



## OVERVIEW OF STUDENT HANDBOOK COMPONENTS

Dear Parents/Guardians and Students,

Malcolm E. Nettingham 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 encourage you to read and review this school document with your child. Please feel free to contact us at 908-322-4445 if you have any questions or concerns. We thank you in advance for supporting our school goals and the district's mission.

Sincerely,

*Dr. Jocelyn Dumaresq, Principal*  
*Ms. Sara Durand, Assistant Principal*

### SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS MISSION STATEMENT

THE SCOTCH PLAINS-FANWOOD SCHOOL DISTRICT EDUCATES AND EMPOWERS OUR COMMUNITY OF INDIVIDUAL LEARNERS TO BE SUCCESSFUL CITIZENS OF THE WORLD.

### SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS 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 from pre-K to grade 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.

*(Adopted June 25, 2009)*

***BELL SCHEDULE  
2023 - 2024 SCHOOL YEAR***

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

***DELAYED OPENING SCHEDULE***

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

***SINGLE SESSION DAY SCHEDULE***

*(No lunches served)*

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

**I. 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 or is going to be absent from school for three days or more due to illness, the student's parent may notify the main 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, Nettingham 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 guidelines for interpreting grades on students' report cards:

97-100 = A+	87-89 = B+	77-79 = C+	67-69 = D+	59 & 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- = Working Toward Meeting Course Expectations	P = Meeting Course Expectations

During the middle years, parental and guardian involvement is vital to the success of children. With ongoing communication between the school and families, students are better situated to achieve at their maximum potential. In a continuing effort to keep the lines of communication open our district has implemented the use of PowerSchool. Through PowerSchool you will be able to access your student's current grades and attendance. Parents and students may monitor progress from any location that has Internet access. If you do not have Internet access, the public library has available technology for you to use to access your child's information.

**C. INTERIM REPORTS**

Interim reports are available to students at the midpoint of each of the four marking periods; you will be notified by SwiftK12 when they are available on PowerSchool. The purpose of the interim report is to reflect student progress or areas in need of improvement.

**Interim reports are posted to PowerSchool on the following dates:**

October 16, 2023	First Marking Period
December 20, 2023	Second Marking Period
March 01, 2024	Third Marking Period
May 17, 2024	Fourth Marking Period

**D. REPORT CARDS**

Report cards are issued at the conclusion of each of the four marking periods; you will be notified by SwiftK12 when they are available on PowerSchool. The purpose of the report card is to communicate student performance in each content area.

**Report cards are posted to PowerSchool on the following dates:**

November 30, 2023	First Marking Period
February 09, 2024	Second Marking Period
April 23, 2024	Third Marking Period
June 20, 2024	Fourth Marking Period

**GRADE 5- TRIMESTER SCHEDULE**

December 15, 2023	Trimester 1
March 20, 2024	Trimester 2
June 18, 2024	Trimester 3

**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 or better in all subjects.

**F. STANDARDIZED TESTING**

National and state standardized tests are administered during the middle school years. Students in Grades 5-8 will be administered the NJSLA, a computer-based assessment, during the Spring of 2024. Fifth and eighth grade students will be administered the NJSLA-Science Assessment during the time frame of Spring of 2024. Additionally, fifth grade students' Cognitive Skills testing will take place during the 2023-24 school year. Specific dates will be provided as they become available. Standardized test scores are mailed home when made available by the New Jersey Department of Education.

**II. ATTENDANCE**

**A. STUDENT ATTENDANCE AND ABSENCE (ADOPTED FROM THE SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION POLICY 5200 ATTENDANCE AND 5230 LATE ARRIVAL/EARLY DISMISSAL)**

Regular attendance is a prerequisite for success in school. New Jersey state law requires that students attend school regularly, and that it is the parents' responsibility to see that their children attend school on the days/hours that the public schools are in session in the district (N.J.S.A. 18A: 38-25,26). In order to facilitate students' chances for success, the Scotch Plains-Fanwood Public Schools will work cooperatively with parents to assure that students attend school daily. **If a student is absent, a parent or guardian should call the attendance line (option 6) to inform the school prior to 8:00 A.M. on the day of the absence.** Those students not in attendance on any given school day may neither participate nor attend any extracurricular activities for that day. It is recognized that certain legitimate occurrences might occasionally cause a student to be absent from school. Occurrences which constitute legitimate absences from school and classes, include the following:

- Extended or Serious Illness
- Death in the Family
- Required Attendance in Court
- Religious Holidays
- Suspension from School or School Sponsored Activity
- Other Reasons Which Receive the Prior Written Approval of the Principal

Students returning to school from an absence are required to submit a note to the counseling office within two days of their return. **Parents are requested to provide a note indicating the reason for the absence.**

Students and parents should be aware of the following additional expectations and regulations:

- Students under the age of sixteen who exceed 20 days of absence during the course of one school year may have a complaint filed against their parents in municipal court.
- Students who have an extended or serious illness shall not be charged with absences provided they are under doctor's care or are receiving home instruction.
- Students who are absent from school due to observance of a religious holiday shall not be deprived of any award or eligibility thereof or opportunity to compete for any award, or of the right to take an alternate test/examination, as long as an absence note is submitted as described herein.
- Students vacationing during school days will accrue unexcused absences. To this end, we respectfully request that you honor the Scotch Plains-Fanwood Public School District Calendar.
- Although certain medical appointments may be considered excused absences, parents are urged to schedule doctor and dental appointments after school hours.

**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 unexcused tardiness. This may include before school detention, lunch detention, and/or after school 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 attendance office. Proper identification is required. Siblings who are under the age of 18 will not be permitted to sign students out under any circumstances. Students being dismissed early from school will receive a pass from the counseling office stating the dismissal time. 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 nine 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:

- WOR-710AM
- WKMD-1070AM
- 101.5FM

In addition, the Scotch Plains-Fanwood Public Schools website, <http://www.spfk12.org>, includes current information regarding this type of information. **Parents will be notified of how to access the new emergency system, SwiftK12.**

In the event of a delayed opening, Nettingham 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 90 minutes later than their regular pickup time. At approximately 9:30 A.M. students will proceed to their lockers and first period classes. They will 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.

### **III. ACADEMIC SERVICES**

*Mr. Jason Cross Grades 6 & 8  
Ms. Christina Krasovsky Grades 5 & 7*

#### **A. COUNSELING SERVICES 908-322-4445 ext. 21005, 21006**

Nettingham Middle School has two full-time school counselors who each provide services for the student population. Ms. Christina Krasovsky will counsel students in grades 5 and 7 and can be reached by the phone number listed above or by email at [ckrasovsky@spfk12.org](mailto:ckrasovsky@spfk12.org). Mr. Jason Cross will counsel students in grades 6 and 8 and can also be reached via phone or email at [jcross@spfk12.org](mailto:jcross@spfk12.org). 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.

#### **B. 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.

#### **C. 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 criterion is utilized to ascertain eligibility for assistance in language acquisition. All services for middle school students are provided in Nettingham Middle School. Direct instruction in English is offered by a certified ESL teacher for a minimum of forty minutes per student per day.

#### **D. EXTRACURRICULAR PROGRAMS (CLUBS/MUSIC/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. Examples of clubs/activities that have been sponsored in past years include the following: Computer Club, Environmental Club, Homework Club, Jazz Band, Newspaper, PALS, Student Council, and Yearbook.

The middle school music program encompasses these activities: Concert Band, Advanced Instrumental Technique Ensemble, Instrumental Music Techniques, Wind Ensemble, Jazz Band, Chorus and Select 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 middle school has a school store that affords students the opportunity to purchase general school supplies. The store is located in the hall opposite the cafeteria exit and is open to students during their lunch periods. Sponsored and operated by Student Council, the store sells a variety of items such as book covers, pens, pencils, notebooks, binders, erasers, and T-shirts.

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 fifth, sixth, seventh, and eighth grade students who serve as representatives. More specifically, the officers and representatives are responsible for organizing and coordinating school spirit days, sales, school activities/projects, and assemblies.

#### **E. GIFTED & TALENTED: O.U.E.S.T.**

Gifted and talented instruction is available to Nettingham students. Eligibility for this pullout 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.

#### **E. SCHOOL NURSE**

Our school nurses, Mrs. Kristin Dinegar and Mrs. Janet Coyle are health professionals 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. Nurses may be reached by phone at (908) 322-4445 ext. 21010, 21011 or via email at [kdinegar@spfk12.org](mailto:kdinegar@spfk12.org) or [jcoyle@spfk12.org](mailto:jcoyle@spfk12.org)

#### **G. COMMUNICATION WITH SCHOOL OFFICIALS (TELEPHONE AND E-MAIL, CONFERENCES, AND NEWSLETTERS)**

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 the success of middle school students. Messages can be left for teachers by calling (908) 322-4445 ext.

21050. 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 email, simply visit the school website at [www.spfk12.org](http://www.spfk12.org) and follow the appropriate links. Please contact the counseling office if you would like to schedule a conference with a teacher. Parents are also encouraged to visit the school's website and click on the link for Nettingham Middle School for up-to-date information.

#### **IV. POLICIES AND PROCEDURES**

##### **A. ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES**

The following information is in accordance with Board Policy 2361 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. These forms will be distributed by school officials in early September.

Below is a summary of the expected student behaviors regarding computers and computer networks, but please visit [www.spfk12.org](http://www.spfk12.org), click on the BOE tab and select School Board Policies to review this policy in its entirety.

##### **Standards for Use of Computer Networks**

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.

##### **Consent Requirement**

No pupil shall be allowed to use the computer network and the Internet unless they 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 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 student's mode of dress and appearance is a manifestation of the student's personal style and individual preferences. The Board of Education expects student apparel choices that are neat, clean, and modest. Student apparel should reflect responsibility and self-respect and an atmosphere that is conducive to learning, not destructive or disruptive.

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

- a. Present a health or safety hazard to the individual student or to others;
- b. Materially interfere with school work, create disorder, or disrupt the educational program;
- c. Cause excessive wear or damage to school property;
- d. Prevent the student 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 students meets these expectations.

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

##### **Dress Code Enforcement**

Staff members who have a concern about a possible violation of the dress code will contact school administration. School administration will contact the family of the student who is in violation of the dress code to discuss appropriate remediation and follow up with the student as needed.

This dress code applies to regular school days, the summer school session, and school-related events and activities, such as dances and field trips.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the principal of the school.

### **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 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 be noted that although students are permitted to ride bicycles to school, students are not permitted to ride skateboards, rollerblades, or scooters to school for safety reasons and storage purposes. Students who fail to practice safe bicycle riding skills while on school grounds face possible temporary loss of bike riding privileges to school.

### **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. 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 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. CELLULAR PHONE POLICY**

The following is the Scotch Plains-Fanwood Board of Education Policy 5516 regarding Cellular Phones:

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 students be permitted to have cellular phones in their possession in school. These devices must be turned off and out of sight and may not be used in the school building or on field trips during school hours.

Cellular phones will be confiscated if they are turned on in class or in the school building, during school hours. Students 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.

Students whose cellular phones are confiscated will lose the privilege of bringing them into the school building for the remainder of the school year. A parent/guardian will be required to come to the school to retrieve any confiscated cellular phone.

Students 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.

### **H. COMPUTER USAGE**

The computers serve as informational and instructional tools for students and school officials. While all students are encouraged to utilize the computers, students are reminded that the equipment should not be vandalized in any way, shape, or form. Absolutely NO food or drinks of any kind are permitted while using the computers. Please refer to the Acceptable Use Policy in this handbook.

### **I. DANCES/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. Fifth, sixth, & Seventh grade socials are held after school from 3:00 P.M. to 4:30 P.M. Eighth grade socials are from 7:00 P.M. to 8:30 P.M. Students are responsible for arranging their own transportation to and from the activities. To that end, parents are reminded that students should be picked up immediately following the conclusion of the social/dance at 4:30 P.M. or 8:30 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 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 Nettingham 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.

#### **J. ELECTRONIC DEVICES**

IPODS, MP3 players, portable radios, CD players, Walkman's, pagers/beepers, cell phones, and electronic games are not permitted to be used in school. Upon entering school, students should store all electronics 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 after-school detention as per the section entitled "INAPPROPRIATE PERSONAL BELONGINGS" listed on the chart of consequences for student infractions reaching high levels.

#### **K. EMERGENCY DRILLS**

New Jersey state law requires schools to conduct emergency drills, which include lockdown, shelter-in-place, and evacuation 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 an emergency drill, it is essential that students comply with the rules outlined by the supervising teacher.

#### **L. EXTRACURRICULAR ACTIVITIES**

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.

#### **M. 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.

#### **N. FIRE DRILLS**

New Jersey state law requires schools to conduct fire drills. Every classroom has posted fire drill procedures as well as a map of fire drill escape routes. During a fire 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 and wait quietly 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.

#### **O. 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 GO 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.

#### **P. 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 bookbags are to be kept in lockers during the school day.

#### **Q. LOCKERS (BOOK AND GYM)**

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 book lockers at



assigned times. Since students are responsible for their own combinations/keys, they should not reveal/share them to/with other students.

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.**

Sixth, seventh, and eighth grade students are also issued a gym locker. In conjunction with gym lockers, students are required to bring a combination lock for their gym locker. **KEY LOCKS ARE DISCOURAGED BUT PERMISSIBLE.** Gym lockers are designed to give students a safe place to store gym clothing (including sneakers) 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 gym locker. **THE SCHOOL IS NOT RESPONSIBLE FOR ITEMS THAT ARE STOLEN OR LOST. STUDENTS ARE ONLY PERMITTED TO GO TO THEIR GYM LOCKERS DURING THEIR ASSIGNED PHYSICAL EDUCATION CLASS PERIODS AND SUPERVISED AFTER SCHOOL ACTIVITIES.** Students are responsible for their own combinations/keys and should not reveal/share them to/with other students. To properly maintain gym lockers, students should refrain from adding permanent fixtures to gym lockers and defacing gym lockers with writing. Students are expected to clean out gym lockers on a regular basis and during the end of the marking period clean outs. **GYM 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 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.

#### **R. 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. Families are encouraged to utilize the pre-paid lunch card program. Information can be found on the school district website at [www.spfk12.org](http://www.spfk12.org).

#### **S. MEDIA CENTER**

The media center serves as an informational and instructional center for students and school officials. 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. While all students are encouraged to utilize the media center, students are reminded that a maximum of three books may be checked out for a two-week period with one renewal. Certain reference books may only be taken out overnight and may be renewed on a daily basis. Magazines cannot be checked out. With respect to overdue materials, students will be reminded to return them. In the event that overdue materials are not returned, students will be required to notify their parents for the purpose of having these materials returned. 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 material that is lost or damaged.

#### **T. 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 non-prescription, 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.

#### **U. 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.

For fifth grade specifically, in terms of holidays, classroom parties will be held at the discretion of the individual fifth grade 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.

#### **V. 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

hallway across from the main office. Any valuable items will be kept directly in the main office. 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.

#### **W. 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.

#### **X. 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, this includes cell phones. 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.

#### **Y. STUDENT WELLNESS & NUTRITION**

The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health supports student attendance and the ability to learn. The Board, therefore, is committed to the following:

1. Providing school environments that promote and protect children's health and wellbeing;
2. Providing the district's pupils and staff with healthy and nutritious foods through its contracted food service operations and other food practices during the school day;
3. Reinforcing the district's instructional program in nutrition and health by limiting food choices during the school day and providing guidance to pupils and parents/guardians about healthy food choices; and
4. Providing pupils with the opportunity to engage in daily physical activity.

The following foods may NOT be sold, served or given out as free promotion anywhere on school property during the school day:

1. All forms of candy;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. Additional foods of "minimal nutritional value" (FMNV), as defined by the USDA, including soda water, water ices that do not contain fruit or fruit juices, and chewing gum.

For the purpose of this policy, the "school day" is defined as the time when any pupils enter the building prior to instruction as well as between the start of the first instructional period in each school until twenty minutes after the school's dismissal time.

To review this policy in its entirety please visit [www.spfk12.org](http://www.spfk12.org), click on the BOE tab and select School Board Policies.

The Board further recognizes that food can be an important part of a student's day in several other ways including school-wide celebrations: Food is a traditional part of many school-wide celebrations and food and beverages for these occasions may be provided by parents(s) or legal guardian(s) for consumption by pupils. Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by the USDA regulations. In these instances, parents(s) or legal guardians(s) are encouraged to provide food and beverages consistent with the dietary standards listed above. Schools will provide a list of recommended items for those occasions.

Food shall not be offered to pupils as a reward or withheld as a punishment.

The Board, believing that eating should be a positive experience, shall strive to provide pupils and staff with adequate space to eat meals in clean, pleasant surroundings and allow them adequate time to eat, relax and socialize.

#### **Z. 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, forgotten lunches or lunch money are examples 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. Students should be aware that they are not permitted to use school phones without the permission of the administration.

#### **AA. 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.

## **BB. HARASSMENT, INTIMIDATION, OR BULLYING**

### A. Policy Statement

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

### B. Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

### C. Student Expectations

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

Students who are found to have committed acts of Harassment, Intimidation or Bullying will be subject to disciplinary action.

To review this policy in its entirety please visit [www.spfk12.org](http://www.spfk12.org), click on the BOE tab and select School Board Policies.

### **C.C. Additional Policies Requiring Annual Attention for Students and Families**

Please review the following policies at [www.spfk12.org](http://www.spfk12.org), click on the BOE tab and select School Board Policies:

Policy Number and Name  
 2260 Affirmative Action Program for School Practices (M)  
 3283 Electronic Communications between Teaching Staff Members and Students (M)  
 4283 Electronic Communications between Teaching Staff Members and Students (M)  
 5512 Harassment, Intimidation, and Bullying (M)  
 5519 Dating Violence at School (M)  
 5530 Substance Abuse (M)  
 5600 Student Discipline/Code of Conduct (M)  
 5612 Assaults on District Board of Education members or Employees (M)  
 5613 Removal of Students for Assaults with Weapons Offenses (M)  
 5615 Suspected Gang Activity  
 5751 Sexual Harassment (M)  
 7441 Electronic Surveillance in School Buildings and on School Grounds (M)

- 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,
- speak in a conversational tone and use appropriate language.

**V. BEHAVIORAL EXPECTATIONS**

It is our goal to encourage a safe and 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, Nettingham Middle School encourages and embraces self-respect and mutual respect among teachers and students.

**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 rest rooms, students are expected to:**

**VI. CODE OF CONDUCT**

**Overview of Steps for Addressing Student Behavior for all students in grades 5-8**

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 the 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, and after school 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 CAFETERIA INFRACTIONS SPECIFIC TO GRADE 5 STUDENTS**

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 SPECIFIC TO GRADE 5 STUDENTS**

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 Infractions Reaching the Principal /Assistant Principal Specific to students in Grades 6-8**

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.

Low Level Infractions	First Offense	Second Offense	Third Offense
-----------------------	---------------	----------------	---------------

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/ASDCFS/ASD/LD	CFS/ASD/LD/ROP	

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

Middle Level Infractions	First Offense	Second Offense	Third Offense
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/ISSISS/OSS		OSS

High Level Infractions	First Offense	Second Offense	Third Offense
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/IS	SISS/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 + RE + PC	PC/RE
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		

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.

**C. 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 in this document. 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 after school 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.**

**D. 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**

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

**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.\*\*\*

**E. 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.*

### **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,  
Dr. Jocelyn Dumaresq, Principal  
908-322-4445 ext. 21001  
jdumaresq@spfk12.org

Ms. Sara Durand, Assistant Principal  
908-322-4445 ext. 21002  
sdurand@spfk12.org