

# **POND ROAD MIDDLE SCHOOL**

## **2017-2018**

### **STUDENT HANDBOOK**

*"Today's Learners, Tomorrow's Leaders"*

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This agenda belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_

PHONE: \_\_\_\_\_

STUDENT ID # \_\_\_\_\_

## **WELCOME MESSAGE**

Welcome to Pond Road Middle School. Our entire staff is looking forward to the experiences and privileges provided to you at our school. We hope that you have had a great summer and are looking forward to the beginning of another school year. Along with new notebooks, new class assignments, and new teachers, we hope that you have a renewed commitment to personal success. All of us at Pond Road are here to help you find that success. Please share your ideas and concerns with any member of our faculty or staff.

Our goal as a school is to provide the resources and experiences that will enable you to maximize your potential. This organizer will help introduce and reinforce student organizational skills necessary not only for your continuing education, but also by providing you with life skills. Our faculty and staff will help you as you commit yourself to doing the very best that you can. We are sure you will enjoy attending Pond Road Middle School.

## **MISSION STATEMENT**

Pond Road Middle School will provide a safe, nurturing learning environment to support the whole child. With the cooperation of the community, parents, teachers, and students, we will pursue excellence by providing challenging opportunities to maximize each student's intellectual, physical, social, emotional, and creative potential. Our fundamental philosophy is that learning is a lifelong process through which we develop responsibility for ourselves and our actions.

## **BELIEF STATEMENTS**

- We believe education is a shared responsibility of the administration, faculty, students, parents, and the school community.
- We believe each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- We believe in providing a safe, nurturing environment in which students can achieve academic success.
- We believe in creating an atmosphere within the school community that encourages independence, respect, responsibility, and acceptance of diversity.

- We believe stimulating and challenging educational opportunities will help students reach their full potential.
- We believe that education should foster independent thinking to encourage creativity, thoughtful decision-making, critical analysis, and an appreciation and understanding of differences in opinion.
- We believe the learning environment and educational process should recognize and accommodate different abilities, learning styles, and interests.
- We believe each student's school experience should foster self-esteem and self-confidence, which are essential to success.

# KNIGHTS PLEDGE

**Pond Road Middle School students are expected to be:**

- **Respectful**
- **Responsible**
- **Ready to Learn**

## **Respectful**

- Respectful students address others in a positive and appropriate manner.
- Respectful students are considerate towards others regardless of age, race, creed, religion, culture, or gender.
- Respectful students demonstrate behavior that is safe and non-threatening.
- Respectful students keep their school clean, free of graffiti and dispose of garbage properly.

## **Responsible**

- Responsible students are honest and take ownership for their own behavior and learning.
- Responsible students keep hands, feet, and objects to themselves.
- Responsible students use their time and resources wisely.
- Responsible students walk in the halls in a safe, orderly, quiet fashion and remain to the right at all times.

## **Ready to Learn**

- Ready to learn students come to class on time and prepared.
- Ready to learn students participate fully in class activities and discussions.
- Ready to learn students stay focused and on task.
- Ready to learn students meet the unique requirements of each class.

## **ADMINISTRATION**

Dr. Kathie Foster	Superintendent
Dr. Kimberly Tew	Assistant Superintendent
Mr. Paul Gizzo	Principal
Mrs. Tawrye Mason	Assistant Principal

## **QUICK PHONE REFERENCE**

Pond Road Middle School	(609) 632-0940
Main Office	Ext. 4009
Attendance	Ext. 4016
Health Line (reporting absences)	Ext. 7001
Nurse	Ext. 4011 or Ext. 4050
Guidance	Ext. 4018 or Ext. 4020

## **PARENT/ GUARDIAN PARTICIPATION**

The lifeline for student success is active parent participation in the educational process. Effective communication and cooperation between school and home is essential. Parents are encouraged to contact the school if they have any questions or concerns during the year. Parental involvement in student activities enhances a successful experience for all pupils. An effective school has a large number of parents participating with faculty members as partners in education.

## OPEN DOOR POLICY

The Principals of PRMS welcome visits from students and/or parents. In the event that the administration is not available at the time a student/parent arrives at the office, an appointment can be made with any of the secretaries. However, it is encouraged that students and parents should direct all inquiries/commendations to the staff member (coach, counselor, and/or teacher) closest to the issue who can offer “real-time” advice and guidance.

## TRANSPORTATION

Using transportation services of the Robbinsville Public School District is a privilege that requires responsibility on each student’s part. Transportation is the ultimate responsibility of the parent. Students have the privilege of using the transportation services of the Robbinsville Public School District. Rigid standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his or her attention away from the road, danger exists. Parents, please instruct your child of all safety procedures at the bus stop, while walking, or when riding to school either by car, bicycle or bus. Please refer to the *Student Transportation Rules-Responsibilities-Guidelines* brochure for all expectations of any student using transportation.

### BUS

- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students shall stay in their seats while the bus is in motion.
- Students shall dispose of trash properly.
- No eating, drinking or chewing gum on the bus.
- Students must be quiet while stopped at a railroad crossing.
- Students shall not leave the bus from the emergency door unless an emergency exists.
- While discouraged, iPods, cell phones and other electronic devices are permitted on the bus and are the sole responsibility of the student. Upon arrival at school, these items must remain in the student’s locker until dismissal. Any lost, damaged or stolen items are the sole responsibility of student.
- Students shall be assigned seats according to grade level.
- Students shall use seat belts.
- No part of the body shall extend through the window.
- No object shall be thrown from the bus.
- Students are to go home on their assigned bus only.

- **District Policy prohibits students from boarding buses other than the bus assigned to them by the district's Department of Transportation.**

### Discipline and penalties

- According to Board Policy, the riding privilege of a student may be revoked for violation of the rules or for conduct which is detrimental to the safe operation of the school bus.
- The driver is in full charge of the bus and the students.
- Parents will be notified if it is necessary to deny school bus transportation for a reasonable amount of time, in which case the parents become responsible for providing student transportation.

### BICYCLES

Students may ride bicycles to school if a permit is obtained from the office. Bicycles must be parked in the designated area and must be locked. Students are responsible for the care of the bicycles and must follow all safety rules.

- Admittance time: 7:50 AM
- Permits may be obtained from the main office during homeroom. Students must obtain a permit before riding bikes to school. The only exception will be the first week of school.
- All bike riders must wear helmets in accordance with NJ State Law and school regulations.
- Students must provide a bicycle lock.
- Bicycles must be walked on and off school grounds and on all sidewalks adjoining the school.
- Cyclists are to observe the same rules as automobile drivers: stopping at stop signs, riding single file on the right hand side of the street, and only one rider to a bicycle.

### Discipline and penalties

- One warning is given for a violation of the bicycle rules. Students will not be allowed to ride their bicycles to school if there is a second infraction.
- If a child fails to comply with the Helmet Safety Law, the bike will be held until he/she brings in a helmet or arrangements are made to have the bike picked up by a parent. A repeat of this infraction will result in the student losing the privilege of riding a bike to school.

- \* **Rollerblades, scooters and skateboards are not permitted on school premises during school hours.**

## WALKERS

- Admittance time: 7:50 AM
- Students must use sidewalks at all times.
- Students must cross with the assistance of the crossing guards.

## CAR RIDERS \*

**\*We ask that drivers proceed slowly and cautiously, primarily remaining cognizant of students walking in the lot while being courteous to fellow motorists/members of our school community. Please form one lane in each of the designated drop off and pickup areas.** Forming more than one lane creates a dangerous situation. If students are transported to school by car, or picked up at school on a regular basis or during inclement weather, the following guidelines will ensure the safety and proper supervision of students during arrival and dismissal times.

### REGULAR DAY:

- Admittance time: 7:50 AM                      Dismissal time: 2:49 PM

### EARLY DISMISSAL:

- Admittance time: 7:50 AM                      Dismissal time: 12:30 PM

### DELAYED OPENING:

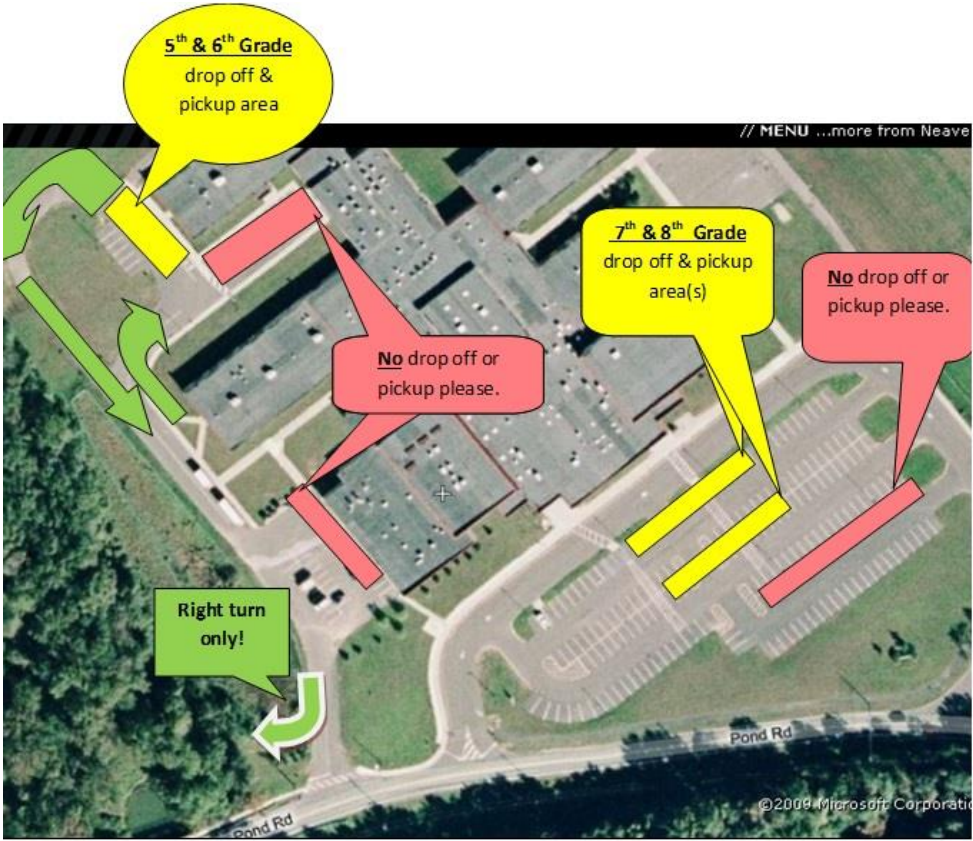
- Admittance time: 9:30 AM                      Dismissal time: 2:49 PM

Parking or stopping in the bus lane is prohibited. Please refer to the map for drop off/pick up procedures.

## STUDENTS ENTERING THE BUILDING DURING SCHOOL HOURS:

- All 5<sup>th</sup> & 8<sup>th</sup> graders enter through main doors.
- All 6<sup>th</sup> & 7<sup>th</sup> graders enter through front doors (gym side)
- Students arriving late (7:55 AM) enter through the front doors and report to main office.





## INCLEMENT WEATHER PLANS

Have an inclement weather plan in place so that your child knows what to do in advance of the situation. The telephones cannot handle last minute plans for all students.

**Students are not permitted in any unsupervised area of the building before or after school hours.**

## **EMERGENCY CONTACT SYSTEM**

It is imperative that all Pond Road families supply the school with accurate contact information. With our system, we are able to keep you apprised of emergency situations that may arise in our school district. The system will also be used to announce inclement weather closings, delayed openings, and early dismissal from school. This information will also be posted on the district website at [www.robbinville.k12.nj.us](http://www.robbinville.k12.nj.us). Please do not call the school for information regarding closing as these calls tie up the telephone lines which are needed for emergencies.

Please note: In the event of an emergency closing, all after school activities including athletics will be cancelled.

## **DRESS REGULATIONS**

All students are expected to dress in clothing that is neat and clean, and to observe proper grooming. No single form of dress is required but clothing and other attire that is immodest, overly revealing, unsafe or likely to distract from or interfere with the educational process is prohibited. The following types of clothing or attire are specifically **prohibited** from being worn by Pond Road Middle School students:

- Tank tops, tube tops, halter tops, any shirts and/or top revealing the midriff, which are sheer or so brief, low-cut as to be embarrassing or indecent.
- Shorts and skirts are permitted, provided they are not so revealing as to be embarrassing or indecent, and meet the “finger-tip” rule. Compression shorts are permitted as long as the shorts over the top of them are an appropriate length.
- Sunglasses (unless a valid medical reason exists)

- The use of “Heelys” and/or any other footwear, such as flip-flops or shoes without backs, is deemed inappropriate and/or dangerous and is strictly prohibited.
- Garments that display wording or graphics related to vulgar language, drugs, or alcohol, as well as graphics that provoke or may tend to provoke violence or disruption in the school or are sexually suggestive shall not be worn.
- Chains (i.e. wallet chains)
- Non-religious hoods, hats and miscellaneous head wear (except when entering or leaving school for the day).
- Outer garments, such as heavy coats, are not to be worn during the school day.
- The belt area of the pants or shorts must be worn at the waist at all times.
- In any classroom in which there are chemicals, machinery or equipment of any kind, students may be required to adapt their clothing and grooming appropriately so as to minimize the risk of injury. The individual classroom teacher shall have the discretion of this requirement. All interpretations and decisions on the school dress policy are to be made by the administrators, consistent with the criteria in this policy.
- Backpacks are not to be carried during the school day.

## **SCHOOL HEALTH SERVICES**

**\* Please note, the main office area and health office area are nut/peanut free.**

### REPORTING TO THE NURSE

If a student becomes ill in class, the classroom teacher will issue a pass to the nurse or someone will accompany the student to the nurse’s office. The nurse is available for treatment of minor injuries or illnesses and for discussion of any health concerns. Parents will be notified if care beyond first aid is required; any further treatment will be the parents’/guardians’ responsibility.

All communication regarding student dismissal due to illness will be initiated and finalized by the nurse only, after a nurse’s assessment.  
***STUDENTS SHOULD NOT TEXT PARENTS TO PICK THEM UP IF THEY DO NOT FEEL WELL.***

## GUIDELINES FOR KEEPING STUDENTS HOME

Do not send a student to school who is complaining of feeling ill, or who has had a fever the night before school. Those students invariably feel ill in class and must be sent home. Students must be fever free for 24 hours (without acetaminophen or ibuprofen) before they return to school. Students who have been vomiting the night before or the morning of school must stay at home.

## COMMUNICABLE DISEASES

In order to prevent epidemics and to protect the health of students and staff, it is essential that students with a communicable disease be kept home until the danger of contagion and relapse has passed. Please notify the school nurse of any communicable disease; the nurse will inform you of the required time the student should remain at home. A note from the student's physician stating that the condition is not contagious may be requested by the school nurse.

## MEDICATION

The administration of medication during the school day is not encouraged. However, if your student needs to take medication during school hours a "Request for Medication Administration" form must be completed by the student's physician and signed by the parent/guardian. This form may be obtained from the school nurse. Medication must be brought to school by the parent/guardian in the original labeled container. This applies to prescription and non-prescription medications including all over the counter medication. Only the certified school nurse can administer medication in the school. Parents and guardians may come to the school to administer medications. Please advise the school nurse of any medications the student is taking.

- Asthma Action Plans obtained from the school nurse or the student's pediatrician must be completed for students who use inhalers.
- Food Allergy Action plans must be completed by the student's physician for those students with food allergies.

## SCREENINGS

- Height, weight and blood pressure are done annually.
- Vision screenings are done for those students in grades 6 and 8.
- Scoliosis screenings are done for those students in grades 5 and 7.
- Hearing screenings are done in grade 7.
- The parent or teacher may also request screenings throughout the year.

## PHYSICAL EXAMINATIONS

- A physical examination may be necessary for Child Study Team evaluations, students new to the district, and students in grade 6.
- Sports physicals are required within 365 days of the first practice and must be completed on the required physical form.

## IMMUNIZATIONS

In order to attend school, state law dictates that each student's immunization requirements must be fulfilled. To comply with New Jersey State Laws, we need all dates (month, day, year) for the following immunizations:

- |                                      |                |
|--------------------------------------|----------------|
| 1. Diphtheria, Pertussis and Tetanus | 5. Rubella     |
| 2. Poliovirus                        | 6. Hepatitis B |
| 3. Measles                           | 7. Varivax     |
| 4. Mumps                             | 8. Menactra    |

## MANTOUX TUBERCULIN TESTING

New students from out of the country who do not have a record of a Mantoux tuberculin test within the past six months may be tested.

## DRUG, ALCOHOL AND TOBACCO POLICY

Students are taught about the use and abuse of drugs, alcohol, and tobacco as part of the health curriculum. The Robbinsville Public School Board of Education Substance Abuse Policy enables school officials to enforce drug, alcohol, and tobacco laws. Any questions or concerns regarding School Health Services, please notify the school nurse.

## **SECURITY MEASURES**

In order to provide the safest school environment possible, there are specific security measures in place:

- Entrance to the school by any person is allowed solely through the main doors.
- Once "buzzed" in, all visitors will be asked to submit a valid driver's license.
- Repetitive visitors will be asked to submit his/her driver's license each visit.
- We take our students' safety seriously. Therefore, any person refusing to submit a driver's license will be denied entry.

## ATTENDANCE

Regular attendance is an integral factor for attaining success in school. Frequent absences can have an adverse effect on a child's academic progress. Our hope is that every child is present at PRMS each of the 180 days in the school year. However, a child should not come to school feeling ill. If your child is going to be absent, a parent must leave a detailed message on the "Health Line" 609-632-0940 ext. 7001. When using the "Health Line" please include the following information:

- **Your name and relationship to student**
- **Student's name and grade**
- **Reason for absence**
- **Expected date of return**
- **Any other pertinent information**

Parents who do not leave a message for an absent child will be contacted via automated phone call. Parents must call daily when their child is absent. When your child returns to school after an absence, you must send a written note indicating the reason and date of the absence.

Students who are absent a total of ten (10) days will receive a warning letter mailed home. Students who are absent a total of twelve (12) days will receive a second warning letter mailed home. In addition, there will be a mandatory meeting with the principal and the Attendance Committee. Students who are absent a total of sixteen (16) days will receive a final warning letter mailed home and will be subject to administrative review by the principal before being considered for promotion in accordance with The Board of Education (Policy #5200).

### ABSENCES AND EXCUSES

The Board of Education (Policy # 5200) believes that regular attendance in class, participation in class activities, and interaction between pupils and teachers are vital and integral parts of the learning process. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional and learning processes. Any pupil, who for any reason fails to attend 162 days of school within any academic year, shall be subject to the administrative review by the principal of his/her school before being considered for promotion. The following individuals may assist the principal in this administrative review: administrators, teachers, parents/guardians, students themselves and other school personnel, such as supervisors, guidance counselors, school nurse, child study team members, etc. All absences must be explained in writing by a parent/guardian upon the

pupil's return. The following absences are excusable per N.J.A.C. 6A:32-8.3 (j):

- Religious holidays pursuant to N.J.S.A. 18A:3614-16
- School sponsored activities to include Field Trips
- "Take Your Child to Work" Day

**A student must be present for a total of 3 ½ hours to receive credit for the school day. Students must be in school by 11:30 am to receive credit for a full school day.**

### RE-ENROLLMENT

Any student who has missed ten or more consecutive days of school will be automatically withdrawn from the district, in accordance with state law. These students include, but are not limited to, those who have gone on a vacation or have left the country. In order to complete the re-enrollment process, parents/guardians are required to contact Central Registration to schedule an appointment. Please be advised students are unable to return to school without completing this process.

### LATE ARRIVALS

Late arrivals and early dismissals are as disruptive to the educational process as absenteeism. Any student arriving after 7:55 AM must report to the Main Office for a pass before reporting to class. Parents/guardians who fail to comply with the compulsory attendance laws are subject to penalties prescribed by the law. Disciplinary consequences are not counted as a student absence.

### EARLY DISMISSALS

Upon arrival, children should present a written note to their first period teacher stating the time and reason for early dismissal. Parents/Guardians will be asked to present a valid driver's license upon arrival and should meet their child in the main office at the predetermined time to sign their child out.

## **STANDARDS FOR SCHOOL BEHAVIOR**

Students, parents/guardians, teachers, school administrators, and the Board of Education all agree that positive student commitment and behavior are essential to effective learning. It is important that students realize their own attitudes and acts are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents/guardians, all students have the capacity to demonstrate actions which contribute to the effectiveness of school and the worth of their

learning experiences. By choosing to behave in ways that enhance the social relationships of the school and facilitate learning, students take the necessary steps toward adulthood.

### CODE OF CONDUCT

Students are expected to be responsible for their behavior, and to demonstrate concern for others in building a constructive learning environment. To that end students should:

- Act respectfully and courteously toward peers and adults.
- Report promptly to class, prepared with pencils, notebooks, and required materials for learning.
- Follow individual classroom rules and procedures.
- Move about the corridors in a relatively quiet and orderly fashion.
- Refrain from the use of profanity or other unacceptable forms of communication.
- Respect and care for school property.
- Refrain from the use, distribution, or possession of drugs, alcohol, tobacco, and other controlled substances.
- Refrain from wearing anything on the face except for basic makeup.
- Use reasonable means to resolve disputes.
- Respect the rights and property of other people in school.
- Remain on school grounds and in designated areas during school hours.
- Refrain from inappropriate displays of affection.
- Eat only in designated areas and refrain from chewing gum in the school building.
- Refrain from touching snow on school grounds.
- Dress in an appropriate manner and wear shoes or sneakers.

### PERSONAL/TECHNOLOGY USAGE

Electronic Devices such as, but not limited to, tablets, laptops, and cell phones should be used for educational purposes only. Use of any personal technology during the school day is the sole discretion of the teacher(s)/administration. When not in use for instructional purposes, all devices should be powered down and in the student's locker. Students assume all responsibility for the care of said devices. All content on the device(s) is subject to the district's acceptable use policies and/or search and seizure. Students should not record (audio or video) or take pictures during school hours. Devices should be not be used in hallways.



## HALL PASSES

If a student is out of his/her classroom during class time, he/she is required to have the appropriate pass from his/her classroom teacher. Students are only permitted in areas that correspond to the given pass.

## CAMERAS/CAMERA PHONES

Video/sound recording and photography are not permitted during school hours without permission from an administrator.

## BEHAVIORAL CONSEQUENCES

One of the tenants of PRMS is to value the individuality of our students. Living up to that core belief, each incident will be taken on a case by case basis and the administration reserves the right to make decisions beyond the scope of the following guidelines. Repetitive negative behavior may result in more severe consequences.

<b>VIOLATION</b>	<b>CONSEQUENCE</b>
<b>Disruptive Behaviors</b> <b>Behaviors may include but are not limited to:</b> <ul style="list-style-type: none"><li>• Continual talking in class</li><li>• Calling out in class</li><li>• Out of seat without permission</li><li>• Writing or passing notes during class</li><li>• Throwing spitballs/other items</li><li>• Other miscellaneous/disruptive behaviors</li></ul>	<ul style="list-style-type: none"><li>• Morning detention</li><li>• Parental/Guardian Contact</li></ul>
<b>Cutting Class</b>	<ul style="list-style-type: none"><li>• In-School Suspension</li><li>• Parental/Guardian Contact</li></ul>
<b>Vandalism</b>	<ul style="list-style-type: none"><li>• In-School Suspension</li><li>• Parental/Guardian Contact</li><li>• Guidance Intervention</li><li>• Restitution for damages</li><li>• Possible Police Intervention</li></ul>
<b>Theft/Possession/Sale of Stolen Property</b>	<ul style="list-style-type: none"><li>• In-School Suspension</li><li>• Parental/Guardian</li></ul>

	<p>Contact</p> <ul style="list-style-type: none"> <li>• Guidance Intervention</li> <li>• Possible Police Intervention</li> </ul>
<b>Possession/Sale/Distribution or Use of the following: caps, stink bombs, poppers, and matches/lighters or other combustible materials</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> <li>• Police Intervention</li> </ul>
<b>Intimidating Another Student By Verbal and/or Physical Aggression</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>
<b>Verbal Threats Made to Any Staff Member or Verbal Threats Made About a Staff Member</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Guidance Intervention</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Police Intervention</li> </ul>
<b>Participating in the Intimidation of Another Student(s)</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> <li>• Possible Police Intervention</li> </ul>
<b>Use of Foul Language, Verbal Harassment and/or Gestures Directed at or About Another Student</b>	<ul style="list-style-type: none"> <li>• Morning Detention</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>
<b>Use of Foul Language, Verbal Harassment and/or Gestures Directed at or About a Staff Member</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Possible Police Contact</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>
<b>Use of Racial/Ethnic Slurs Directed at or About Another Person(s)</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>

<p><b>UNSAFE BEHAVIORS</b> Behaviors may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Rough-housing</li> <li>• Pushing/tripping</li> <li>• Pulling a chair out from under another student</li> <li>• Running in the building</li> </ul>	<ul style="list-style-type: none"> <li>• Morning Detention</li> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> </ul>
<p><b>Spitting/Biting</b></p>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> </ul>
<p><b>Fighting</b></p>	<ul style="list-style-type: none"> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> <li>• Possible Police Intervention</li> </ul>
<p><b>Smoking/Vape/E-Cig</b></p>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Confiscation of cigarettes/device</li> </ul>
<p><b>Possession/Distribution of Cigarettes/Vape/E-Cig</b></p>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> </ul>
<p><b>Truancy/Leaving School Grounds Without Permission</b></p>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Parental/Guardian</li> <li>• Possible Court Complaint</li> </ul>
<p><b>Verbal/Written comments and/or Illustrations depicting explicit or implied acts of violence and/or reference to sexual content</b></p>	<ul style="list-style-type: none"> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> <li>• Possible Detention or ISS</li> </ul>
<p><b>Verbal/Written comments and/or Illustrations depicting explicit or implied acts of violence/and/or reference towards students and/or staff members.</b></p>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Out-of-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Police Intervention</li> <li>• Guidance Intervention</li> </ul>
<p><b>Use/Possession/Distribution of an Unauthorized Substance</b></p>	<ul style="list-style-type: none"> <li>• Out-of-School Suspension (up to 9 days)</li> </ul>

	<ul style="list-style-type: none"> <li>• Parental/Guardian Contact</li> <li>• All other actions as per Board of Education Policy</li> </ul>
<b>Possession/Display/Threatening to use any weapon which may include, but are not limited to: firearms, knives, brass knuckles, pepper spray, chains, Tasers, martial arts weapons, firecrackers or other explosives.</b>	<ul style="list-style-type: none"> <li>• Immediate Suspension as per Board of Education Policy</li> <li>• Out-of-School Suspension (up to 9 days)</li> <li>• Parental/Guardian contact</li> <li>• Report made to Robbinsville Police Department</li> <li>• Possible Court Complaint</li> <li>• Guidance Intervention</li> </ul>
<b>Sale of Any Item on School Property Other than those Approved by the Board of Education</b>	<ul style="list-style-type: none"> <li>• Morning Detention</li> <li>• Property Confiscated</li> <li>• Parental/Guardian Contact</li> </ul>
<b>Insubordination to an Administrator</b>	<ul style="list-style-type: none"> <li>• Immediate Suspension</li> <li>• Parental/Guardian contact</li> </ul>
<b>Forging Another Person's Name</b>	<ul style="list-style-type: none"> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> </ul>
<b>Inappropriate Behavior</b>	<ul style="list-style-type: none"> <li>• Morning Detention</li> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>
<b>Throwing Food in the Cafetorium</b>	<ul style="list-style-type: none"> <li>• Lunch Detention</li> <li>• Morning Detention</li> <li>• In-School Suspension</li> <li>• Parental/Guardian Contact</li> <li>• Guidance Intervention</li> </ul>
<b>Use of Cell Phone During School Hours:</b> <u>ALL GRADES:</u> <ul style="list-style-type: none"> <li>• No devices in the hallways (including ear buds)</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Infraction: Warning</li> <li>• 2<sup>nd</sup> Infraction : Confiscation by teacher/given back at the</li> </ul>

<ul style="list-style-type: none"> <li>No social media</li> <li>No videoing/photography/texting</li> </ul> <p><u>GRADES 5-7:</u></p> <ul style="list-style-type: none"> <li>Monday/Wednesday/Fridays – NO electronics</li> <li>“Technology <u>Tuesday/Thursdays</u>” – ONLY during lunch</li> <li>No technology during recess – 5<sup>TH</sup> Grade ONLY</li> </ul> <p><u>GRADE 8:</u></p> <ul style="list-style-type: none"> <li>Can have electronics on during lunch Monday-Friday – but may lose the privilege if it is abused</li> </ul>	<p>end of the day</p> <ul style="list-style-type: none"> <li>3<sup>rd</sup> Infraction: Confiscation, given to main office, given back by an administrator the following day</li> <li>4<sup>th</sup> Infraction: Confiscation/Parent must pick up cell phone from an administrator</li> </ul> <p><u>Another infraction will result in the following:</u></p> <p><u>Student is banned from being in possession of a cell phone for the remainder of the school year.</u></p>
<p><b>Acceptable Use Policy (A.U.P.) Violation</b> – It is expected that students act in a responsible ethical, efficient, courteous and legal manner when using school district technology (or privately-owned technology through B.Y.O.D.). Refer to Acceptable Use Policy and B.Y.O.D. Policy posted on the school’s website.</p>	<ul style="list-style-type: none"> <li>If a student violates the A.U.P: <ul style="list-style-type: none"> <li>Review of actions with Administration</li> <li>Detention</li> <li>Loss of technology privileges</li> <li>In-School/Out-of-School Suspension(s)</li> </ul> </li> </ul>
<p><b>Dress Code Violation</b></p>	<ul style="list-style-type: none"> <li>Warning</li> <li>Change clothing</li> <li>Detention</li> <li>Parental/Guardian contact</li> </ul>

IN-SCHOOL SUSPENSION

In-school suspension may be assigned for any part or number of day(s), depending on the circumstances. The function of this program is to provide the student with an opportunity to take “time out” from his/her regular schedule and participate in a program which is customized for his/her individual needs at that time. Students are expected to complete all school assignments, as well as participate in programs which will assist them in developing more positive behavior. After three in-school suspensions, all subsequent suspensions may be out-of-school.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension will be used for serious violations of school rules or accumulation of several minor offenses. Students suspended from school are permitted the opportunity to make up assignments or tests missed while suspended from school. A reasonable amount of time for make-up work will be provided. A student suspended from school may not participate in or attend school activities, nor may he/she be on school property during the time of suspension.

**Students who are assigned to in-school or out-of-school suspension are not allowed to participate in or attend school activities during the school day or after school.**

**All disciplinary situations are evaluated and handled on a case by case basis. Final decisions/actions taken are at the discretion of the administration.**

## **CAFETERIA BEHAVIORAL EXPECTATIONS**

- Students will go directly from locker to cafeteria. Those students with lunches and beverages from home are to immediately sit at a table. Those students buying lunch or beverages should immediately WALK to the kitchen and wait in an orderly line. Students arriving late must provide a late pass to any teacher on duty.
- Students should wait in line and talk quietly. Proceed quickly through the line. No cutting.
- Students can access the kitchen once. Make sure to get everything you need during this time.
- The kitchen will close 10 minutes prior to the end of lunch. Purchases will not be permitted.
- Students need teacher/staff permission to use the restrooms.
- Students must ask permission to leave their seat.
- Food is to be eaten and disposed of properly. Each student is responsible for the area around and under their seat.
- Throwing food, beverages, or any other items is strictly forbidden and will result in disciplinary action.
- Talking must be conducted at normal conversational levels.
- Students should use good manners and accept direction the first time given.
- As directed, students will exit the cafeteria in a calm and orderly manner.

## FOOD SERVICE

Students' lunch account information is available on line at [www.mymealtime.com](http://www.mymealtime.com). You can check the balance, make payments, and sign up for low balance warning. **Please NOTE: Any outstanding lunch fees will prevent you from having access to Genesis.**

## SEARCHES OF STUDENTS AND THEIR POSSESSIONS

By law, all students are protected from unreasonable search and seizure. However, since lockers and computers (hard drives and USB drives that are used in school) are school property, inspections/searches are made randomly and regularly to check the conditions of lockers and to ensure a safe and orderly school environment. Items taken from students can be confiscated and/or turned over to the police. In addition, phones and/or content on said phones are subject to search and seizure when their use is deemed inappropriate, distracting, or detrimental to the educational process. (Policy # 5516 Cell Phones)

## LOST AND FOUND

All valuables are secured in the front office with the exception of eyeglasses, which are kept in the nurse's office. All clothing items, books, etc. are stored in bins in the cafetorium. The school is not responsible for any loss or theft of personal items, including electric devices such as cell phones, tablets, electronic watches, etc., as well as wallets/purses.

## ANNOUNCEMENTS

Morning Announcements will be displayed daily during all lunches and on the school's website.

## DELIVERIES

Students are not permitted to receive deliveries of flowers, balloons, etc. during the school day. **Please limit drop-offs of books, papers, lunches, etc.** as calls into the classroom disrupt the learning process.

## **DRILLS**

When the fire alarm sounds, all class activities should cease immediately. Teachers must accompany their classes out of the building to the designated areas. Students are to:

- Leave in a quiet, orderly manner
- Accompany their teacher to the designated area
- Remain with their class for the remainder of the drill

Students who fail to adhere to the fire drill procedure may be subject to disciplinary action. Fire drills are for everyone in the building without exception. If you are not in your room when the fire bell rings, join the nearest group.

## **ACADEMIC INTEGRITY**

- Cheating is a violation of academic integrity.
- Cheating is taking credit for any work that is not one's own.
- Cheating is violating teacher guidelines for production of assignment.
- Teachers will define guidelines for independent and cooperative work in each class.
- Cheating on any work produced for a grade will be penalized.
- Students who cheat, including those who help others cheat, will receive no credit for the activities in question.
- While work receiving a zero because of cheating cannot be made up for credit, the teacher may require the student(s) to make up work for educational purposes.
- The parents or guardians will be contacted by the teacher.
- Any violation of academic integrity will be reported to the Assistant Principal so as to preserve appropriate documentation of said infraction(s).

## **HOMEWORK PROCEDURES FOR MIDDLE SCHOOL STUDENTS**

The professional and administrative staff of the Middle School Program recognizes regular, purposeful homework as an essential component of the instructional program and process. Homework is an important factor contributing to the academic achievement of pupils by providing for the reinforcement of learning experiences which occur in the classroom. Homework should be an extension of school activities which involves the home of the individual student and potentially the community. Moreover,



homework provides a basis for further study and preparation for future class assignments. The following homework guidelines will provide parents with an opportunity to become actively involved in their child's education and also will help them develop insights into the school's philosophy, its curriculum and its objectives.

### **HOMEWORK IS FIRST AND FOREMOST THE STUDENT'S RESPONSIBILITY.**

It is the student's responsibility to:

- Make sure he/she understands the assignment, (what is to be done, when it is due, and how it should be done.)
- Write the homework assignment accurately in this assignment book that is kept especially for this purpose; this eliminates the possibility of forgetting the details of the assignment and helps the student organize the work that needs to be completed.
- Make time for homework. This means that each student needs to develop a plan, which will allow him/her to utilize their time outside of school wisely and constructively to ensure productivity regarding outside assignments.
- Analyze his/her study habits and find what works best. Although there is not one best way for everyone to study, there are some effective guidelines that can be applied. Students should check with the teachers on their team for some effective techniques that may be useful.

\*\*\* Specific homework procedures will be developed by each individual team and will be shared with all the students on each team during the first week of each new school year.

### **MAKE-UP WORK**

Homework assignments missed due to an absence are the STUDENT'S RESPONSIBILITY. Each student must find out what is missed during his/her absence and complete the assignment. A student will have as many days as he/she was absent to complete the work that was assigned during his/her absence.

- Students who are absent for 1-2 days should check with friends to see what work is missed while they are out.
- For students who are absent 3 or more days, parents may request homework from the student's team of teachers by contacting the main office at the end of homeroom on the day of the third absence. Arrangements will then be made to have the work sent home with a

friend or sibling, or the parent may pick up the work in the main office after 3:00 of that school day.

- Students who schedule planned absences for non-essential events like family vacations should make up the work when they return. Teachers may not be able to provide work in advance.

## **AFFIRMATIVE ACTION**

Robbinsville Public School District affirms its responsibility to ensure all students in the schools of this township equal educational opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, social and economic status or non-applicable handicap. Lack of English language skills will not be a deterrent to admissions into any program. No qualified handicapped individual shall solely, by virtue of their handicap, be denied the benefits of, or subjected to discrimination in any activity.

Robbinsville Public School District will undertake whatever affirmative action necessary to provide equal employment opportunity without regard to race, creed, color, marital status, national origin, sexual orientation or gender, and to ensure that all personnel actions such as recruitment, selection, placement, training, promotions, transfers, termination, disciplinary actions, as well as all benefits and compensation, are equally applied without favoritism or harassment.

Sexual harassment of staff or students interferes with the learning process, and will not be tolerated in the Robbinsville Public School District. Any student or staff member who has knowledge of, or feels victimized by sexual harassment should immediately report his/her allegation to the affirmative action officer, or building principal. Any staff member or student(s) may file a formal grievance related to harassment to the affirmative action officer. The affirmative action officer will receive complaints and plan out a thorough investigation and will protect the rights of all parties. Contact the Affirmative Action Officer, at (609) 632-0910 ext. 2214.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

The Robbinsville Public Schools offer instruction to identified students addressing their English language needs. In one-on-one or small group instructional settings, students meet individualized goals and objectives to increase their personal knowledge of, and fluency with, the English language according to State and Federal guidelines. For additional information about this program, contact the ESL Director, (609) 632-0910 ext. 4410.

## LIBRARY SERVICES/CODE OF CONDUCT

The environment of the library is open and informal. This area will be maintained as an orderly and academic area for quiet browsing, reading, inquiry, researching, and critical thinking. Proper conduct involves courtesy, respect, and responsibility. Specific rules are posted in the library.

### CIRCULATION OF LIBRARY MATERIALS

- Books:** Non-reference books circulate for two weeks.  
A book may be renewed if no one has requested it.
- Magazines:** Available for use only in the library.

The M.L.A. style manual is the recommended format for all research projects.

### PHYSICAL EDUCATION POLICY

- Students will be excused from physical education class only when a doctor's note is presented to the school nurse.
- Students must wear proper clothing for participation in physical education class. Proper clothing includes shorts, sweat pants, or warm-up suit, socks, sneakers, short sleeve shirts or sweatshirts.
- Children having three (3) unexcused reasons for not participating in a marking period will receive an unsatisfactory on their report card.

### 8th GRADE ACTIVITIES

The 8<sup>th</sup> grade earns a number of activities to commemorate their time at Pond Road. Participation in 8<sup>th</sup> grade activities is a privilege. All students participating must be in good academic standing, meet their financial obligations, and return all classroom materials by the last week of school. Additionally, students are expected to demonstrate good citizenship and acceptable behavior consistently throughout the school year. If students fulfill all of the aforementioned obligations, they will earn the privilege of participating in the end of year activities.

## EXTRA CURRICULAR

The Board of Education recognizes the value of extra curricular programs for both boys and girls as an integral part of the total school experience. Activities and practice sessions provide opportunities to learn the values of competition, cooperation, hard work and a positive attitude. The staff of PRMS takes pride in its extra curricular programs and looks forward to its students taking an active role in said programs.

Participation in extracurricular activities is open to eligible students where a program exists. However, this is a privilege and all rules, according to Board Policy, must be adhered to. For example, a student shall not participate in an activity/practice or event unless he/she has been present in school that day (at least 4 hours) or has been officially excused for good reason other than illness by the principal.

A copy of the Policy will be handed out by the advisor/coach for parent and student review. It must be signed and returned prior to the start of the activity.

### STUDENT ACTIVITY FEES

Fees for Tier I and Tier II activities will be assessed on a per season/per activity basis. Based upon the final rosters established for each Tier I activity, the school will generate an email to the parents of children participating in an activity. Payment will be due 10 days after the date of this email. Tier II rosters will be established after the third meeting. Students will be expected to remit payment at this time. If payments for either tier are not made, students will be deemed ineligible for continued play or participation until their account is clear. PRMS students will not be assessed more than \$150.00 for the year. Service clubs/programs (including Stage Crew) are exempt from fees as are participants of the Free/Reduced lunch program. Please see BOE Policy #2436 for additional detail. **Any outstanding fees will not allow access to Genesis.**

### FIELD TRIPS

A field trip is an essential part of enriching the learning process. However, a field trip is a privilege, not a right. Only students in good academic standing that exhibit responsible, consistent behavior will be awarded the privilege of attending field trips.

Any student who meets these requirements may attend a field trip upon submitting written permission from a parent or guardian.

During the entire trip, students will obey all school rules regarding responsible behavior. In addition, parents who are asked to act as chaperones will also follow school rules of behavior and responsibility and abide by any additional guidelines.