/LD	ASD/LD
Unauthorized Cellular Telephone Usage (phone to be picked up by Parent)*	CFS/MD/ASD	CFS/ASD/LD	

\*Cell phone use by Middle School students will be permitted under the supervision of school personnel.

<b>Middle Level Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Repeated Behavior Interfering with Instruction	MD/ASD/LD	ASD/ISS	ISS/OSS

Horseplay	MD/ASD	ASD/ISS	ISS/OSS
Non-permanent Defacing of School Property	MD/ASD	ASD/ISS	ISS/OSS
Lying	MD/ASD	ASD/ISS	ISS/OSS
Abuse of Pass/Privilege	ROP	ASD	ASD/ISS
Disrespectful to Staff/Student	MD/ASD	ASD/ISS	ISS/OSS
Cutting Class/Detention	MD/ASD/ISS	ISS/OSS	OSS
<b>High Level Infractions</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Leaving School without Permission	3 ISS + PC	3 OSS + PC	4 OSS + PC
School Absence without Parental Consent	3 ISS + PC	3 OSS + PC	4 OSS + PC
Forgery	ISS	OSS	OSS + PC
Computer Violation	ROP+ASD/ISS	ISS/OSS	OSS +PC
Gross Insubordination/Defiance	2 ISS	2 OSS	OSS +PC
Racial/Ethnic Slur	1 OSS	3 OSS	4 OSS + PC
Bullying/Harassment/Threats	3 OSS + PC	4 OSS + PC	5-10 OSS + RE
Vandalism/Destruction	2 ISS + R	2 OSS + R	3 OSS + R + PC
Theft	2 OSS	3 OSS + PC	4 OSS + RE
Inappropriate Dialing of "911"	3 OSS + PC	3 OSS + PC	RE + PC
Tampering with Safety Devices	2 OSS + PC	3 OSS + PC	RE + PC
Endangering Safety of Others	2 ISS	2 OSS	3 OSS + PC
Inciting a Fight	2 OSS	3 OSS + PC	4 OSS + PC
Fighting/Assault (Spitting/Biting)	3 OSS	5 OSS + PC	RE + PC
Possession/Use of Matches/Lighters	ISS	3 OSS	4 OSS
Possession/Use of Weapons	2 OSS/PC/RE	3 OSS + PC/RE	RE + PC



Possession of tobacco and/or smoking/vaping paraphernalia	1 OSS	2 OSS	3 OSS
Smoking* and/or use of tobacco, e-cigarettes or vaping on school property during school hours and activities	1 OSS+1 ISS	2 OSS+1 ISS	3 OSS+2 ISS
Illegal substances: Possession, use and/or distribution	4 OSS+PC	Implementation of district guidelines for alcohol/controlled dangerous substance abuse will be followed.	

**Key for Abbreviated Terms in the Chart of Consequences**

ASD =	After School Detention	OSS =	Out-of-School Suspension
CFS =	Confiscation	PC =	Police Contact
CIC =	Change Inappropriate Clothing	R =	Restitution
ISS =	In-school Suspension	RE =	Recommendation for Expulsion
LD =	Lunch Detention	ROP =	Removal of Privileges
MD =	Morning Detention		

In addition to the above, any student who physically assaults another student will be held accountable according to the consequences listed in the chart. If student “X” assaults student “Y” and student “Y” retaliates by assaulting student “X”, even though student “Y” did not initiate the assault, both student “X” and student “Y” will be suspended from school. If additional consequences are relevant according to the chart, both student “X” and student ”Y” will be assigned those consequences.

Parents will be contacted any time a student receives an in-school or an out-of-school suspension.

***CAFETERIA RULES AND CONSEQUENCES***

**Our aim regarding the cafeteria is to provide students with a pleasant dining atmosphere. This requires appropriate student behavior. As soon as students enter the cafeteria, they are expected to adhere to the rules detailed on page 36. In the event students do not choose to adhere to these rules, the consequences that follow will be imposed.**

**CONSEQUENCES FOR CAFETERIA INFRACTIONS**

If a student does not follow one or more of the expectations outlined herein 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 detention or an afterschool detention. Parental notification will be inclusive of each cafeteria offense. **IT SHOULD BE NOTED THAT DEPENDING UPON THE SEVERITY OF ANY INAPPROPRIATE**

**BEHAVIOR EXHIBITED IN THE CAFETERIA, THE ADMINISTRATION RESERVES THE RIGHT TO IMPOSE CONSEQUENCES REFLECTIVE OF THAT SEVERITY BY ADJUSTING THE LENIENCY AND/OR HARSHNESS OF INDICATED CONSEQUENCES.**

### ***BUS DISCIPLINE***

The primary function of the bus driver is to transport students safely to and from school. When a student does not follow the rules of the bus, he/she will be reported directly to the administration. At that time, the consequences included in the chart below 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.**

**CONSEQUENCES FOR STUDENT BUS INFRACTIONS**

<b>BEHAVIOR EXHIBITED</b>	<b>CONSEQUENCES</b>		
	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>

<b>Standing/Not Remaining in Seat</b>	<b>BC Issued</b>	<b>ASD</b>	<b>BPS</b>
<b>Eating/Drinking/Littering</b>	<b>BC Issued</b>	<b>ASD</b>	<b>BPS</b>
<b>Using Profanity/Foul Language</b>	<b>ASD</b>	<b>BPS</b>	<b>ISS</b>
<b>Excessive Noise</b>	<b>BC Issued</b>	<b>ASD</b>	<b>BPS</b>
<b>Disrespectful to Driver</b>	<b>ASD</b>	<b>BPS</b>	<b>ISS</b>
<b>Hands/Bodies Out of Window</b>	<b>BC Issued</b>	<b>ASD</b>	<b>BPS</b>
<b>Throwing Objects/Spitting Out of Window</b>	<b>ASD</b>	<b>BPS</b>	<b>ISS</b>
<b>Throwing/Shooting Objects on Bus</b>	<b>ASD</b>	<b>BPS</b>	<b>ISS</b>
<b>Vandalism</b>	<b>ASD + R</b>	<b>BPS + R</b>	<b>ISS/OSS+R+PC</b>
<b>Horseplay</b>	<b>ASD</b>	<b>BPS</b>	<b>ISS</b>
<b>Fighting</b>	<b>5 OSS</b>	<b>10 OSS +BPS</b>	<b>10 OSS+ROP+PC</b>

**KEY FOR ABBREVIATED TERMS ON THE CHART OF CONSEQUENCES**

<b>BC = Bus Contract</b>	<b>ASD = After School Detention</b>
<b>BPS = Bus Privileges Suspended</b>	<b>ISS = In-school Suspension</b>
<b>OSS = Out-of-school Suspension</b>	<b>R = Restitution</b>
<b>ROP = Removal of Bus Privileges</b>	<b>PC = Police Contact</b>

\*\*\*Numbers indicate the number of days for given consequences.\*\*\*

***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 at times the middle school experience may be overwhelming for students. However, please understand that each child is important to us and with that our doors are always open when a concern or need arises. We look forward to working with you to ensure the success of your child.

Sincerely,

*Kevin Holloway*

Kevin Holloway, Ed. D  
Principal

*Ralph Gerace*

Ralph Gerace  
Assistant Principal