

# Piscataway Township Schools



## ***2018-2019 Student Handbook Acknowledgement Page***

**PLEASE NOTE: THIS PAGE MUST BE SIGNED AND RETURNED TO YOUR CHILD'S SCHOOL**

*Piscataway Middle School Community*

### **Mission Statement**

The Piscataway Middle School Community believes that youth in the middle grades are capable of learning and achieving at high levels. Therefore we dedicate our efforts to creating exemplary middle schools that provide equal access to quality education that is responsive to the developmental needs, talents, and interests of all students.

Dear Parent/Guardian:

We ask that you review the Middle School Student Handbook with your child. In an effort to conserve paper, the handbook can be found on the school's website. It can also be accessed through your child's school issued iPad. Please sign this page acknowledging that you and your child have accessed and read all of the information included in the handbook. This page should be returned to your child's homeroom teacher no later than Thursday, September 20, 2018.

My child, \_\_\_\_\_, and I have reviewed and understand the procedures and information provided in the Handbook.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

**SECTION 1**  
**HOW OUR SCHOOL OPERATES**

**Arrival/Entrance into the Building:**

- Students are to assemble inside the building in designated areas.
- Students are expected to enter the building in an orderly manner. Once a student arrives at school, he/she may not leave school grounds without the approval of the office or nurse.
- Our school doors open at 7:45 and teachers on duty. Students must go to their lockers and report to Homeroom by **8:00**.
- **Note: Students are to bring to homeroom only what they need for academic purposes. Cell phones should be turned off and secured. Large coats and backpacks should be left in the locker.**

**Assemblies:**

- Students are to remain with their class when attending an assembly. Enter the auditorium in an orderly manner and follow teacher direction as to where to sit.
- Respect others by paying attention to the program and applauding at the appropriate times. Avoid whistling, booing, and any other form of discourteous behavior.
- No food or drink will be permitted in the auditorium.
- **Note: Students may be removed from assemblies for inappropriate behavior and may be denied the privilege of attending future assemblies.**

**Breakfast:**

- A light breakfast is available for purchase before school.
- Students may enter the cafeteria at 7:45 and exit by 8:00.
- **No food is to leave the cafeteria and eating is not permitted in homerooms.**

**Cafeteria Rules:**

- Arrive on time to lunch and go directly to your table. All students will sit in designated areas and remain seated during lunch. No table-hopping.
- Follow the directions of the teachers on duty and wait in line in an orderly manner to purchase lunch and/or snacks.
- Dispose of trash in the receptacles provided. Each student is responsible for cleaning up after themselves and for seeing that your table and the area around it is clean.
- Follow established guidelines to obtain permission to visit the bathroom.
- Behave in an orderly manner and keep voice levels moderate.
- Food and drink including gum, candy, lollipops and any other snacks are not permitted outside the cafeteria. Glass containers are not to be brought into the building.
- The administration reserves the right to prohibit students from bringing iPads into the cafeteria.
- By contract with food services, food for multiple people from outside vendors is not permitted. This includes food for birthday or other celebrations.

**Changing Classes:**

- Students are expected to pass through the halls in an orderly manner. They are to keep to the right of the flow of traffic, use moderate tones of voice, avoid running and excessive contact, and enter their next class on time.
- Students are not to enter a room without a staff member present.
- Students who violate these procedures are subject to disciplinary action.

**Early Dismissal:**

- If you are going to be picked up early for any reason you must bring a note from your parent/guardian. The note must be turned into the main office/counseling office in the morning. Your parent must sign you out in the main office/counseling office.

**Electronic Devices:**

- **All cell phones, headphones, blue tooth speakers, iPads, and other electronic devices are to be secured, turned off/silenced, and out sight when moving through the hallways.**
- Student use of electronic devices within the classroom is at discretion of each individual teacher or staff member.
- **Parents needing to contact their student should call the main office.**
- Classroom/office phones are available for emergency use.

**Emergency Plans:**

- Each school has specific Emergency Plans for Evacuations, Lock Downs, and Fire Drills. Procedures are communicated to staff and students and practiced throughout the school year.

**Fire Drills/Emergency Drills:**

- Emergency drills are practiced at least twice a month to ensure the safety of the students in the event of an emergency. Your complete cooperation is necessary at all times during the drill. Know the emergency exit route for the room you are in.
- When the alarm sounds walk in line quickly, quietly and in an orderly manner to the assigned exit.
- If you are at the head of the line when you come to an exit door, hold the door open until your class has passed through the door then return to your line.
- No talking, pushing or any other distracting behavior, which will compromise the drill procedure.
- Remain with the teacher and assemble in the designated area away from the school until further directions are given.
- When returning to the building, enter in an orderly manner and return to your classroom.

**Hall Passes:**

- Teachers also have hall passes for specific destinations in their rooms. Any student in the hall after the start of class must have a pass.
- Students are to use the Turnstile and/or QR Code system to sign in and out of designated areas.
- Students must schedule appointments to see a Counselor - no unscheduled drop-ins.
- **Note: If you are going to be late for your next class, make sure you have a pass from the teacher you were with and present it to your teacher when you arrive.**

**Homeroom:**

- Homeroom is where the day begins, during which we salute the flag and listen to announcements. Any important notices that must be taken home to your parent/guardian are distributed by your homeroom teacher.
- When you enter the building you are to go directly to your locker. Organize any books and materials you need for your morning classes. **All backpacks, outerwear, or any bag larger than 8 1/2 by 11 must remain in the locker.**

### Late To Class:

- Unexcused lateness to class will result in disciplinary action. **Teachers must accept the student, document the lateness, and refer habitual offenders to the office.**
- If the student continues to be late, the teacher will follow the guidelines for disciplinary procedures and **communicate the issue to the parent.**
- If the problem is still not resolved, the student will be referred to an administrator who will review the student's record and assign an appropriate consequence.

### Lavatory Facilities:

- Students must have a pass to leave the classroom to use the lavatory.

### Lockers:

- **Note: Ownership of lockers is maintained by the Board of Education. Access to lockers, for the purpose of inspection or search will be maintained by representatives of the Board of Education to ensure the safety and welfare of the entire student body.**
- Students are assigned a hall locker, as well as a P.E. locker for gym class.
- Students are to use only the assigned hall locker. **Lockers must not be shared. Giving a locker combination to other students could result in damage or theft.**
- **Students are responsible for everything in their locker** including personal property, iPads, textbooks, and musical instruments. Report any loss to the office immediately and in writing. Include your name, grade, locker number, and date.
- If a locker does not work, students are to inform their homeroom teacher or the front office.
- Students are responsible for keeping lockers clean and free of defacement.
- **Students are only permitted to go to lockers before homeroom, before/after lunch, before/after Physical Education, after school, or with a Locker Pass from a teacher.**

### Lost Items:

- Any items found should be turned in to the office. Items found in the locker room will remain there.
- Inquiries about lost items should be made with the Secretary in the main office or the Physical Education Teachers.
- Students should label all personal items and secure them in their locker. Students should refrain from bringing large sums of money, expensive jewelry, or other items of extreme value to school.
- **Note: the school is not responsible for items lost or stolen.**

### Lunch:

- Have your money available for purchase and be respectful to cafeteria employees at all times.
- Students wishing to purchase lunch may bring money to school or have an account established through cafeteria contractor. Parents may send money with their children to replenish accounts or add to the account online.
- No student is permitted to leave the building at any time during the day, including lunch.
- On half day and delayed opening days, a reduced lunch period is scheduled and fewer menu choices will be available.

### Student Guests and Visitors:

- Friends are **NOT** permitted to visit the building while school is in session or attend any school dances or field trips.
- Students will only be called out of class for an emergency.
- **No visitors** are to be in the building during school hours without first reporting to the main office. Violators may be prosecuted as trespassers.
- **Visitors must show photo ID.**

### Personal Property:

- Non-instructional items may be confiscated per the discretion of the administration.

### Tardy to School:

- Homeroom ends at **8:04 a.m.** and period 1 begins at 8:05am. Students arriving to school after **8:05** are **considered late to school and must** report to the main office/counseling office in order to sign in and receive a pass.
- Failure to sign in will result in the student being marked absent, which will be reflected in their attendance record and affect their promotion status (see attendance policy).
- Students must then go to their lockers and directly to their assigned class, with the pass from the office.
- Consequences are assigned at the discretion of the administration for repeated tardiness. Parent notification and/or a conference with the administration and counselor may be required.
- **Please note: An excused tardy to school includes a medical or dental appointment, medical disability, family emergency, court appearance, or others as listed in the board policy. ALL OTHER REASONS FOR TARDIES ARE UNEXCUSED.**

### Telephone:

- Students may use the office phones in the case of an emergency, and must obtain the permission of a staff member.
- Students will only be called out of class to receive phone calls in emergency situations. Otherwise, students will be called to the office during the change of classes to receive a phone call.

## SECTION 2 SERVICES FOR STUDENTS

### Activities: Extra Curricular Activity Program:

- Students may choose from a variety of extra-curricular activities and clubs. A list of these activities with a brief description, schedules and advisors are available through the main office.
- They generally meet weekly or monthly and run by season, marking period or all year.
- These activities provide students with the opportunity to explore a wide range of individual interests outside of the academic curriculum.

### Counseling:

- The middle school offers a comprehensive, proactive program of school counseling.
- Services include educational and career planning/support, prevention and intervention activities related to personal and social development, and life skills training in such areas as decision-making, social problem solving, and communication.

- The school counselors provide individual and group counseling sessions as well as classroom lessons.
- Each student is assigned a counselor who will work with the student and family for the entire 3-year middle school experience. Counselors meet with their counselees and contact families regularly.
- **Any student may ask to see his or her counselor by completing a request for appointment.** These request forms are available in the main office, counseling office and in homeroom classes. Emergencies will be handled as soon as possible.
- The personal involvement with the counselor and his/her student is special and confidentiality limits will be discussed with the student.

#### Health Services/Nurse's Office:

- If you become ill during school or are injured, obtain a pass from a teacher to see the School Nurse. All injuries must be reported to the nurse.
- **Students must report to their teacher first before going to the Health Office for any reason.**
- With the exception of inhalers, students may not carry medications with them during the school day for the safety and prevention of errors. All medications must be brought to the Health Office. A note from a physician and the parent/guardian stating the name of the medication to be administered, time of day the medication is to be taken, and the reason the medication was ordered is necessary.
- Only prescription medication in the original container is to be stored in the Health Office. A doctor's note is required for those children who must be on medication for an extended period of time. Contact the nurse if your child is to be on medication for any reason.
- All students with asthma, anaphylaxis and other medical conditions that require medication at school (inhalers, nebulizer treatments, Epipens, etc.) must complete the required forms with their health provider and return them to the health office for the current school year prior to participation in sports, trips and after school activities. Forms are available in the health office.
- The nurse must confirm excuses from school for illness. Parent /Guardian will be notified if available. **Emergency Cards must be completed, signed and kept on file at school. In the event of an emergency it is important that the nurse is able to contact a parent/guardian as soon as possible. These cards must be updated as any contact information may change.**
- Physical Education Excuses are obtained through the Health Office. Any pupil who needs an excuse from gym for longer than three (3) days must have a note from the doctor. A parent note may be honored for up to three (3) days.

#### Media Center:

- Use of the Media Center is one of the most effective ways to become successful in school. The Media Specialist can assist students in locating materials of interest including books, periodicals, and access to the Internet for reference and leisure reading.
- Admittance to the Media Center during school hours is by pass only or if a class has signed up for research. No student will be permitted in the Media Center without a pass. Teachers must include student's name, date, time issued, and teacher's signature.
- The Media Center is open until 2:30 p.m. every day.
- The Media Center is designated as a quiet study area. Please be mindful of other students when entering and leaving the room. Bring all materials you need to work when you come to the library.

- Check with the media specialist for check out procedures and any assistance you need in locating materials.
- Unpaid Library Book Fines will result in withholding of a student's report card in Genesis. Fines are levied as determined by the Media Specialist.
- The iPad module is open from 7:45 to 8:04.

#### Teacher Websites / Schoology:

- Teacher websites can be accessed through [www.piscatawayschools.org](http://www.piscatawayschools.org) under the individual schools and staff website menu.
- Teachers also maintain Schoology profiles for their classes. Students are expected to regularly check their teachers' Schoology page for regular updates on homework and assignments.
- Teachers maintain Schoology pages that detail a calendar of student assignments and other relevant course information.
- Parents are encouraged to create profiles to access Schoology pages. Instructions for the creation of Parent profiles can be found on the school's website.

**SECTION 3**  
**ACADEMIC PROGRAM**

**Academic Subjects:**

English Language Arts  
Mathematics  
Physical Education/Health  
Science  
Social Studies  
Spanish

**Creative Arts/Exploratory Subjects:**

Art  
Chorus  
Instrumental Music  
General Music  
Media  
Engineering

**IMPORTANT DATES:**

**Conferences:**

Thursday, October 18, 2018	6:00 PM-8:00 PM
Friday, October 19, 2018	12:30 PM-2:30 PM
Monday, October 22, 2018	6:00 PM-8:00 PM

**Marking Periods:**

1 <sup>st</sup>	September 5, 2018 – November 14, 2018
2 <sup>nd</sup>	November 15, 2018 – January 31, 2019
3 <sup>rd</sup>	February 1, 2019 – April 5, 2019
4 <sup>th</sup>	April 8, 2019 – June 20, 2019

**Report Cards (Available in Genesis Parent Module):**

1 <sup>st</sup>	December 4, 2018
2 <sup>nd</sup>	February 19, 2019
3 <sup>rd</sup>	April 30, 2019
4 <sup>th</sup>	June 20, 2019

**Interim Progress Reports (Available in Genesis Parent Module):**

1 <sup>st</sup>	October 16, 2018
2 <sup>nd</sup>	December 28, 2018
3 <sup>rd</sup>	March 12, 2019
4 <sup>th</sup>	May 21, 2019

**Grading Policy:**

Report cards are available in the Genesis Parent Module four (4) times a year. They contain numerical grades, which reflect progress.

**Grades- Report Card**

**Grade Percentage Criteria**

95-100	Outstanding
90-94	Excellent
85-89	Very Good
80-84	Above Average
75-79	Average
70-74	Fair
65-69	Below Average
0-64	Not Passing

**Extra Help:**

Students requiring extra help should first contact the classroom teacher for extra help. If more extensive help is needed, students and parents should contact the Counseling Office.

**Genesis Student Information System:**

The Parent Module for Genesis, the online student information system, is available to middle school families. This web-based system will enable you to access your student's grades, attendance, and other important information from any computer with an internet connection.

- To register, send an email to [piscatawaydata@pway.org](mailto:piscatawaydata@pway.org)
- In the subject line, type Parent Module Registration.
- In the body of the email, you will need to enter the following information: Parent/Guardian first and last name, first and last name of student(s), grade(s) of student(s), school(s) of student(s).
- Once your information is processed you will receive an email providing you with your user-name, password and the link to the parent module.

**Homework:**

The Board of Education defines homework as student learning activities conducted outside of school hours not under supervision of the professional educator. The Board of Education believes that homework is an essential part of an effective and well-planned instructional program. Homework serves as an extension of learning beyond the classroom and the school day that supports the development of students' lifelong skills and attitudes towards learning. Homework can be used for the following reasons:

- To reinforce instruction
- To extend/broaden instruction
- To complete unfinished tasks
- To provide parents with the opportunity to become involved in their child's learning
- To promote the development of regular study habits in children.

**Homework Study Habits:**

- Keep an up-to-date assignment notebook.
- Keep a loose-leaf notebook large enough to keep homework papers, worksheets, test papers, etc. Do not stuff papers in your textbook.
- Do homework where you will not be disturbed and there is adequate lighting
- Have all necessary materials at hand before beginning your homework,
- Have your work organized.
- Always read your material first and then do the written work.

**Homework for Extended Illness:**

- Homework assignments may be requested through the Counseling Office in case of extended illness of **two (2) days or more.**

**Honor Rolls:**

- Students who attain high academic achievement have their names placed on the honor roll each marking period. There are two honor rolls. First Honor Roll requires a grade point average of 90 or higher. Second Honor Roll requires a grade point average of 80 or higher.

**Interim Reports:**

- Are available in the Genesis Parent Module to the parents/guardians of all students.
- Warning notices are provided as determined by the teacher.
- The mid-marking period warning notice serves as an assessment of a student's achievement up to that point. The mid-marking period report gives parents and students sufficient time to make necessary improvements.

**Make up Work:**

- It is **your responsibility** to complete assignments and make up tests if you are absent from school or class. Talk to your teacher and/or refer to Genesis or Schoology to obtain missing assignments.
- If you are out a day or two, call a reliable friend and get the assignment. Staying on top of the work will give you more

time to do it and take away a lot of pressure to make up the work later.

- Students may also reach out to a teacher or counselor regarding make up work.
- Pupils whose absences are excused must make up work missed, and will be given a reasonable period of time to complete such assignments, for example, one day for extension for each day of absence. (**File Code 5113R**)

#### **Physical Education and Health Participation Guidelines:**

- Students must wear the appropriate clothing for physical education: including sneakers and socks, shorts and tee shirt or sweat clothes. The school dress code applies to Physical Education attire.
- Students will be considered tardy for class if they are not dressed and on their assigned spot when the directive is given.
- Gum is not permitted in the gym.
- Students are dismissed from class by the teacher.
- Jewelry is not to be worn during physical education class.
- Students are not allowed to share lockers.

#### **Physical Education Excuses:**

- Any pupil who needs a gym excuse for longer than three (3) days must submit a note from the doctor to the school nurse. The note should indicate the specific dates that a student is to be excluded from gym and a return date. Students must report to the teacher to be assigned alternative work and a location to report to during their excused time.
- A parent note may excuse the student for up to 3 days. If a note from the nurse is needed to excuse a student from Physical Education, the note should be obtained at the beginning of the day.
- If an emergency occurs during class, see the nurse immediately.
- Students will be responsible for successful completion of the Comprehensive Health/Physical Education Curriculum, aligned with the NJCCCS. Health Units include Wellness, Integrated Skills, Drugs/Medicine and Human Relationships and Sexuality. These units are presented throughout the year integrated into the Physical Education class.

## **SECTION 4** **STUDENT RESPONSIBILITIES**

When students come to school, they should arrive ready to learn. A proper mental attitude towards learning and the behaviors needed to achieve success benefit everyone. Proper behavior should come from within. Self-regulation skills, like self-discipline and personal responsibility are key points for success in education as well as in life. These characteristics along with sound discipline procedures, fairly and firmly enforced, help contribute to a safe and positive environment that is conducive to learning.

#### **Attendance:**

- Students are expected to be on time for school and class every scheduled day. Being late to school and class disrupts the learning of others as well as your own education.
- Repeated lateness will result in disciplinary action.
- Students who are consistently absent from school may be considered for retention and/or referral to the district truancy officer (**See Attendance Policy – File Code 5113**).

#### **Attendance at School and School Functions:**

- Students who are absent from school for any reason are not to be on school grounds without the direct supervision of their parent/guardian.
- Students who are absent from school may not participate in any after school or evening school activity on the day of the absence (e.g. athletics, dances, music programs).
- Students are under school jurisdiction and subject to all guidelines of this handbook, while traveling to and from school and while attending or participating in any school-sponsored functions. (See Attendance Policy)

#### **Back Packs:**

- Students may carry their books to and from school in back packs or book pouches.
- **During the school day students must keep backpacks, and any bag larger than 8 ½ by 11 in their lockers.** They should only carry the books and materials needed for their classes.

#### **Behaviors to Practice:**

##### **Students will:**

- Respect all adults at all times, respect each other, and respect self.
- Take pride in their school surroundings; practice good citizenship; follow school rules and demonstrate proper conduct at all times.
- Find ways to resolve conflict in a non-threatening manner without physical contact by talking out the problem, meeting with their counselor, peer mediation, or other staff intervention to assist in resolving conflicts.
- Walk bicycles on school grounds.
- Use the walkways/sidewalks for entering and leaving the building.
- Properly care for school issued iPad.

#### **Behaviors to Avoid:**

**Please refer to the District Code of Student Conduct under the student's rights and responsibilities for specific guidelines and additional information.**

Central Detention, Community Service, Suspension, Expulsion and/or possible Police Action will result for the following infractions, which **include but are not limited to:**

- Possession, use, sale or distribution of illicit drugs/alcohol on school property, or at school sponsored activities
- Fighting on school grounds, in the building, on school bus, or at school sponsored activities (**“fighting” includes initiating or responding to aggression**)
- Creating hostile or dangerous situations including harassment, bullying, intimidation of student or staff
- Inappropriate online interactions, including inflammatory speech directed at members of the school community
- Physically or verbally assault, threaten, intimidate or harass other students, a teacher, administrator, or other employee of the Board of Education
- Continued disregard of school and classroom rules
- Not attending a scheduled Central Detention
- Disrespectful, insubordinate behavior to staff
- Smoking or the possession of any tobacco product
- Gum chewing, the unauthorized sale of candy or any other items
- Throwing objects, snow balls, or food, which endanger others
- Habitual use of inappropriate language
- Stealing or possession of stolen property
- Leaving school grounds without permission

- Gambling on school property
- Destroying, defacing, or vandalizing school property or the property of others
- Possession, use, or distribution of fireworks or other explosive or incendiary devices
- Misconduct during a Fire and/or Security Drill
- Turning in a False Alarm
- Possession, use or distribution of an object or item that may be perceived as a weapon
- **Note: Behaviors are monitored for infractions that occur within each marking period. Continued behavioral concerns may result in students being ineligible to participate in activities, clubs, dances, field trips, assemblies, etc. as determined by administration designee. Multiple out of school suspensions may result in exclusion from school based special activities.**

#### Bicycles/Skateboards:

- The school assumes no responsibility for theft or damage to these items.
- All students are permitted to ride bicycles to school, but the privilege may be withdrawn at any time if there is failure to comply with rules of safety and courtesy. Students are not to ride bicycles/skateboards on school property.
- Bicycle racks are to be used, and it is strongly recommended that bikes be chained and locked to the racks.
- **New Jersey law mandates that all biking/skateboarding students wear helmets while riding.**

#### Book Care and Fines:

- Books are to be covered at all times.
- Damage to texts or other school material, which is beyond normal use wear and tear, will be paid for by the student.
- Damage fines are based on the condition of the book when issued.
- Material that is lost or damaged to the point of being unusable will be assessed at the replacement cost (100% of a new text).

#### Bus Behavior:

- The bus driver is in charge of the bus. Students are to obey and respect the driver at all times. The bus driver reserves the right to addressing behaviors as needed to ensure the safety of all students. This includes, but is not limited to, the assigning of seats.
- Students are to be seated and orderly at all times to ensure the safety of all.
- Students who disregard the rules as set forth in the Piscataway Township Transportation Department (PTTD) Pamphlet may be referred to the administration for disciplinary action. This action may include seat assignment, Central Detention, suspension, restitution for damages, and temporary or permanent revoking of bus privileges.
- Students waiting for buses are not to loiter on private property. (Refer to PTTD handout for specific guidelines in accordance with the District's Code of Student Code – File Code 5131.5)

#### Class Cuts:

- Any student who fails to attend an assigned class or activity, including homeroom and lunch, without a justifiable reason, verified by a teacher or other responsible personnel, shall be considered as cutting class. A consequence according to district policy will be applied for those that cut class.

#### Disciplinary Procedures:

- Occasionally students will make the wrong decision and not follow the guidelines established for appropriate behavior. Refer to the District Code of Student Conduct.
- A variety of strategies will be used to deter students from misbehaving. These procedures follow a hierarchy that is progressive and in direct relation to the nature of the action.

#### The teacher may:

- Remind the student of the classroom or school rule they are violating
- Contact the parent
- Assign teacher Lunch Detention
- Assign teacher After-school or Morning Detention
- Refer to Administration / Counseling Office

#### The Administration may:

- Assign Lunch Detention
- Assign Central Detention: Detention may be assigned before or after school at the discretion of the administration. Notification of Central Detention will be either by mail or direct parent /guardian contact. Failure to serve an assigned Central Detention will result in serving additional detentions or possible suspension. Students will be expected to bring and do school work during detention. Parents may be expected to pick up their child from detention, as transportation is not guaranteed for students serving detention.
- Assign Community Service (Extended after school detention): Community Service is offered as an option to Out of School Suspensions (for certain offenses as determined by administration), or for students who are repeat offenders of school rules. The program is designed to provide students with the opportunity to make positive contributions to the school community. The parents or guardians must provide transportation. Students will also be required to write a reflective piece on their experience. The Assistant Principal and/or an advisor will oversee the project.
- In School Suspension/ Out of School Suspension: It is the student's responsibility for completing classroom assignments during the period of suspension.
- Deny privileges and end of the year class activities
- **Note: All students who establish a pattern of misbehavior or who have been suspended multiple times during the year may lose the privilege to participate in the end of the year activities. The school cannot guarantee refunds if student behavior results in exclusion.**

#### Dress and Appearance:

Students' dress should be clean and neat and in no way a distraction to the learning process. The principal reserves the right to contact parents/guardians personally in order to verify parental approval for the way their child is dressed and bring a change of clothes. The following Dress Code has been established in an effort to bring about an attitude conducive to better learning, self-respect, and a sense of responsibility. Any student who is not in compliance with the student dress code may be excluded from class until proper attire is presented. The dress code must be adhered to on field trips, school dances, after school activities and the Promotional Ceremony.

- Students are not permitted to wear or display head coverings, bandanas, or hats of any kind in the building except for religious or medical reasons.
- Shoes, sandals or sneakers must be worn at all times on school grounds and in school buildings.
- A shirt with opaque fabric in the front, back and on the sides under the arms must be worn.

- Micro-miniskirts and short shorts are not acceptable. Dresses, shorts, and skirts must reach the end of the fingertips and/or be 5” above the top of the knee.
- No student shall be allowed to wear clothing or other apparel which can be used as a weapon.
- Revealing clothing will not be permitted.
- Slippers, pajamas or lounge wear are not permitted in school.
- Pants worn below the hips are not acceptable.
- Pants that are torn, ripped or cut to inappropriately reveal skin or undergarments are not acceptable.
- Articles of clothing and/or buttons, etc. that have indecent, provocative, inflammatory, profane (or tobacco, alcohol, or drug oriented) writing, pictures, slogans, or messages are not acceptable.
- Headphones are not to be worn during the school day, unless permitted by the teacher for a specific assignment. Headphones are not to be worn in the hallways.
- Picks or combs in hair are not permitted.
- Wearing of multiple fingered or oversized rings is not acceptable. In an altercation, they may be perceived as a weapon.
- Tinted glasses or sunglasses may be worn in school if they are prescription lenses. Non-prescription glasses must be stored in a locker.
- Students representing the school on field trips, public functions, athletic events, etc. should adhere to the school dress code.
- Clothing intended as outerwear is not to be worn in the building during the school day unless directed by the administration.
- No gloves may be worn in class or in the building.
- Dress and grooming must be sanitary.
- The administration reserves the right to determine if any clothing not listed above is appropriate for the middle school environment.

#### Field Trips/Special Programs/ End of Year Activities:

- Field trips and special activities are important supplements to the educational program in the middle school.
- **Students who have had discipline referrals may be excluded from some or all activities.**
- Teachers will review student records and make recommendations to administration regarding student eligibility.
- Parents will be notified of the decision prior to the event. **We cannot guarantee refunds if student behavior results in exclusion.**
- Students are expected to pay outstanding school fines in a timely manner. Any 8<sup>th</sup> grade student with outstanding fines may not participate in the end of year Promotion Ceremony.
- Items that are prohibited during field trips are consistent with those that are prohibited during the normal school day.

### SECTION 5 - DISTRICT POLICY

#### Acceptable Computer Use Policy: File Code 6142.10

- The district maintains that all students use computers as an instructional tool to enhance their education. At no time should students seek out information or material on the Internet that is inappropriate for the school environment or illegal.
- Disciplinary action will be taken against any student that misuses their computer privileges. This may include denial of access to the school system, suspension, detention and/or possible restitution for and costs associated with the misuse of the district’s equipment of system.

#### IPad Initiative

- **Note: Ownership of iPads is maintained by the Board of Education. Access to iPads, for the purpose of inspection or search will be maintained by representatives of the Board of Education to ensure the safety and welfare of the entire student body.**
- All students are expected to take responsibility for properly using the iPads issued to them as per the district guidelines of the acceptable use policy.
- Students are required to bring their iPads to school each day.
- Students are responsible for knowing and following all of the terms of service as outlined by the district, manufacturer and all applicable software regulations.
- Students must report all damage to the designated school technician. The cost for repairs and replacement are included in the user agreement that parents sign when receiving the iPad.
- All students are bound by legal and ethical guidelines for appropriate use within the educational setting including but not limited to hardware and software alterations, identity theft (using other student’s passwords), inappropriate use of applications/software and violation of individual privacy rights through the use of images, texts and audio.
- **Students should never take video, audio, or images of their classmates or staff members without proper consent.**
- Disciplinary action will be imposed on students as determined by administration based on the nature and severity of the offense. This may include after school detention, school service, out of school suspension, legal action and/or police complaint. Students may also be required to sign their iPads in and out for use only during the school day.
- The administration reserves the right to prohibit students from bringing iPads into the cafeteria.
- When iPads are in repair, students continue to be responsible for coursework.

#### Attendance Policy: File Code 5113

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and student is required to maintain a high level of school attendance. Students are expected to attend school on all days that school is in session.

- Parents have a responsibility to ensure that their child is punctual and attends school daily.
- Parents are responsible for notifying the school early on the day when a child will be absent and for informing the school of the reason for the absence. Excused absences include: Disabling Illness, recovery from accident, required court appearance, Death in the Family, religious observance, or others as listed in the board policy.
- Parents can provide a note to the school notifying of short-term absences.
- The board will report to appropriate authorities’ infractions of the law regarding the attendance of pupils below the age of 16.
- When a pupil shows signs of a developing pattern of absences, the administrator or designee will discuss the problem with the pupil’s parent/guardian.
- Students are monitored for attendance and the school sends notification of excessive unexcused absences home at designated intervals.
- **Note: The district truant office becomes involved when a student demonstrates a pattern of excessive absences. Legal procedures will occur, which may include court**



**appearance, charges against the parent/guardian, or retention of the student. The student may be referred to STAR and possible retention or referral may occur.**

**Attendance Appeals Process:**

- Upon notification of retention, the decision to retain the student may be appealed in writing to the principal by the parent/guardian within 10 days after receipt of notification.
- The Attendance Appeals Board, which consists of the principal, truant officer and student's counselor, will be charged with the responsibility for rendering recommendations related to all appeals.
  - Attendance required in Court (evidence submitted).
  - Religious holidays.
  - Administratively approved absence.
  - School sponsored education activities, sanctioned or approved by the principal.

**Bullying, Intimidation, Harassment (File Code 5131.1):**

- It is the obligation of the school to address any harassment/bullying that occurs at school or school events. Any claim of harassment/bullying by one student to another or teacher to student or by a board employee to another board employee must be reported to the principal and to the legal authorities. The complaint will be documented, investigated and its status monitored. Parents of all students concerned will be notified of the complaint and as to its disposition.
- Each school has an Anti-Bullying Team in place to address issues of HIB. The (HIB) Specialist is assigned to complete investigation reports. All reported investigations are reviewed by the Board of Education.

**Anti-Bullying School Specialists**

- Conackamack - Dr. Kelvin Rogers – [kr Rogers@pway.org](mailto:kr Rogers@pway.org), x5317
- Schor - Dr. Kate Garcia– [kgarcia@pway.org](mailto:kgarcia@pway.org), x5217
- Quibbletown - TBD

**Anti-Bullying District Coordinator**

- David B. Rubin Esq. – [drubin@pway.org](mailto:drubin@pway.org)

**Non Discrimination/Affirmative Action (File Code 4211.1):**

- Notice of the Board's policy on nondiscrimination and education practices shall be given in the board policy manual, posted throughout the district, and published in any district statement regarding the availability of employment positions or special education services.

**Drugs/Alcohol/Tobacco/Steroids (File Code 5131.6):**

- Pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids would be identified, evaluated, and reported in accordance with the law. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to disciplinary action as defined in the District's Code of Student Conduct, which may include suspension or expulsion, and may be reported to appropriate law enforcement personnel.

**Promotion and Retention (File Code 6146.2R):**

- The minimum-passing grade in our school is 65% (D). A middle school student who does not pass two subjects in a

school year may be retained. When a middle school student does not pass several classes, the priority for recovery during summer school (not provided by the district) is for Math to be made up first, then Language Arts and then other courses. If the courses include Language Arts, Science and Social Studies then the priority is for Language Arts credit to be recovered. A student seeking recovery through summer school or an on-line course must pass the course and a district competency test, in August, in that content area in order to be promoted. All middle school students who do not pass more than one subject by the end of the school year, regardless of credit recovery options, require an educational plan to be created, signed and monitored in agreement by administration, counselors, teachers, student and parent/guardian.

- Regular attendance is a requirement. Students who consistently are absent and are in violation of the District Attendance Policy from school may be considered for retention.
- Fines accumulated as student in PTS may prohibit or limit participation in promotion exercises.

**Search and Seizure: File Code 5145.12**

- School lockers remain the property of the school district even when in use by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents shall be informed of this policy when lockers are assigned.

**Section 504:**

- The Piscataway Public School District does not discriminate in admission or access to, or employment in, its programs and activities on the basis of handicap in violation of Section 504 and its implementing regulations. The district official responsible for coordinating compliance with Section 504 and implementing its regulations is the Director of Pupil Services, who is located at the Piscataway Township Schools Administration Building.

**Student Photography and Videotaping:**

- Photography and videotaping of student activities and events are for personal and family use only. Families are advised not to post to social networking sites that are public, including, but not limited to, Facebook and You Tube. Such postings may invade the privacy rights of the other students and may pose a security risk for some students.

**Violence and Vandalism (File Code 5131.5):**

- Violence and vandalism committed by any students will be reported to administration who will initiate specific steps as outlined in the board policy referenced.

**Weapons / Dangerous Instruments (File Code 5131.7):**

- The board of education prohibits the possession and/or use of firearms, other weapons, or instruments which can be used as weapons on school property, on a school bus, at any school sponsored function, or while en route to or from school or any school function. Disciplinary action shall take place against students who possess, handle, transmit or use firearms, other weapons or dangerous instruments.