

**SOUTH PLAINFIELD  
MIDDLE SCHOOL  
2020 - 2021**



**STUDENT/PARENT HANDBOOK**

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# ***WELCOME***

## ***SPMS Students & Parents***

On behalf of the South Plainfield Middle School Faculty and Administration, I would like to welcome you to the 2020-2021 school year. We are thrilled to begin another exciting year at South Plainfield Middle School.

Our goal is to positively develop our student's intellectual, physical, social and emotional needs during their middle school years. South Plainfield Middle School offers a wide variety of opportunities for all students, both in academics and extracurricular activities. This handbook is designed to familiarize students and parents with our expectations and guidelines for student conduct. We ask each student to read the handbook and discuss it with a parent or guardian. It is our hope that you will be proud of our school and that your experience here will be pleasant and rewarding.

Our success at South Plainfield Middle School is the direct result of the combined efforts of home and school. With our dedicated staff, administration and supportive parent community, the South Plainfield Middle School will continue to provide the best educational experiences for our students ensuring their success as they prepare to lead responsible and productive lives.

Thank you for your ongoing support of South Plainfield Middle School. I look forward to working together to ensure the success of all our students.

I wish you a safe and productive school year.

Yours in education,

***Leo Whalen***

Leo Whalen, Principal

**SOUTH PLAINFIELD BOARD OF EDUCATION**

Mr. Douglas Chapman, President  
Mr. Thomas Cassio, Vice President  
Mr. Keith Both  
Mrs. Debbie Boyle  
Mr. John Farinella  
Mrs. Sharon Miller  
Mr. Pio Pennisi  
Mr. William Seesselberg  
Mrs. Stephanie Wolak

**CENTRAL ADMINISTRATION**

Dr. Noreen Lishak..... Superintendent of Schools  
Ms. Mary Flora Malyska..... Assistant Superintendent  
Mr. Alex Benanti..... Board Secretary/ Business Administrator  
Mr. Sam Fierra..... Director of Guidance K – 12  
Mrs. Annemarie Stoeckel..... Supervisor of Technology and Library Media  
Mrs. Anu Garrison..... Director of Math & Grants  
Mrs. Shanti Murray..... Supervisor of Science, Visual/Applied Arts, Music  
Mr. Kevin McCann..... District Athletic Director  
Mrs. Pamela Ackerman-Garcia..... Supervisor of ELA, Social Studies, & ESL  
Mr. Andrew Brandon..... Director of Special  
Services  
Ms. Lisa Cook..... Transportation Supervisor  
Mrs. Joanne Ryan..... Supervisor of Special Services  
Mr. Michael Estrada..... Chief Technology Officer  
Mr. Thomas Wiggins..... Supervisor Buildings and Grounds

**SOUTH PLAINFIELD MIDDLE SCHOOL ADMINISTRATION**

**Mr. Leo Whalen.....Principal**  
**Mrs. Kelly Richkus.....Assistant Principal**

**SOUTH PLAINFIELD MIDDLE SCHOOL PHONE NUMBERS**

**Main Number.....908-754-4620**  
**Principal..... Ext. 2601**  
**Assistant Principal.....Ext. 2602**  
**Information Center.....Ext. 2680**  
**Main Office Numbers.....Ext. 2000**  
**Guidance.....Ext. 2631**  
**Health Office.....Ext. 2620**  
**Child Study Team.....Ext. 2640, 2641**

**SOUTH PLAINFIELD MIDDLE SCHOOL STAFF  
ADMINISTRATIVE OFFICE STAFF**

**Mrs. Vanessa Lodato.....Main Office Ext. 2601**  
**Mrs. Sandra Santiago.....Main Office Ext. 2602**  
**Mrs. Linda Giannakis.....Guidance Office Ext. 2631**

**MIDDLE SCHOOL DAY**

**REGULAR BELL SCHEDULE**

<b>BREAKFAST PROGRAM STARTS AT 7:55 AM</b>	<b>STUDENTS ENTER AT 7:55 AM</b>	<b>FIRST PERIOD BELL 8:05 AM</b>
<b>SCHEDULE A</b>	<b>SCHEDULE B</b>	<b>SCHEDULE C</b>
Period 1 - 8:05-8:59 Period 2 - 9:02-9:56 Period 3 - 9:59-10:53 LUNCH Period 4 - 10:56-11:23 Period 5 - 11:26-12:20 Period 6 - 12:23-1:17 Period 7 - 1:20-2:14 Homeroom - 2:17-2:20	Period 1 - 8:05-8:59 Period 2 - 9:02-9:56 Period 3 - 9:59-10:53 Period 4 - 10:56-11:50 LUNCH Period 5 - 11:53-12:20 Period 6 - 12:23-1:17 Period 7 - 1:20-2:14 Homeroom - 2:17-2:20	Period 1 - 8:05-8:59 Period 2 - 9:02-9:56 Period 3 - 9:59-10:53 Period 4 - 10:56-11:50 Period 5 - 11:53-12:47 LUNCH Period 6 - 12:50-1:17 Period 7 - 1:20-2:14 Homeroom - 2:17-2:20

**EARLY DISMISSAL SCHEDULE**  
**(LUNCH WILL BE SERVED)**

<b><u>BREAKFAST PROGRAM STARTS AT 7:55 AM</u></b>	<b><u>STUDENTS ENTER AT 7:55 AM</u></b>	<b><u>FIRST PERIOD BELL 8:05 AM</u></b>
<b>SCHEDULE A</b>	<b>SCHEDULE B</b>	<b>SCHEDULE C</b>
Period 1 - 8:05-8:41 Period 2 - 8:44-9:20 Period 3 - 9:23-9:59 LUNCH Period 4 - 10:02-10:29 Period 5 - 10:32-11:08 Period 6 - 11:11-11:47 Period 7 - 11:50-12:26 Homeroom - 12:29-12:35	Period 1 - 8:05-8:41 Period 2 - 8:44-9:20 Period 3 - 9:23-9:59 Period 4 - 10:02-10:38 LUNCH Period 5 - 10:41-11:08 Period 6 - 11:11-11:47 Period 7 - 11:50-12:26 Homeroom - 12:29-12:35	Period 1 - 8:05-8:41 Period 2 - 8:44-9:20 Period 3 - 9:23-9:59 Period 4 - 10:02-10:38 Period 5 - 10:41-11:17 LUNCH Period 6 - 11:20-11:47 Period 7 - 11:50-12:26 Homeroom - 12:29-12:35



**DELAYED OPENING SCHEDULE**  
**(LUNCH WILL BE SERVED)**

<b><u>NO BREAKFAST SERVED</u></b>	<b><u>STUDENTS ENTER AT</u></b> <b><u>9:25 AM</u></b>	<b><u>FIRST PERIOD BELL</u></b> <b><u>9:35 AM</u></b>
<b>SCHEDULE A</b>	<b>SCHEDULE B</b>	<b>SCHEDULE C</b>
<b>Period 1 - 9:35-10:14</b> <b>Period 2 - 10:17-10:56</b> <b>Period 3 - 10:59-11:38</b> <b>LUNCH Period 4 - 11:41-12:08</b> <b>Period 5 - 12:11-12:50</b> <b>Period 6 - 12:53-1:32</b> <b>Period 7 - 1:35-2:14</b> <b>Homeroom - 2:17-2:20</b>	<b>Period 1 - 9:35-10:14</b> <b>Period 2 - 10:17-10:56</b> <b>Period 3 - 10:59-11:38</b> <b>Period 4 - 11:41-12:20</b> <b>LUNCH Period 5 - 12:23-12:50</b> <b>Period 6 - 12:53-1:32</b> <b>Period 7 - 1:35-2:14</b> <b>Homeroom - 2:17-2:20</b>	<b>Period 1 - 9:35-10:14</b> <b>Period 2 - 10:17-10:56</b> <b>Period 3 - 10:59-11:38</b> <b>Period 4 - 11:41-12:20</b> <b>Period 5 - 12:23-1:02</b> <b>LUNCH Period 6 - 1:05-1:32</b> <b>Period 7 - 1:35-2:14</b> <b>Homeroom - 2:17-2:20</b>

**2020 - 2021**  
**THE ACADEMIC PROGRAM**  
**MARKING PERIOD REPORTS**

1st Marking Period: September 2<sup>nd</sup> - November 9<sup>th</sup>

2nd Marking Period: November 10<sup>th</sup> - January 25<sup>th</sup>

3rd Marking Period: January 26<sup>th</sup> - April 12<sup>th</sup>

4th Marking Period: April 13<sup>th</sup> - June 18<sup>th</sup>

**Report Cards**

Report cards will be posted as soon as possible after the end of each marking period.

**Interim Notices**

Interim notices will no longer be posted online to the parents/guardians of all students. Parents are advised to monitor their child's academic progress throughout each marking period. If there are concerns or questions regarding the academic progress of your child at any time in the school year, you are advised to contact the teacher first, or contact the guidance office to schedule a conference with the teacher or your child's guidance counselor.

A district wide communication will occur at the mid marking period as a reminder to check your child's academic progress.

**Parent/Teacher Conferences**

Parents or guardians are encouraged to call the Guidance Office to arrange a conference with their child's team or teacher whenever the need is indicated. The Middle School has two formal dates set up for your convenience. **Both parent/teacher conference dates are *appointment only*** through the Genesis student management system. Communication from the school will notify you regarding the need for a conference.

**2020-2021**  
**SCHEDULED PARENT TEACHER MEETINGS**

**Back To School Night.....Thursday, September 17, 2020 – 6:30pm- 8:30pm**  
**PTO Meetings.....Refer to the PTO Website for Upcoming Meetings**  
**Parent /Teacher Conferences(By Appointment Only)**

- **Tuesday, November 16, 2020 (Afternoon: 1pm - 3 pm; Evening: 5pm - 7 pm)**

- **Thursday, March 8, 2021 (Afternoon: 1pm - 3 pm; Evening: 5pm - 7 pm)**

## **THE BEGINNING OF THE SCHOOL DAY**

### **Students' Arrival to School**

Teachers' duties begin at 7:55 a.m. There are no teachers supervising the grounds or the building before that time. Students who walk to school or who are transported by parents **SHOULD NOT ARRIVE BEFORE 7:55 a.m.**, unless they have a teacher's permission. Once on campus, **students are not to leave without permission.** **Students who leave the school premises will receive disciplinary consequences.**

### **Procedures for Entering the School**

All students will enter the building at 7:55 a.m. as directed by the teachers on duty. Students are to go directly to their lockers and then to their first period class. Period 1 begins at 8:05am. **STUDENTS ARE NOT TO LINGER IN THE HALLWAYS.** Students will be permitted to use the following entrances as indicated below:

**7<sup>th</sup> Graders- Lake Street side of the building – Entrance 4**

**8<sup>th</sup> Graders- Parking lot side of building – Entrance 8**

### **Inclement Weather**

Students may enter the building at **7:40 a.m.** on days when the weather is rainy or below freezing, and proceed directly to the cafeteria without stopping at their lockers. Once a student arrives at school, he/she **MAY NOT** leave school grounds without the approval of the main office or nurse.

### **Dismissal Procedures**

**Students must promptly leave the building at 2:20 p.m.** unless they are with a teacher/coach, serving teacher/office detention or participating in an extracurricular activity. **After dismissal, students are not allowed to stand around in front of the building, the main entrance lobby, or re-enter the building without permission of an administrator or teacher.**

### **Emergency Closing Procedures**

In the event that it becomes necessary to close school early, usually as a result of severe inclement weather, the school will:

1. Dismiss students at 12:35 p.m. or a time announced.
2. Arrange bus transportation for students who normally take the bus.
3. Make telephones available for students to inform parents and arrange to be picked up, if necessary.
4. Provide a location to which students will report if they cannot contact a parent or guardian.

It is recommended that parents and guardians:

1. Make arrangements with their child on what to do should school be closed early, (e.g., go home or to a neighbor or relative, etc.).
2. Make sure their child knows how to contact them, particularly on days when the weather predictions call for severe conditions.
3. Provide a letter of permission allowing someone other than themselves to pick up their child.

## Health Services Provided

### **Medical Information, Rules and Regulations**

The school nurse is available to assist students with health problems, illness, or injury. Any student who becomes ill during school hours should report to the health office. **Students are not allowed to call their parent/guardian prior to reporting to the health office to see the nurse first.** If a student does not follow these procedures, upon parent's arrival, the student will still need to report to the nurse. Medical attention at hospitals cannot be given without a parent's consent. Medication can only be administered to a student by the school nurse with written doctor's orders and a note from the parent.

### **Emergency Cards**

Emergency cards will be filled out online through the Genesis Parent Portal

### **Examinations and Screenings**

In compliance with state mandates and Board of Education policies, the Middle School will provide the following services during the school year:

1. Scoliosis examination to detect spinal curvature will be done on all 7<sup>th</sup> grade students. This will be done by a trained examiner at no cost to parents/guardians. If families prefer to use their own physician, at their expense, a doctor's note stating that the student has had a scoliosis exam must be submitted to the health office by **October 1st of the current school year.**
2. Sports physicals must be done by the students' private physicians using approved district forms only. These forms are available in the nurse's office and are **the only acceptable forms.** Both the athletic examination form and the medical history questionnaire must be signed by the student's doctor and returned to the nurse's office. These forms are also available on the district website under "Athletics". If these forms are not completed, the student will not be allowed to practice, tryout, or play sports.
3. Vision tests and the recording of heights and weights will be done for all students.
4. Hearing screening will be conducted for 8th graders.

### **Vacation Notification**

Students whose parents/guardians go on vacation should send the nurse a note containing the name and phone number of the person to be called in case of illness or emergency and the length of time that person will be in charge of the child.

## **Use of Medications**

Diagnosis and treatment of illness and prescribing of drugs and medication are not the responsibility of the school. Medication for a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Medication shall be administered in accordance with the following guidelines:

1. Pupils requiring medications at school must have a written statement from the family physician showing the type, dosage, and purpose of the medications, and a written statement from the parents giving permission to give medication prescribed by the family physician.
2. The school nurse must approve any request from a family physician when medication is to be given to a student.
3. The school nurse must be advised of any drug being taken by a child attending school, particularly those that might cause a change in behavior.
4. Inhalers used for Asthma or other respiratory difficulties must be kept in the nurse's office unless a note from the student's doctor is submitted stating that the student has been trained in the proper usage of the inhaler and has a doctor's permission to carry an inhaler.

**Please Note:** The South Plainfield School District does not provide strep testing.

## **Medical Aid**

Students who become ill while in school should report to the health office (opposite the girls' gym entrance). Students are not to stay in the lavatory.

If a note from the nurse is needed to excuse students from gym for the day, the note should be obtained during the regular gym period. **If an emergency occurs, see the nurse immediately.** If students are not able to take gym at all, a doctor's note must be presented to the school nurse.

Note: Students must have a pass from a teacher in order to go to the health office during classes.

## **School Insurance**

The Board of Education does provide student accident insurance beyond the student's family plan. The school insurance applies only after the family plan has been fully exhausted. A form to file for coverage beyond the family plan is available in the nurse's office.

# **STUDENT SERVICES** **COUNSELING AND GUIDANCE**

## **Guidance Department**

The Guidance Department serves as the avenue by which students may seek advice, information, or assistance. Counselors attempt to help students cope with their concerns, whether they are school related or personal. Counselors can answer questions about career goals, high school course selections, teachers, curriculum, grades, study skills, and extracurricular activities. Students are strongly encouraged to call upon their services.

### **GUIDANCE COUNSELOR STUDENT ASSIGNMENTS**

Mrs. Denise DeMello	7 <sup>th</sup> Grade
Mrs. Robyn Mikaelian	8 <sup>th</sup> Grade
Mrs. Rhonda Greene	SAC Counselor

## **Intervention and Referral Services (I&RS)**

The Intervention and Referral Services (Pupil Assistance Committee) has been developed to assist students with learning and/or behavior difficulties. The committee is composed of at least one of the following: administrator, teacher, CST member, nurse, and guidance counselor. Students who may be experiencing academic or behavioral difficulties can be referred to the I&RS (PAC) for support and guidance to help the student resolve his/her difficulties.

## **Grading Policy**

### **Grading Standards**

Reading, language arts, mathematics, science, and social studies teachers evaluate student performance according to the following criteria:

Summative assessments certify what the student knows and is able to do after instruction has taken place. These assessments take a variety of forms, including, but not limited to, unit or marking period assessments, extended learning opportunities, finished writing projects (term papers, essays, stories, etc.), projects, District common assessments (when available), presentations, performance-based assessments.

Formative assignments and assessments are tools that are used to provide feedback to a student – in order for the student to determine how they are progressing in acquiring the knowledge and developing the skills to be successful in the particular course. These assignments take a variety of forms, including checked assignments (homework, classwork, etc.) and graded assignments (quizzes, teacher observations with a rubric or checklist, study guide completions, notebook checks, note cards, skills checks, etc.)

Report cards are posted in Genesis four (4) times a year. The report contains percentage grades that reflect the student's progress.

### Report Card Grades

Grading Criteria		Letter Grades		Percentage Grade
Outstanding		A		90 – 100
Good		B		80 – 89
Satisfactory		C		70 – 79
Poor		D		65 – 69
Failing		F		64 – below
Incomplete		I		

A passing grade consists of a 65 average for the full year. Students will receive a 55 average on their report card for any course that they earn a cumulative average lower than 55.

### Honors Classes

Courses recognized as Honors:

- Grade 7 - English Honors, History Honors, Science Honors and Pre-Algebra
- Grade 8 - English Honors, History Honors, Science Honors, Algebra and Full Year Spanish

### Maintaining Honors Status

1. To maintain honors status in the course after the first marking period, students must have an 80 average or higher. An average of 79 or lower will result in the student being dropped from the course.
2. By the end of the second marking period, students must have and maintain an overall cumulative average of 83 or higher to remain in the program. An average of 82 or lower will result in the student being dropped from the course.

Any student wishing to be considered for the Honors courses before entering grade 7 and before entering grade 8 must have met the following criteria in their current course placements by the end of the school year:

1. 95% Final Average
2. NJSLA level 5 score in Math or English Language Arts
3. Teacher recommendation
4. Subject area benchmark assessments

## **Honor Roll**

Students who attain high academic achievement have their names placed on the honor roll each marking period. There are two honor rolls. One is the High Honor Roll, requiring a grade of 90-100 (A) in all subjects, this includes physical education, expressive arts and music. The other is the Honor Roll, requiring a grade of 80-100 in all subjects.

Eighth grade students earning a total GPA of 90 or higher average in all courses and score advanced proficient in both math and language arts on the standardized test are eligible to receive *The Presidential Award Gold Certificate*.

## **National Junior Honor Society - South Plainfield Middle School Chapter**

The National Junior Honor Society is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of scholarship, service, leadership, character, and citizenship. These characteristics have been associated with membership in the organization since its beginning in 1929.

The first chapter of the NJHS of South Plainfield Middle School was started in 1964 and revived in 2016. Students are initially invited to apply for membership based solely on their grades. Once a prospective student submits an application, they are evaluated on the criteria of **SCHOLARSHIP, SERVICE, LEADERSHIP, CHARACTER, and CITIZENSHIP**. Qualified students are inducted into the chapter at the induction ceremony held in December. National Junior Honor Society students serve as role models in our school, and inspire their peers to achieve excellence in the five qualities that serve as standards for the society.

## **South Plainfield Middle School - National Junior Honor Society Criteria**

### **Scholarship:**

- Three honors core classes with Algebra I or Pre-Algebra
- 90% average overall (the middle school level doesn't have a GPA)



- Demonstration of character, leadership, school involvement, community service

**Community Service** - This involves voluntary contributions made by a student to the school or community, done without compensation.

**Leadership** - Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school, athletic organizations, or community activities while working with or for others.

**Character** - The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and maintains a clean disciplinary record.

**Citizenship** - The student who demonstrates citizenship understands the importance of civic engagement; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs. (For example, Girl Scouts, Cub Scouts, Student Council, etc.)

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments and commitment to service, leadership, character, and citizenship.

### **Eighth Grade Promotion Guidelines**

**Attendance:** Students are expected to attend school regularly and punctually. Excessive absences disrupt the academic program and may be a cause for retention in conjunction with other criteria. EXCESSIVE ABSENCE IS A PERIOD OF EIGHTEEN (18) DAYS OR MORE BY THE END OF THE THIRD MARKING PERIOD.

The minimum passing grade for academic subjects is 65%. Consistency of effort for each marking period will be given consideration in determining passing or failing.

The following are academic subjects: Mathematics, History/Geography, English, Science and Physical Education\*/Health\* (\*Required by state statute)

The minimum passing grade for non-academic subjects is 65%.

Art	Instrumental Music
Band	Computer Literacy
Chorus	Orchestra
Spanish	Graphic Arts

## **Eighth Grade Promotion Exercises**

1. All students who have earned promotion are invited to participate in the exercises.
2. A pupil who fails two (2) or more academic subjects, or one academic subject and two or more non-academic subjects, or who is excessively absent, may be considered for retention. No pupil may be promoted from middle school that has not been recommended for advancement to high school by the Middle School Principal. (Policy #5410 PROMOTION AND RETENTION)
3. **Please note:** The promotional ceremonies will require the wearing of a gown by all students. Gowns will be available for purchase a few weeks before graduation. Parents and guardians will receive order forms and students will be fit during their lunch periods.

## **Guidelines for Retention of Students**

### **District Policy 5410: PROMOTION AND RETENTION**

#### **Middle School**

The requirements for promotion at the middle school shall be the successful completion of courses of study adopted by the Board as the instructional program for grades seven and eight. A pupil who fails to pass two or more academic subjects or one academic subject and three or more non-academic subjects, or who is excessively absent, may be considered for retention. No pupil may be promoted from middle school that has not been recommended for advancement to high school by the middle school Principal.

No pupil who has completed the requirements for promotion shall be denied a certificate of promotion as a disciplinary measure, but a pupil may be denied participation in the promotion exercises **when the pupil's conduct so warrants**. Due process procedures shall prevail.

Whenever retention is being considered, but not later than the end of the third marking period, the following procedures will be followed:

1. The guidance office will prepare a list of pupils who are in danger of failing during each marking period. Parent(s) or legal guardian(s) will be notified by mail.
2. The teachers and guidance counselor will initially discuss the possibility of retention of a pupil by the end of the third marking period and will consider the following points:
  - a. Scholastic achievement;
    - (1) Teacher judgment;
    - (2) Report card grades; and
    - (3) Standardized test scores.
  - b. Social and emotional maturity;
  - c. Mental, physical development, and chronological age;
  - d. Previous retentions; and

- e. Any supplementary information that can be obtained from the parent(s) or legal guardian(s).
3. The parent(s) or legal guardian(s) of the pupil will be notified by mail of the possibility of the pupil's retention.
4. The teachers and guidance counselor will discuss the possibility of retention with the parent(s) or legal guardian(s). It should be explained to the parent(s) or legal guardian(s) that his/her child will be retained unless there is academic improvement.
5. A follow-up conference involving the teachers, guidance counselor, Principal, and any other pertinent resource people will be held.
6. A child who must be retained may be referred to the Child Study Team if evidence of a learning disability or other problem exists.
7. The final decision for the retention or promotion of the pupil shall rest with the Principal of the school.

### Guidelines

1. Attendance: A pupil is expected to maintain a pattern of regular attendance. Excessive absences, which disrupt the academic program, may be a cause for pupil retention.
2. The passing average for academic subjects shall be "D" (65-69). Consistency of effort for each marking period will be given consideration in determining a passing or failing grade.

The academic subjects are:

Mathematics	Reading
Science	World Language
English	Physical Education and Health*
Social Studies	(*Required by state statute)

3. The passing average for non-academic subjects shall be "D" (65-69).

The non-academic subjects are:

Art	Graphic Arts
Computers	Chorus
Band	Orchestra

## Summer School

The administration of the Middle School with the assistance of the guidance department and the teaching staff will recommend summer school programs to be taken by students that fail any classes during the school year.

## Homework

Organizational skills are an integral part of the completion of homework. It is recommended that students keep assignment pads to help them. Parents should be aware of homework assignments and policies of the various teachers.

**Note - There are no study halls provided in the students' schedules.**

It is agreed that homework plays an important part in children's educational development.

1. It supplements and extends the school program.
2. It enriches out-of-school time.
3. It reinforces classroom learning and experiences.
4. It supplements individual interests.
5. It develops self-reliance and study skills.

### **Homework Study Guidelines**

1. Time allotments and types of assignments vary from grade to grade.
2. Teachers recognize individual differences and abilities as they relate to the time needed to complete homework assignments.
3. The length of time necessary for student preparation in daily homework assignments will vary by content area and purpose.
4. Homework will not be limited to written assignments; it will also include reading, reviewing, and studying. Such additional aspects will be a vital part of class preparation.
5. Students will be cautioned to be alert for long-range assignments, which require advanced and careful planning to meet deadlines.
6. Students must understand that homework will have a **significant bearing** on their grades. Homework assignments are to be done outside of the regular class period.

### **Good Study Habits and Homework**

1. Keep an up-to-date assignment notebook.
2. Keep a loose-leaf notebook large enough to keep homework papers, worksheets, test papers, etc. **DO NOT STUFF PAPERS IN YOUR TEXTBOOK.**
3. Do homework where you will not be disturbed.
4. Before beginning homework, have all necessary materials at hand.
5. Have your work organized.
6. Always read your material first and then do written work.

### **Homework for Extended Illness**

Only in cases of extended illness of three (3) days or more may homework assignments be requested through the main office. Please allow one (1) day for the assignments to be collected. This is a general procedure; exceptions will be made for parents who call the school before 9 A.M. on the day the homework is requested.

### **Make Up Work**

The Board of Education requires that pupils who miss class must make up the work. Teachers will provide make up assignments for that purpose. Any student excluded from school for disciplinary reasons must be afforded the opportunity to make up any missing work. No penalty may be imposed on a student for failure to attend class. Given the opportunity to do the work, he/she shall be graded on his/her performance or non-performance thereof. In those courses in which the interaction of staff and students is a factor in the learning process a portion of the grade may be based on classroom participation by the student.

### **Extra Help – After School**

Students should seek extra help from teachers when necessary. The teachers will inform the students when help is offered. Students should obtain a pass (in advance). They must report immediately to the classroom for the extra help sessions. Upon completion, students are to exit the building immediately. Bus students may wait for the late bus at the main office exit.

**Plagiarism** – Pupils are expected to be honest in all of their academic work. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism consists of presenting the expressed thoughts, ideas, and writings of another person or source as one’s own. Students should be aware that plagiarizing does not only concern copying verbatim the words of another author or written source without proper documentation, it also involves paraphrasing the opinions and statements without giving due credit to the source(s). Plagiarism is considered a form of stealing as well as cheating; therefore, plagiarism is an unlawful act requiring disciplinary action.

The penalty for plagiarism is a grade of “zero” on the particular assignment. The incident is reported to school administrators, the student’s guidance counselor, and the parent(s)/guardian(s). A parental conference with school officials may also be required.

## **PHYSICAL EDUCATION**

### **Rules and Regulations**

Physical Education is a major subject of the school program for all students and is required by state law. Grades earned in this class are counted toward the honor roll. Each time a student is not properly prepared for P.E. class during a cycle, the student’s grade will be reduced eight (8) points. Students may have the opportunity to make up a missed P.E. class before the end of each marking period.

1. Students are considered late if they are not dressed and in their assigned location within the prescribed time.
2. Students are not allowed on the stage, on top of the bleachers, or on any machinery or equipment without permission.
3. Gum is not permitted in the gym.
4. Students are not allowed to leave their assigned area unless permission is given by the teacher. Leaving without permission will be considered a cut.
5. Students will be dismissed from class by the teacher and not by the bell.
6. Students not participating in physical education must report to an assigned area for attendance.

7. Loose jewelry or jewelry that may pose a danger to the student is not to be worn during Physical Education class.
8. Students will be assigned a gym locker. **They are to keep all their personal items in their locker and the locker must be locked at all times. DO NOT LEAVE ANY OF YOUR ITEMS UNATTENDED.**
9. Students are not allowed to share lockers.

Students should wear the following clothing in order to participate in Physical Education class:

1. **Green T-shirts.** South Plainfield T-shirts are acceptable and will be sold in school.
2. Black shorts. South Plainfield shorts are acceptable.
3. Black sweat shirts and/or sweat pants. South Plainfield sweats are acceptable.
4. Sneakers must be an athletic type.

### **Physical Education Excuses**

1. A doctor's note is required to excuse a child from an activity. The doctor may recommend activities in which the student can participate. Every effort will be made to fulfill the doctor's recommendations. The note should indicate the specific dates that a student is excluded from P.E.
2. If the doctor's note is not dated, the student will need another note to be readmitted into class.
3. Students that are exempt from physical activity will be required to complete a written assignment(s) that will count as their participation grade. The length of the exemption will dictate the requirement of the assignment.

### **Health**

Students will be responsible for successful completion of one cycle of Health.

**Please Note:** The Health teacher will present, as part of the curriculum, an instructional program on family life, human reproduction, and communicable diseases such as AIDS. This instruction will occur during the regular health cycle of each student. These programs will be presented within a 7 – 14 day period. **If you do not wish your child to have this instruction, please contact the Health teacher.**

## **GEORGE L. FALLIS INFORMATION CENTER**

Use of the Information Center is one of the more effective ways to become successful in school. The information center contains books and periodicals for reference and leisure reading as well as a range of services, which are available to the students. This includes an online catalogue and circulation system; LINXCAT, a regional catalogue and automated inter-library loan network; and WILSONDISC, an automated periodical information system.

The librarian can assist students in locating materials of interest. Our information center is completely computerized for easy access to all materials.

### **Information Center Rules**

Admittance to the Information Center during school hours is **by pass only or if a class has signed up to do research**. Teachers must include the student's name, date, time issued, and teacher's signature. No student will be permitted in the Information Center without a pass except after school. The Information Center is open until 3:00 pm every day.

### **Procedures for Borrowing Books**

1. All library books contain barcodes that can be read automatically by the computer. A student does not need a card in order to borrow material. Each student's name is entered into the circulation system and all items will be checked out with the student's I.D. number.
2. Books may be borrowed for two weeks. A book may be renewed if no other student has requested it. If a book that a student desires is out, he/she may request to have it placed on hold. The student will be notified when the book is returned to the information center.

### **Reference Books**

These materials are located on the freestanding bookcases. They may not be removed without the librarian's permission.

### **Magazines**

The latest issue of a magazine may not be borrowed. Back issues are available for overnight loan. To request a magazine, fill out a request slip available at the circulation desk. Leave the slip in the magazine box at the desk. Please check the posted list of available magazines before filling out a request slip. Magazines will be retrieved at the end of the day, if not sooner.

### **Returning Books and Magazines**

Please return materials on time. Place them in the book return slot located in front of the circulation desk.

### **Overdue/Lost Books and Magazines**

Overdue notices are sent to the students in homeroom. If material is not returned or renewed after several notices, a letter will be sent home. If the material continues to be overdue, the student's end of the year privileges may be suspended, including participation in the 8<sup>th</sup> grade promotional exercise and/or withholding of the diploma certificate. In addition, the student will not be allowed to borrow additional items until the overdue matter is resolved. No fines are charged for overdue material, but the replacement cost must be paid for lost material.

### **General Reminders on the Use of the Information Center**

Please help keep the information center clean by not littering the floor or shelves. Use trash bins to dispose of rubbish. Do not damage the tables or chairs. The information center is designated as a **quiet** study area. Please be mindful of other students when entering and leaving the room.

## **STANDARDS OF CONDUCT FOR SCHOOL PROPERTY**

## Care of School Property

The Board believes that the school should help students learn to respect property and develop a feeling of pride in community institutions. The Board charges each student in this district with the responsibility of the proper care of taking school property, school supplies and equipment entrusted to his/her use. Writing in textbooks, on desks, lockers, and lavatory stalls is considered vandalism.

Textbooks are to be covered at all times. Damage beyond normal wear and tear is to be assessed in the following manner:

Condition	Definition
Lost	A book which is not available to be used or turned in.
Slightly damaged	Books with ink stains, graffiti, pencil marks, rips and other damage that cannot be easily repaired.
Moderately damaged	A book which has been abused but can be used for one or possibly two more years. Examples: binding torn, minor repairs, torn pages, cover abused.
Badly damaged	A book which is in such bad condition that it must be sent to the factory for rebinding.
Severely damaged	A book which is beyond repair
	<b>New Book</b>
	<b>Cost</b>
	Lost
	Slightly damaged
	Moderately damaged
	Badly damaged
	Severely damaged
	<b>Book in Good Condition</b>
	<b>Cost</b>
	Lost
	Slightly damaged
	Moderately damaged
	Badly damaged
	Severely damaged
	<b>Book in Fair Condition</b>
	<b>Cost</b>
	Lost
	Slightly damaged
	Badly damaged

In accordance with the law, students who cause damage to school property shall be subject to disciplinary measures with the possibility of legal actions, and their parents/guardians shall be financially liable.



## **Issue and Return of Textbooks and Fines**

When students are issued textbooks for use outside of school, a card will be completed including the identification number and condition of the book. Allowing for wear resulting from careful use, textbooks must be returned in the same condition as when they were issued. Students are held accountable for all textbooks entrusted in their care, and will reimburse the school for any textbook that is damaged or lost, including materials borrowed from the Information Center. Student fines will be reflected in Genesis. **Final report cards and/or following year schedules will be withheld until financial obligations are fulfilled.**

## **EXPECTATIONS AND STUDENT CODE OF CONDUCT & BEHAVIOR** **for VIRTUAL and IN PERSON SCHOOLING**

Positive student commitment and behavior are essential to effective learning. Given the support of school personnel and parents/guardians, all students have the opportunity to demonstrate actions that contribute to the effectiveness of the school and the worth of their learning. The following **Code of Conduct** is enforced to ensure that students choose to behave in a manner that will guarantee a valuable worthwhile Middle School experience. These behaviors are expected for Virtual and in person schooling.

Students are expected to be mentally and physically prepared for the process of learning.

- Nourished and rested
- Academically motivated
- Free of drugs and alcohol

Students are expected to demonstrate respect for people and property.

- Courteous and polite
- Fosters care for school facilities and property
- Tolerates others beliefs and opinions

Students are expected to use time and other resources well without the need for constant supervision.

- Completes all homework, classwork, and exams
- Comes to school with notebooks, textbooks, and other needed resources
- Recognizes that school work and academic development is the primary result

Students are expected to share responsibilities when working as members of a group.

- Cooperates, contributes, and shares with peers and other groups
- Volunteers and participates in school and community activities outside of school
- Willingly and responsibly assumes leadership

Students are expected to be accountable for their own actions, accepting constructive criticism and disagreement when necessary.

- Accepts rewards and reprimands
- Listens to others' points of view
- Makes choices based on reasonable decision-making process

Students are expected to fulfill behavioral expectations of the school community.

- Attends school regularly and on time
- Accepts all rules and standards
- Works to improve the school and community

Students are expected to exhibit socially accepted standards for their own behavior.

- Displays truth, honesty and good sportsmanship
- Recognizes and respects others' standards
- Develops personal standards in the absence of rules

Students are expected to meet the class requirements unique to each setting.

- Attends all classes regularly
- Knows and meets all class requirements

Students are expected to communicate appropriately with school personnel as well as with their peers.

- Learns when and how to listen
- Learns to use verbal and written communications appropriately
- Learns to discuss differences peacefully

## **Middle School Dress Code for Virtual and in Person Schooling**

School is a place of business and students are expected to dress appropriately. Good taste in the choice of clothing and grooming sets the proper tone in school. Since clean, neat dress and good grooming affects how one feels, behaves, and performs in the educational setting, students are expected to attend school attired in a manner which is not distracting to teachers or other students, and which is not detrimental to the educational process. **When a student's appearance creates a disturbance or distraction from the learning process**, the following actions will take place:

1. The parents or guardians will be contacted to bring a change of clothing;
2. The student may be sent home, or the student shall be detained in the administrative office until the student changes into school appropriate attire.
3. The student will not be permitted to attend classes with the general population for the day, or until school appropriate clothing is attained.
4. Repeat violators will face disciplinary actions such as being assigned in-school-suspension (ISS) and the student will adhere to the dress code policy by changing into more appropriate clothing.

The following student dress and grooming practices have been developed as a guideline to establish an educational environment, which is conducive to learning, self-respect, professionalism, and a sense of responsibility. The dress code guidelines set forth basic requirements for good grooming in the middle school

and are to be followed in school and during school functions. For example, the school dances, field trips, school picnics, 8<sup>th</sup> grade trip and pool parties. The South Plainfield Board of Education has approved the following guidelines and students have a responsibility to dress according to these regulations.

- Students are NOT to wear a head covering in the building, e.g., hats, scarves, bandanas, sweat bands, wave caps, hoods, or other such items unless it relates to a religious practice. Students with medical reasons must obtain a note from the school nurse.
- Shoes or sandals must be worn at all times on school grounds and in school buildings. Because of the layout of our school, students are strongly encouraged not to wear flip-flops or stiletto heels, which may pose a safety hazard in the event of an emergency and during a science lab experiment. Appropriate footwear must be worn in the building at all times. No slippers are to be worn at any time.
- At a minimum, shirts with short sleeves must be worn. Shoulders must be covered at all times. This pertains to see-through blouses, halters, bare midriffs, spaghetti-strings, tank tops, and sleeveless undergarments muscle or basketball shirts without undershirts, blouses tied at the midriff, and/or any shirt which display excessive nudity such as cleavage, skin above/below the waist, or undergarments are not acceptable.
- Shorts and skirts must be tailored in such a manner as not to over-expose the body while standing, sitting, or participating in routine school activities (e.g., raising the hand, bending over, etc.). Leggings must be worn with a long tunic to cover the lower torso.
- Belts must be worn with overly large shorts or pants. Absolutely no sagging pants or exposure of undergarments. Repeated offenders will be reprimanded for sagging and exposure of undergarments.
- No student shall be allowed to wear clothing or other apparel which can be used as a weapon. These include chains (including those attached to wallets, studded neck and wrist bands), tinted glasses or sunglasses (except if they have prescription lenses) and goggles.
- Any articles of clothing such as t-shirts and/or buttons, etc. which have indecent, provocative, inflammatory, double meanings, offensive language, gestures, comments, profane writing, pictures, or slogans are not acceptable. Any clothing promoting or depicting substance use/abuse or weapons is inappropriate.
- Tears, rips or slashes in pants/clothing must be no shorter than six inches above the knee at all times.
- Safety pins or anything that has a sharp point may not be worn as decoration or displayed in school.
- Gym clothes are not to be worn in school, except during gym class.
- Wearing of multiple fingered or oversized rings is not acceptable.
- Gang-like attire, symbols or paraphernalia of any type is not permitted and cannot be displayed at any time in school, on school trips, or at any school sponsored activities.
- Clothing intended as outerwear, beach attire, or pajamas are not to be worn at any time anywhere in the building unless directed by the administration. This includes “loungewear pants/pajama pants.” In situations wherein health and/or safety factors become critical, temporary modification of the dress code may be necessary and will be established by the classroom teacher and/or building administrator.
- No underwear can be worn as outerwear. Undergarments must be not exposed.
- Any and all school issued uniforms, i.e. jerseys, shorts, skirts, must adhere to the above-mentioned guidelines for the dress code.

- Pupils who publicly represent the school or a school organization at an activity away from this district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
- Pupils will not be permitted to attend any school-related functions, such as field trips, school dances, athletic events, or after-school activities, unless they are attired and groomed in accordance with this dress code or with the reasonable expectations of the staff member in charge of the activity when appropriate.

Refusal to comply with this policy will result in a teacher’s detention, office detention, or suspension. So, to prevent the loss of class time, we recommend parents/guardians to monitor their child’s attire prior to leaving for school. **Please see District Policy #5511 on next page.**

### **DISTRICT POLICY #5511** **DRESS AND GROOMING**

The Board recognizes each pupil’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of pupils and their parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools. It is the responsibility of the school to provide and maintain conditions under which learning can take place most effectively. The purpose concerning pupil dress is not to produce conformity of appearance, but to create a climate for learning and the elimination of distracting or disruptive elements.

The Board authorizes the Superintendent to enforce school regulations prohibiting pupil dress or grooming practices which:

1. Present a hazard to the health or safety of the pupil himself/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property; and
4. Prevents the pupil from achieving their own educational objectives because of blocked vision or restricted movement.

The Superintendent shall develop procedures to implement this policy which designate the Building Principal as the arbiter of pupil dress and grooming in his/her building, and instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

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

Adopted: 17 September 2008

## **Backpack Policy**

In the middle school grades students are just that "in the middle" not our youngest or oldest students in the K-12 educational system. Middle school students are, for the first time, becoming independent learners academically, socially and emotionally. One aspect of the middle school experience is the expectation that students, while at school, learn to organize and monitor their materials and personal possessions.

Each middle school student is assigned a locker at the start of each school year to help lighten the load of carrying their book bag during the school day. For this reason, backpacks, book bags, string bags, gym bags, and tote bags shall not be carried during the school day. They must remain in the student's locker. Other common reasons for not allowing a bag to be carried by students during their school day involves various health, safety, and security needs of the school community.

## **Hall Passes**

Any student(s) in the corridor during class periods *must* be in possession of their planner or a hall pass issued to that student only and signed by the classroom teacher. A regular pass form is used for passes to the lavatory, library, offices, nurse, etc. Admission to class for late students requires a properly signed and dated pass upon arrival. Students entering the building before the start of the school day must have a signed and dated pass for that particular day.

## **Hall Lockers**

- Students are to use no other locker but the one assigned to them. The student will not be able to obtain their belongings from another student's locker if the student is not available.
- Giving a locker combination to other students could result in damage or theft. Students who ignore this regulation, risk disciplinary action. Students are strongly advised not to share their locker or locker combination with ANY student.
- If a locker does not work, students are to inform their homeroom teacher and the main office immediately.
- Students are responsible for ANY/ALL property left in their lockers.
- Report any theft to the main office immediately and in writing. Include name, grade, locker number, date of theft and a description of the item(s).
- Students are responsible for keeping lockers clean and free of defacement.
- Students are required to empty their lockers at the mid and end of each school year. Students who withdraw from school early must empty their lockers before their departure.
- The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe it may contain dangerous, illegal, or any other material which poses a hazard to the safety and good order of the school.

## **Fire Drill Instruction**

These instructions are designed for our common safety. Know the instructions for every room to which you are assigned.

- When the alarm sounds, walk, do not push or run, quickly and quietly in a single line to the assigned exit. Leave the room by the door nearest the assigned exit and follow the directions of the teacher in charge.
- If the assigned exit is shut off or the pathway is dangerous, proceed to the next, safest (alternate) exit. If you see smoke or fire, in the path of your assigned exit, do not walk by that exit. Find another exit. This might require going in a different direction.
- If you are at the head of the line when you come to a self-closing door, hold the door open until the whole line has passed and then rejoin the line.
- Do not break into a line ahead of you. Follow behind the end of the line as soon as it passes.
- Walk away from the building to permit those behind you to move out quickly and do not return to the building until you are told to do so by your teacher.
- Everyone must leave the building during a fire drill.

## **Lunch Program**

The cafeteria is maintained for the convenience of the students. Hot and cold lunches are available, but students may bring their own lunches. Having lunch delivered to the school through any food service is not allowed. This includes places such as but not limited to Uber Eats, Grubhub and DoorDash.

In order to maintain a pleasant and orderly lunch room, students are expected to cooperate in helping to keep it clean at all times and abide by the following regulations:

- Students are permitted to go to the lavatory during lunch with a pass.
- Cafeteria supervisors will announce procedures for purchases.
- Students **may** be assigned to sit at a specific table.
- All students are to consume food while seated at their tables.
- Students are not to leave the cafeteria without permission.
- Each student is responsible for the disposal of his/her own garbage and for seeing that the table and vicinity are clean.
- Arriving five minutes late to the cafeteria could result in disciplinary action. Latecomers are to report to the supervisor upon arrival.
- Students may be denied the privilege of eating in the cafeteria if conduct is repeatedly unacceptable.

Any cafeteria offense - throwing food, failure to clean up the table or the floor around the table, leaving the cafeteria without permission, foul language, and general non-compliance with rules or disregard for authority - will result in disciplinary action.

## **Assembly Programs**

Assembly programs are held throughout the school year for all students in the Middle School. These programs are held in various locations inside and out of the building.

## **Rules of conduct for all assemblies**

- Enter and leave the assembly site in an orderly manner.

- Respect others by paying attention to the program and by applauding at appropriate times. Avoid talking aloud, whistling, booing, and other forms of discourtesy.
- Follow teacher directions.

**Note:** Students may be removed from assemblies for improper behavior and may be denied the privilege of attending future programs. If students have a record of poor conduct or misbehavior, they may not be permitted to attend assemblies. If a student must be removed from an assembly program due to inappropriate behavior, he/she will be sent to the main office during the assembly program and may be assigned in-school suspension.

## **Lavatory Facilities**

Lavatories may be used during the school day with teacher permission; however, a pass is required. All students will sign out of their classroom prior to using the bathroom and sign in upon returning.

## **Buses**

Free transportation is provided for 7th and 8th grade students who live two miles or more from school. The bus driver is in charge of the bus. **Students are to obey the driver at all times.** Improper behavior will not be tolerated. Students who disregard the rules may be referred to the administration for disciplinary action, including temporary or permanent revoking of bus privileges. Students waiting for buses are not to loiter on private property.

## **Bicycles**

The school assumes no responsibility for theft or damage to bicycles. 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 on school property; they are to dismount and push them. Bicycle racks are to be used, and it is strongly recommended that bikes be chained and locked to the racks.

The Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of these students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

## **Skateboards/Roller Blades/Scooters**

Due to a number of injuries to Middle School students in previous years, students are not to ride skateboards, scooters or roller blades on school property. Students not abiding by this directive will have the skateboard/roller blades held in the office, to be released only to a parent or guardian. Absolutely no roller-blading, skateboarding, or riding scooters is permitted in the school, on railings, or on other areas of school property. Students are not allowed to wear Heelys to school. Violators may be reported to the police.

## **Lost and Found**

All items found in school or on school property are to be promptly turned in to the main office. Inquiries about lost articles are also made in the main office or can be found in the school cafeteria lost and found. Articles lost in the gym locker rooms will remain in the locker rooms.

## Posters and Notices

Before these are displayed, *permission* from the Principal or Assistant Principal is *required*.

## Visitors/Student Guests

No visitors, friends, or relatives of students are permitted in the building during the school day without the authorization of the principal or his designee. All authorized visitors must sign in at the main office. Please bring a photo ID for verification purposes.

## Telephone/Cell phones

A telephone is available in the main office for the convenience of students when emergencies arise during the school day. All conversations should be kept as brief as possible. ***Cell phones MAY NOT be used during school hours. All cell phones MUST be kept in the student's locker until the end of the day. Students carrying cell phones on their person during the school day will receive a disciplinary consequence.***

## Aerosol Spray Cans

These are prohibited. Aerosol containers will be confiscated. Students who persist in using them will be subject to disciplinary action.

## Water Pistols & Play Guns

Water pistols and play guns are not permitted. Possession of or shooting one will result in disciplinary action, including confiscation.

## Smoking

Students who are in possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component on school grounds (within 1,000 feet of the building), within the building itself, on school trips, or during any school activity will be suspended.

1. Any student in **possession and/or use** of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device will receive a ***Three (3) Day Out of School Suspension for a 1<sup>st</sup> offense*** (subsequent offenses will be subject to progressive discipline).
2. Due to the fact that the contents of an electronic smoking device cannot be determined through casual observation, students in **possession and/or use** of any electronic smoking device or component will be considered under suspicion of being under the influence of drugs and as such will be ***sent out for a drug screening*** in accordance with the District's Substance Abuse Policy.
3. If a positive drug screening is returned, the student will be subject to disciplinary consequences set forth in the District's Substance Abuse Policy, including medical clearance, meeting with our Student Assistance Counselor and other counseling as necessary. Students cannot participate in any extra-curricular activities (including clubs, athletics, proms, etc.) while suspended.
4. All suspensions count towards the loss of extra-curricular participation as set forth in the Student Handbook.



Pursuant to the “*New Jersey Smoke-Free Air Act*,” N.J.S.A. 26:3D-55 et seq., smoking, is “prohibited in any area of any building of, or on the grounds of, any public or nonpublic elementary or secondary school, regardless of whether the area is an indoor public place or is outdoors.” N.J.S.A. 26:3D-58(b). Moreover, smoking is defined as the “burning of, inhaling from, exhaling the smoke from, **or the possession** of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.”

As such, when statutorily appropriate, a complaint will be filed with the Health Department and violators will be subject to “a *fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.*” N.J.S.A. 26:3D-62(b).

### **Weapons and Dangerous Objects**

Potentially harmful instruments, knives, water guns, studded belts, chains, wristbands, firecrackers, matches, lighters, laser pointers, etc., are forbidden. These items are considered to be a weapon and possession of such items may result in suspension. Any of these items will be confiscated. Police will be notified.

### **Gum Chewing**

Chewing gum is not permitted at any time. Gum, candy, etc., may be confiscated by teachers and teacher detention assigned.

### **Radios/Tape Recorders /Cameras**

These are not allowed on school property. They will be confiscated.

### **Electronic Devices: Cell Phones – iPod – iPad – e-Readers - Nook – Tablets**

Pupils are not permitted to use cellular telephones, wireless or Bluetooth devices, portable PlayStation models, portable DVR players, e-readers, nooks, tablets, iPads, and MP3 players or any sort of electronic devices during the school day unless permitted by the building administrator. Cellular telephones must be turned off and placed in their lockers while the pupils are in the school building and may only be turned on after school has concluded and *the pupils are outside the school building.* At middle and high school levels, **cell phones must be turned off. Cell phones that are turned on in violation of this policy will be confiscated by administration, and will be subject to appropriate disciplinary action. (Board of Education Policy Code 5516)**

### **Fighting**

Every possible means to avoid a fight should be used. Differences or problems can be overcome if students seek the help of teachers, administrators, and counselors. **STUDENTS WHO FIGHT WILL BE SUSPENDED.**

### **Field Trips, Student Council, and End of Year Activities**

Field trips and special activities are important supplements to the educational program in the middle school. Classes, clubs, and other groups take field trips from time to time; however, students who have discipline referrals and/or excessive absences may be excluded from some or all activities on a marking period basis. Administrators will review conduct records and recommend that students be excluded from these activities as

per eligibility policy. In addition, administrators will *attempt* to notify parents of the decision at least one week before the event.

## **ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL ACTIVITIES**

Attending the following activities is a **PRIVILEGE**, and the stated eligibility requirements will be adhered to.

### **Eighth Grade Dinner Dance, Eighth Grade Trip, Promotional Exercises, Yearbook Signing Party and Seventh Grade Picnic**

A student will not be invited to participate if:

**He/she has received two (2) or more ISS/OSS assignments during the school year and/or has excessive absences or tardies.**

Students who disrupt the educational process may lose the opportunity to attend these events.

The principal can determine who will be excluded based upon input from the assistant principal, teachers and a review of students' records. Individuals who commit violent acts or who are repeat offenders will be subject to the possibility of exclusion from one or all of these activities. Students and parents will be notified in advance.

#### **Parents, please note:**

- Any inappropriate behavior by a 7th grade student at the picnic will result in the offending student being returned to the school and the parents being notified.
- **In order to attend the eighth-grade dinner dance, eligible students must be in school until 12:35 p.m. on the day of the dance.**
- If a student does not attend the 8<sup>th</sup> grade class trip, he/she is expected to attend school and complete assignments provided.

## **DISCIPLINE POLICIES AND PROCEDURES**

The right to an education has been made subject to certain restrictions. Students must submit to the authority of their teachers; they must pursue their prescribed courses of study; they must comply with the rules that have been established by law. Further, Title 18A states that students who do not obey the school system are subject to disciplinary action.

Such disciplinary action can involve one or a combination of the following:

- **Teacher Detention:** A student must remain after school with the assigned teacher for 25 minutes.
- **Lunch Detention:** A student will retrieve their lunch and remain for the duration of the lunch period.
- **Office Detention:** A student must remain after school for a specified time with a staff member or administrator. A.M. detention will begin at 7:30 A.M.

- **In-School Suspension:** A student is denied the privilege of attending classes for a specified time with the general population. Suspended students are required to remain in the in-school suspension room for the entire school day. They may not attend extra-curricular activities.
- **Out of School Suspension:** Students are excluded from school and confined to the home for a specified period of time. They may not attend extra-curricular activities.
- **Expulsion by the Board of Education:** Students are dropped from the enrollment and not permitted to attend school

### **Examples of Infractions Which May Result in Suspension or Expulsion**

(including but not limited to)

- Fighting
- Exhibiting gross disrespect or disobeying or defying any staff, faculty member, visitor or administrator
- Failure to identify yourself or giving a false name
- Failure to hand over an electronic device when asked
- Using profanity or obscene language towards any person
- Cutting teacher detention or office detention
- Throwing snowballs on school property or on the way to and from school
- Throwing food
- Throwing dangerous objects (pencils, pens, plastic utensils, etc.)
- Possessing/using water guns or the like
- Cutting class, cafeteria or other assigned activities
- Continued misbehavior in class or ISS
- Excessive tardiness and absenteeism
- Leaving school grounds without permission
- In possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component
- Stealing, gambling, forgery, extortion
- Defacing of school property
- Possession of any alcohol, drugs, drug paraphernalia, and/or weapons

### **Suspension or Expulsion with Notification to the Proper Authorities**

Because these behaviors are illegal:

- Possession of or use of illicit drugs or alcohol on school property
- Selling or distributing drugs or alcohol on school property
- Assaulting a teacher, administrator, or any employee of the South Plainfield Board of Education
- In possession and/or use of any tobacco product, e-cigarette, or vaporizer, or other electronic smoking device, or component
- Stealing or possessing stolen property
- Gambling in school or on school property
- Destroying, defacing, or vandalizing school property

- Possessing/using fire crackers or any other explosives
- Truancy

### **Avoidance of Repeated Assignments to Office Detention**

In order to avoid recurring assignments of office or teacher detention, a staff member will monitor the number of times a student is issued detention. When the same student has been assigned detention three (3) or more times, the administrator will contact the parents informing them that the student will be assigned in-school suspension.

### **In-School-Suspension Procedures**

In School Suspension is a form of isolation; even though there may be other students in the room. **Talking among and between individuals is not allowed** (except as the teacher may deem necessary). The atmosphere in the In-School Suspension room is formal. Students are to raise their hand before speaking. Students are to bring all their textbooks with them or risk an additional day of ISS. Students are expected to work on school assignments the entire time, except for the lunch period.

- **Attendance**
  - Students must report to the In-School Suspension room at 8:05 am and will be dismissed at 2:20 pm.
- **Behavior and Conduct**
  - Each student will be assigned a seat for the duration of his/her suspension and will be responsible for its cleanliness. Any trash or markings on school property will result in immediate clean up by the student.
  - Students must face the front, have feet on the floor, and not talk.
  - Misbehavior of any type will not be tolerated. This includes talking out without permission, getting out of the seat, walking around the room, throwing objects, passing notes, too long in the bathroom, sleeping, etc. Students must sit in an upright position.
  - Students receiving unsatisfactory conduct will be assigned an additional day of In-School-Suspension or OSS.
- **Lavatory**
  - **Students will be allowed to use the lavatory when necessary.**
  - The student must go directly to the lavatory that is the closest to the In-School-Suspension room. Lavatory time should not exceed four (4) minutes.

- **Studying**
  - **Students must report to the In-School Suspension Room with all books and writing materials necessary to carry out their assignments.**
  - Students are required to complete each assignment and turn it in to the teacher in charge.
  - In addition, students must bring a book to read should all assignments be completed before 2:20 pm.
  
- **Lunch**
  - **Students are allowed to bring lunch or will be walked to the cafeteria to purchase lunch at a designated time.**
  - All ISS students will eat in the assigned ISS room.
  - At the end of eating their lunch, students are expected to continue working until the end of the school day.

## **General Regulations**

- Students may not be excused from the ISS room to go to lockers, the Media Center, Guidance, etc.
- Students may be excused from the ISS room to the nurse.
- Any authorized school personnel wanting a student from the suspension room must personally escort the student back and forth.
- All privileges will be discontinued while a student is serving suspension. Students will not participate in any extra-curricular activities of the school, including all sports and social events and rehearsals or practices leading up to them.
- Teachers are not allowed to take a student out of ISS for any reason unless approved by an Administrator.
- Students absent from school or excused early will make up the time missed.
- All assigned work must be completed, labeled with the teacher's name, and returned to the teacher's mailboxes by the 8<sup>th</sup> period ISS staff member or administrator.

**Only the Principal or Assistant Principal may assign students In-School Suspension.** An administrator or secretary will inform the student's parents by telephone of the disciplinary action. If the parents cannot be reached by telephone, a voicemail message will suffice. The student can earn credit depending upon the quality and quantity of the assigned work completed. Furthermore, the student should be afforded the opportunity of making up any quiz, test, or project missed within three (3) days after the conclusion of In-School-Suspension.

## **Conduct Check System**

The supervising teacher will keep individual records of conduct. A conduct check system will be used to record behavior. Violation of the rules will result in a conduct check for each infraction. Disregard for the rules may result in additional days of ISS, a parent conference, and/or Out of School Suspension.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **Students' Right to a Hearing**

In accordance with the policy of the Board, the following procedures are provided for student appeals in the event of a complaint or grievance of disciplinary action. The Board recognizes that students possess the constitutional right to procedural due process. Specific procedures for appeals resulting from disciplinary action is stated below.

#### **I. Complaint or Grievance**

- A. The student, group of students, or parent shall make an informal complaint to the teacher, principal, or guidance counselor individually or through a group representation.
- B. If the problem is not resolved by means of the above-mentioned process, a written complaint shall be made to the principal, approved by the parent(s) or guardian(s) of the minor child (children), which shall set forth:
  1. The specific nature of the grievance and a brief statement of the facts giving rise to it.
  2. The manner in which and the extent to which the student believes he has been adversely affected.
  3. The relief sought by the student.
  4. The reasons why the student feels entitled to the relief sought.
  5. Whether or not, in the opinion of the student, other students are similarly adversely affected, and, if so, identify what group or groups of students. The principal will then attempt to resolve the complaint through conferences with students, parents, teachers, and other involved parties.
- C. If the written complaint to the principal does not resolve the matter within ten (10) school days, a written complaint to the superintendent may be made. The superintendent will conduct an investigation and provide a written reply within five (5) days following the completion of the investigation.
- D. If the written complaint to the superintendent does not result in a mutually satisfactory resolution of the problem, an appeal may be made to the Board of Education through submission of a written appeal to the secretary within ten (10) school days of the receipt of the superintendent's reply.
- E. The Board or a committee will hear such appeals within two weeks of receipt of the appeal and will render a decision in writing within 30 days thereafter.

At each step beyond the first, the school authority hearing the grievance may, at his discretion, call the student's parent, provided that the student is not 18 years of age or older. The student, if a minor, will conduct his grievance procedure with the help of his parent/ guardian at any step.

## I. Disciplinary Action

- A. Preliminary Hearing - No student may be suspended or denied access to an educational function or activity of the district without a hearing, unless a clear and present danger exists or it is impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing will follow as soon as practicable.

The principal or his designee will provide the student with oral or written notice of the charge(s) against him/her and will provide a hearing for the student before disciplinary action is ordered, so that the student has a full opportunity to state why he/she should not be disciplined. This preliminary hearing will be informal. The student will be given the chance to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing will be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

- B. Minor Offense - The principal may impose a suspension of up to ten (10) days for any or all school programs and activities. The principal will notify the student's parents or guardians of the suspension by telephone and by regular mail. In addition, a copy of the notification will be sent home with the student and a copy to the office of the superintendent.

1. **Sending Students Home** - Unless the student is an immediate threat to the safety of the school, he/she should remain in school suspension until class is dismissed for the day. If the student is judged as a threat, an attempt will be made to reach the parent/guardian in order for that person to come to the school for his/her child. The school may provide transportation if the parent/guardian cannot.
2. **Responsibility for School Work - Students who have been suspended are responsible for completing class assignments.** All students will be allowed to take make up tests, and no student may receive a failing grade because of non-attendance of classes.
3. **Student's Record** - A record of the student's offense may be kept until the end of the school year, but may not be made part of the permanent record. The days absent shall be noted in the student's permanent attendance record.

- C. Extended Suspension - Suspension judged by the principal to exceed ten (10) days are cases will be referred to the superintendent. If the superintendent agrees to extend the suspension, the principal will take the following steps.

1. **Notice of Hearing** - Within three (3) days of the date of suspension, a notice will be sent by certified mail to the student's parents. The notice will contain the following:
  - a. The rule(s) allegedly violated
  - b. The charges against the student

- c. The summary of evidence against the student
- d. The names of the accusers
- e. The penalty that the principal proposes
- f. The time and place of the hearing (must be within 30 days of the original suspension).
- g. A statement indicating that prior to the hearing, the students and their parents have the following rights:
  - 1. Right to review the written statement about the alleged account
  - 2. Right to review student's records
  - 3. Right to request a delay in the hearings
- h. A statement of the student's entitlement to the following hearing rights:
  - 1. The right to counsel
  - 2. Right to a translator
  - 3. Right to appear on own behalf and for parents or guardians to appear
  - 4. Right to produce witnesses and present evidence on his behalf
  - 5. Right to confront and cross examine anyone who may have evidence against the student
  - 6. Right to the transcript of the hearing

**Hearing Panel** - A hearing panel will consist of members of the Board of Education.

**Decision Of Panel** - The hearing panel will base its recommendation(s) on the evidence presented and the student's prior record, if any.

**Decision** - A decision of the Board may be appealed to the Commissioner of Education within 90 days of the decision.



## **ADDITIONAL STUDENT DISCIPLINE POLICIES**

### **5612 ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES**

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1; and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent(s) or legal guardian(s) or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly

committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2; 6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 17 September 2008

Revised: 17 December 2014

## **STUDENTS SUSPECTED OF DRUG OR ALCOHOL ABUSE**

Although the Board of Education encourages and hopes that all students with drug or alcohol problems will voluntarily seek help, legal and moral responsibilities dictate an obligation to help students who are suspected of drug or alcohol abuse.

### **Procedures**

When a student's behavior indicates significant signs that he/she might be under the influence of a controlled dangerous substance or alcohol while on school property or at a school function, a suspected case of drug/alcohol abuse is reported. Once reported, the following procedures will be undertaken as determined by Board of Education policy:

1. The principal (or designee) will notify the student's parent or guardian, the school nurse and the superintendent of schools. N.J.S.A. 18A: 40A-12 (a) and N.J.A.C. 6A:16-4.3 (a)(2).
2. If, at the request of the parent or guardian, the medical examination is conducted by a physician other than the medical inspector, such examination will not be at the expense of the district Board of Education N.J.A.C. 6A: 16-4.3 (a)(3)(ii).
3. If a doctor or medical inspector is not immediately available, the student will be taken to the emergency room of the nearest hospital for examination. A member of the school staff designated by the principal will accompany the student. If available, a parent or guardian should also accompany the student N.J.S.A. 18A: 40A-12 (a).
4. The student's parent or guardian, the principal, and the superintendent of schools and N.J.A.C. 6A: 16-4.3 (a)(4)(i)(ii) will receive a written report from the attending physician within 24 hours of the examination. "When the medical examination is performed by a physician other than the school physician or at the emergency room, the parent is required to verify that a medical examination was performed within 24 hours of the referral of the student. Such verification shall include, at minimum, the signature, printed name, address, and phone number of the examining physician indicating the report required by this paragraph is pending, and the date by which the report will be provided."
5. If the diagnosis is positive, the pupil will be returned home. Appropriate data will be furnished to the health office. N.J.S.A. 18A: 40A-12(a) and N.J.A.C. 6A: 16-4.3 (a)(10).
6. The student will not return to school until the principal receives a written report certifying that the student is physically and mentally drug free. The student's personal physician, medical inspector or the physician who examined the student may prepare this report. N.J.S.A. 18A: 40A-12 (a) and N.J.A.C. 6A: 16-4.3 (a)(10). The parent/guardian will be responsible for the cost of the physical examination to verify that the student is physically and mentally drug free.
7. The principal or designee shall complete a Student Safety Data Systems Incident Report Form. N.J.A.C. 6A: 16-4.3 (a)(1)(iii).

See **Policy 5530 "Substance Abuse"** for more details.

## **Procedure Upon Return to School After Drug/Alcohol Use Incident**

The student will be brought back to school by a parent or guardian to participate in a conference with an administrator and a guidance counselor with the student present. Together, they will determine the best plan to ensure the most effective support, counseling, and/or treatment necessary to help the student to remain drug/alcohol free.

## **Illegal Substance Activity and Due Process**

If drugs are sold on school property, immediate action will be taken to inform and work with police officials: (a) to apprehend the person or persons responsible, and (b) to confiscate the drugs. The actions taken by both school and police personnel must protect the legal rights of the suspected individual(s).

## **Right to Search**

When a school official has reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order, the school official has the right to conduct a reasonable search for such evidence.

# **DISTRICT & STATE POLICIES**

## **NEW JERSEY SCHOOL LAW**

### **STUDENT CONDUCT**

#### **18A: 37-1 Submission of Pupils to Authority**

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools. They will pursue the prescribed course of study and submit to the authority of the teachers and others in their charge.

#### **18A: 37-2 Causes for suspension or expulsion of pupils**

Any pupil who is guilty of continued and willful disobedience or of open defiance of authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience;
- b. Open defiance of the authority of any teacher or person having authority over him;
- c. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. Physical assault upon another pupil;

- e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- f. Willfully causing, or attempting to cause, substantial damage to school property;
- g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or facility promptly after having been directed to do so by the principal or other person then in charge of such building;
- h. Incitement which is intended to and does result in truancy by other pupils; and
- i. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxication liquor or controlled dangerous substances while on school premises;
- j. Smoking and the use of tobacco anywhere within the building or on school grounds.

**18A: 25-2 Authority Over Pupils**

A teacher or other person in authority over pupils shall hold every pupil accountable for disorderly conduct in school, during recess, and on the playgrounds of the school as well as on the way to and from school.

**18A: 6-1 Corporal Punishment Pupils**

No person employed or engaged in a school or an educational institution, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such a school or institution; but any such person may, within the scope of his employment, use such force as necessary in the following circumstances:

- 1. To quell a disturbance which is threatening physical injuries to others
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil
- 3. For the purpose of self-defense; and
- 4. For the protection of person

Any such acts, or any of them, shall not be construed as corporal punishment within the meaning and intendment of this section.

**18A: 38-28 Truants; Return to Parents or school**

Any administrator who shall find any child between six and sixteen years of age who is a truant from school, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend.

**18A-38: 29. Warning and arrest of vagrants or habitual truants**

The administrator shall examine into all violations of this article, shall warn any child violating any of the provisions of this article and the parent, guardian or other person having charge and control of the child of the consequences of the violation if persisted in, and shall notify such

person in writing to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter. The administrator shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school.

**18A: 38-30 Assistance of sheriffs, police officers, etc.**

The sheriff and his officers and all police officers and constable shall assist administrator in the performance of their duties.

**18A: 38-31 Violations of article by parents or guardians:**

A parent, guardian or other person having charge and control of a child between the ages of six and sixteen years, who shall fail to comply with any of the provisions of this article relating to this duty, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

## **SMOKING, DRINKING AND USE OF DRUGS ON SCHOOL PROPERTY**

### **General - All Employees/Visitors**

The use of alcoholic beverages, drugs/controlled substances, and/or tobacco in schoolwork sites is prohibited. The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy.

For the purposes of this policy, work site shall include any school building and the adjacent grounds and parking lots or any school premises and any school-owned vehicles or any other school approved vehicle used to transport students to and from school or school activities. Work site also includes off-school property during any school sponsored or school-approved activity, event or function where students are under the jurisdiction of the school district, such as a field trip or athletic event. This policy shall not govern spectator areas at outdoor arenas owned by the school district.

### **Use of Alcoholic Beverages**

The use of alcoholic beverages in Board of Education buildings and the adjacent grounds and parking lots shall be strictly prohibited.

## **Use of Tobacco/Smoking**

The South Plainfield Board of Education recognizes its responsibilities in protecting the health and welfare of individuals from the hazards of pollution and protecting its property from the perils of fire. It also recognizes the right of the smoker and the nonsmoker to breathe clean air.

In accordance with N.J.S.A. 26:3D-17, the South Plainfield Board of Education herein prohibits the use of tobacco anywhere within its buildings or on school grounds, except as part of a classroom instruction or a theatrical production. This law, which applies to all pupils, staff, and visitors who use district owned buildings, went into effect December 14, 1989.

Smoking shall mean the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, e-cigarettes, vapes (including but not limited to juuls, vape pens, etc.) or any other matter or substance that contains tobacco, nicotine or any other matter that can be smoked or inhaled or exhaled and the use of smokeless tobacco and snuff.

Department of Health and the local board of health ensure that:

- A. Smoking in Board of Education buildings and the adjacent grounds and parking lots shall be strictly prohibited.
- B. Every entrance to a school building shall have posted a “no smoking” sign.

## **Use of Drugs/Controlled Substances**

The unlawful manufacture, distribution, dispensing, possession of, use of, or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, and or any other controlled substance on or in school work sites are prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action, including but not limited to non-renewal, suspension, or termination at the discretion of the Board of Education.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by employee occurring outside of the work site, may discipline said employee. Disciplinary action may include but is not limited to non-renewal, suspension, or termination at the discretion of the Board.

The superintendent shall establish a smoking cessation program and a drug-free awareness program, which shall include notice of the dangers of the use of tobacco, alcoholic beverages, and drugs/controlled substances, and shall provide information concerning available drug, alcohol, and smoking counseling programs. A copy of this policy shall be distributed to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

## **Work Performance in Connection with a Federal Grant**

In order for the school district to qualify for any direct federal grant, the district must certify that it will provide a drug-free workplace and maintain a good faith effort to continue to maintain a drug-free workplace. To this end, employees engaged in schoolwork sites as a result of federal grant moneys shall, in addition to complying with the requirements of the programs, also be in strict compliance with this policy.

The Board of Education shall notify all employees whose work performance is done in connection with a federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the district must notify the federal grant program of such conviction within ten days of receipt of said conviction.

## **STUDENT ATTENDANCE**

The Board acknowledges the importance of regular attendance in an effective instructional program. To this end, it will observe and enforce the laws requiring the attendance of all youngsters as prescribed in N.J.S.A. 18A: 38-25,26.

School attendance is a basic responsibility of the students and their parents/guardians. Students who avoid responsibility for learning by absenting themselves from school/class are clearly impeding and complicating the teaching/learning process. The school curriculum is designed to provide adequately for a limited level of absenteeism by providing students an opportunity to make up the missed instruction. Accordingly, the following regulations and procedures governing student attendance at South Plainfield Middle School are designed to encourage such regular school attendance by our students.

According to N.J.A.C 6:3-9.3, “a pupil shall be recorded as either present, absent, or excused for religious observance”. “The Commissioner shall annually prescribe a list of religious days on which it shall be mandatory to excuse pupils for religious observance upon the written request signed by the parent or person standing in italics parents”. Thus, *an absence is only considered*



*excused if it occurs for an observance of a religious holiday on the state approved list. Such excused absences shall not count toward any limitations on student absences that may be imposed by specific school regulations.*

It is recognized that certain legitimate occurrences may occasionally cause the student to be unable to attend school. Those occurrences, which constitute legitimate absences from school and class include the following (1) personal illness, (2) family emergency, (3) death in the immediate family, (4) religious holidays on the list approved by the Board of Education, (5) medical or dental professional appointments which cannot be scheduled in non-school time, (6) required court appearance with verification, (7) other reasons approved by the principal or his designee. Although it is understood that legitimate reasons, as stated in this policy, do exist for absences, even these reasons, when excessive, will interfere with the student's success in school.

If students are to be absent for reasons not outlined above, parents should call the guidance counselor assigned to their child's grade level, then send a signed note stating the dates and reasons for the proposed absence. **This procedure does not necessarily indicate approval of the absence, but it does provide the school with information.**

## **REQUIRED PROCEDURES IN REGARD TO STUDENT ABSENCE**

1. If a student is absent from school, the parent or guardian is expected to notify the school immediately. The Middle School has a specific number for reporting student absences. The number is **908-754-4620**, select option three (3) and then option one (1). (This is connected to an answering machine that is operational 24 hours a day). Callers should listen to the message and state the requested information. Each morning the tape is reviewed and compared to the absentee list. Calls are then placed to parents/guardians of all students who are listed as absent and for whom no call was received. Calls for anticipated absences, such as for family vacations, may be made in advance and will be noted for the appropriate dates. If the student's absence is likely to be prolonged, the school's nurse and guidance department should be notified of this fact.
2. The school will require notes of verification following any and all absences including occasions when students are sent home from school by the nurse. Notes must be received on the day the student returns to school. The note must contain the reason for the absence, the date(s) of absence, and the signature of the medical physician, if applicable. ***All absences, whether verified or not are still counted towards the overall attendance policy and 18 day attendance threshold. Therefore, a doctor's note will be recorded in the Genesis portal as an ABX (excused absence), whereas a note from a parent will be recorded in the Genesis portal as ABS (recognized as a legitimate absence which prevented the student from attending school, yet it is still considered an absence). Also when a parent calls to notify the school that their child will be absent, the absence is still recorded in the Genesis portal as ABS (which means the child is still absent).***

*In addition to this, a child is recorded ABT (truant) if and when a child is absent from school and there is no phone call received from the parent/guardian.*

## **GUIDELINES & EXPECTATIONS FOLLOWING PROCEDURES**

- Students, who have medically verified, extended illness, will not be charged with absences in regard to this policy, provided they are receiving home instruction.
- A student's absence from school by reason of observance of a **religious holiday** will be considered an **"excused absence"** and the student will not be deprived of any eligibility for an award or an opportunity to compete for any award, or the right to take an alternate test, as long as an acceptable absence note is submitted as described herein.
- Students will not be considered absent while participating in a school-sponsored activity. Such activities include but are not limited to the following: field trips, scholastic/athletic competitions, student council meetings, school sponsored music lessons, guidance conference, etc.
- A student must be in attendance of school for at least four (4) hours, exclusive of lunch periods, in order to be counted present for the day. To participate in any extra-curricular activity, the student must be present before 10:00 am and remain in school for the rest of the school day.

## **SCHOOL ATTENDANCE INTERVENTIONS**

Counseling in cases of excessive absences, cutting class, and/or truancy shall be provided to the student by various school personnel, including administrators, guidance counselors, and if applicable, a child study team member.

All student performance contracts for participation in extra/co-curricular activities, including athletic teams, shall require regular and consistent attendance. Parental contact concerning student absences from specific class (es) will occur as follows:

- **4th unexcused absence** - written notification to parents/guardian by building administration
- **9th unexcused absence** - meeting of parent(s)/guardian with guidance counselor, school administrator, a child study team member (if applicable), and student to discuss the frequency and reasons for the student's absences, as well as the limitations on participation in school activities
- **15th unexcused absence** - official written warning by the school principal of impending retention; meeting of parent(s)/guardian (s) with school administrator, guidance counselor, and student.

- **18th unexcused absence** - official written notification by the building administration.
- The parent has the right to appeal.

**A letter from the school's main office will be e-mailed home to parents/guardian(s) on the specific absences noted above.**

## **Tardiness**

The orderly conduct of class activity is predicated upon the prompt and precise beginning of each class. Tardiness hinders the proper conduct of such activity, imposes a distraction that leads to a loss in instructional time for other students in attendance, and represents school time lost for the student.

### **Rules and Procedures Governing Student Lateness to School**

Students who arrive late to school (after 8:05 a.m.) must report to the Main Office.

- **1<sup>st</sup> Unexcused Tardy**- The student will be issued a warning.
- **2<sup>nd</sup> Unexcused Tardy**- The student will be issued a second warning.
- **3<sup>rd</sup> Unexcused Tardy**- Student will automatically be assigned a detention after receiving two “lateness to school” slips. The detention will be served the same day or the day after. Failure to serve detention will result in ISS (in-school suspension). Failure to serve ISS will result in 2 days of OSS (out-of- school suspension).
- **4<sup>th</sup> Unexcused Tardy**- Upon the 4th time late to school, a letter of notification will be sent to the parent/guardian. At this time the principal may create an action plan to address the excessive tardiness. The student will also be issued detention to be served that day or the day after. Failure to serve office detention will result in ISS (in-school suspension). Failure to serve ISS will result in 2 days of OSS (out-of- school suspension).
- **5<sup>th</sup> Unexcused Tardy**- The student will be issued ISS to be served the following day.
- **6<sup>th</sup> Unexcused Tardy**- The students will be issued ISS to be served the following day.
- **7<sup>th</sup> Unexcused Tardy**- Upon the 7<sup>th</sup> time late to school, a follow-up letter will be sent and a parent conference will be scheduled with the principal to address the excessive tardiness, resolve the matter, and make the parent aware of the effects on the student's academic performance.

Students arriving late to school due to a verified appointment with a physician/dentist or for another administratively approved reason will be marked as an excused tardy for the purposes of this policy as long as the student is present for at least four (4) hours of the school day. In extreme cases, the school may resort to legal action to assure regular attendance; a requirement clearly defined in the state statutes.

### **Procedures for Students Tardy to Class**

Students who are late to class without a pass at the time of arrival are to receive teacher detention. Recurring lateness to class will result in the teacher contacting the parent. If the

problem is still not resolved, the student will be referred to an administrator who will assign office detention.

School administrators will meet with parents in cases where students are repeatedly/excessively tardy in order to eliminate the recurrence of such tardiness. The administration will address students who accumulate more than five tardies in the following manner:

- 1<sup>st</sup> tardy: verbal warning by teacher and/or teacher detention
- 2<sup>nd</sup> tardy: verbal warning by teacher and/or teacher detention
- 3<sup>rd</sup> tardy: teacher calls parent; teacher detention
- 4<sup>th</sup> tardy: teacher notifies parent and informs the administration and assigns an office detention
- 5 or more (habitual tardiness): Administration assigns 7:30 a.m. or 2:20 p.m. detention/or ISS for all succeeding tardies arrivals, sends second tardy letter home.  
\*Failure to attend office detention may result in suspension.

**PLEASE NOTE:** In order for your child to receive an excused tardy you must provide a note explaining the reason for the tardiness. If your child does not have a note accompanying his or her tardy they will not receive an excused tardy.

### **Class Cuts**

Any student who fails to attend an assigned class or activity, including homeroom and lunch, without justifiable reason, verified by a teacher or other responsible personnel, is considered cutting class and will be issued suspension. Parent/Guardians will be notified.

Penalties for class cuts include the following:

- 1st cut - one day in school suspension
- 2nd cut - one day of suspension and parent conference
- 3rd cut - action to be determined by the principal or assistant principal

### **Truancy**

Any student absent from school for any part of the day without the knowledge and consent of a parent or guardian, or in a public place, or on a public street unaccompanied by a parent or guardian is truant.

Repeated truancy may result in charges of truancy being brought before the local court if the student is less than sixteen (16) years of age. The penalty for truancy is suspension. A parent conference with school authorities will be required.

### **Early Release/Late Arrival**

The school district recognizes an occasional need for a student to arrive late or to be released early from school. The following situations could create a legitimate need for release time from

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school during normal school hours: (1) verified appointment with a physician/dentist that cannot be scheduled during non-school hours; (2) death in family; (3) family emergency; (4) required court appearance/legal obligation with verification; (5) religious holidays on the list issued by the State Board of Education; (6) such good reason as may be approved by the superintendent or building principal.

With the exception of release times from school for a state approved religious holiday or for a verifiable, required court/legal appearance, all other reasons for such release from school are chargeable as absences (or half-day absences) if the time away from school exceeds ninety (90) minutes. All instances of release time require a note from the parent explaining the date, time, and circumstances concerning the request.

**The administration reserves the right to review and verify the conditions and reasons for any release time request. If the request is approved, the student will be released from school according to prescribed procedures. The student shall be permitted to make up all work missed during approved release time requests.**

### **Procedures governing approved release of students during school time:**

1. In cases of a request for release time during school hours, whether early release or late arrival, a note from home is necessary. The note of request from the parent must be presented to a secretary in the main office before school starts. The note must be verified in person or by telephone before the student will be allowed to leave. A telephone number where a parent may be reached must be written on the note.
2. Students leaving school early because of illness must first be cleared by the school nurse. Contact with the parent/guardian must be made by the nurse or school administrator prior to the release of the student from school.
3. Permission to leave school early in cases of emergency must be obtained from an administrator, who will verify the circumstances of the emergency and the arrangements for the release of the student before the student will be allowed to leave.
4. All students leaving school early will be dismissed from the main office. Students of minor age will be released to the custody of a recognized, responsible adult who is listed on the student's emergency card.
5. Under no circumstances may a student leave school without permission of an administrator or school nurse.

### **Make Up Work**

Students are provided an opportunity to complete assignments missed because of their legitimate absences. However, it would be unwise to believe that one can fully complete experience learning if the student is not present in class.

The rule for time allowed to make up work missed is to equal the amount of time absent, except that the makeup period is not to exceed ten (10) school days nor to extend more than ten (10) school days after the end of a marking period without the specific permission of an administrator. ***Responsibility to make up work rests with the student and not the classroom teacher.***

Students may complete assignments for time missed because of actions initiated by the authorities of the school (e.g., suspensions, exclusion, etc.) within the time period stipulated in the paragraph above.

### **Reporting Attendance to Parents**

Reporting pupil absences is a primary responsibility of the school and shall be accomplished in the following manner:

1. Absences from school shall be recorded in an appropriate manner on report cards that are issued four (4) times per year.
2. Tardiness to school/class shall also be reported to parents in the same manner.
3. School officials/teachers will apprise parents periodically of excessive student absences by telephone and/or mail, in addition to this information being indicated on the progress report/report card.

## **CO-CURRICULAR PROGRAMS & ELIGIBILITY**

### **Introduction**

**The purpose of all co-curricular activities is to provide enrichment that will nurture growth and development and encourage creativity and exploration. The South Plainfield Middle School provides co-curricular experiences and opportunities in student government, the arts, culture, athletics, academics, publications, hobbies, creative skills, and community service.**

### **CO-CURRICULAR ELIGIBILITY**

#### **District Policy**

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular curricular program of the school.

The purposes of such co-curricular activities include the following:

- To develop student initiative and provide for the exercise of responsibility.
- To develop leadership capacities and organizational skills
- To aid in the socialization of students

- To enable students to pursue a goal of self-realization
- To enable students to explore a wider range of individual interests not available in the regular curricular program

Such activities shall be conducted wholly or partly outside the regular school day, be available to students who voluntarily elect to participate, and be marked by student participation in the processes on initiation, planning, organization, and execution.

No co-curricular activity shall be considered to be under the sponsorship of the Board unless it has been approved by the superintendent and reported to the Board for their information and review.

The Board shall maintain a program of co-curricular activities at no cost to participating students except that students may assume all or part of the costs of travel and attendance at co-curricular events and trips.

The Board believes that the primary purpose of public education is academic achievement. Therefore, students shall display mastery in subject matter areas required for promotion in order to qualify for participation in co-curricular activities.

### **Middle School Co-Curricular Activities/Athletics Eligibility**

All students are eligible to try out or participate in fall extracurricular activities. Any student receiving two (2) or more failing grades, in an academic subject, on his or her Marking Period 1 Interim Report will still be allowed to practice and participate in the co-curricular activity. However, they will not be able to participate in any game, show, or event until all of his or her grades are at 65% or better.

Any student that has failed three (3) or more academic subjects will be prohibited from participating in a Winter or Spring activities.

A student that has failed one (1) or two (2) subjects can try-out and participate in a Winter or Spring activity. He or she will not be allowed to participate in a game, show, or event until the overall grade for all of his or her academic classes are at 65% or above.

Two (2) school suspensions during a season or activity will result in the removal of that participant from the designated sport or club.

### **Procedures for Implementation**

In order to implement this policy, activity supervisors (in cooperation with guidance counselors) will be required to monitor participating students closely. The activity supervisor who is responsible for the students in the program will perform the following tasks:

1. Provide the guidance office with an alphabetized list of participating students by grade level.
2. Consult with guidance counselors at the close of each marking period to determine failing grades.

## **CO-CURRICULAR ACTIVITIES**

### **Chess Club**

The chess club meets several times throughout the year and hold competitions with other classmates.

### **Drama Club**

The drama club is open to all students who wish to participate in some aspect of “the stage.” Monthly workshops are held in preparation for a production in the spring.

### **Science Club**

The Science Club involves various science related projects and experiences designed for those students interested in enhancing their love of science. Activities include Science Showcase, greenhouse projects, campus and courtyard clean-ups.

### **Yearbook Club**

Come and join this club that helps create the yearbook for the Middle School. No experience is required.

### **Cancer Awareness Club**

This club gives students a forum for discussion about and events for pupils and families experiencing with cancer. The students may participate in fundraisers for the American Cancer Society for all types of cancer. The Cancer Awareness Club collaborates with other clubs to plant sunflowers in the courtyard.

### **Newspaper**

These publications offer the opportunity for students who like to write not only the news, but also like to be creative. Students learn the essentials of interviewing, reporting, layout, printing, and distribution.

### **Peer to Peer**

The Peer Mentorship is a group of students from 7th and 8th grade. They are involved with substance awareness campaigns such as anti-smoking, anti-bullying, and alcohol projects within the school as well as community service projects. They listen to the concerns of peers and help to find solutions.



## **Student Council**

The student body elects the South Plainfield Middle School Student Council which consists of the following 8<sup>th</sup> grade officers: President, Vice-President, Secretary, and Treasurer. Each grade level then elects seven 8th grade representatives and seven 7th grade representatives. There will be a total of 18 members on the student council. Student council members are expected to attend monthly meetings and to participate in student council sponsored activities. During the year, the student council sponsors several dances, a yearbook signing party for the 8th graders, and other student activities. In addition, as a community service, the student council sponsors food drives in the fall and spring, and participates in South Plainfield's Clean Campus Program. As a culminating activity, the student council sponsors the 8th grade trip to Washington, DC early in the spring.

## **ATHLETIC PROGRAM**

The physical education and intramural programs provide opportunities for the total school population to meet its athletic needs. The interscholastic program is designed to meet the athletic needs of the athletically gifted and talented students. The athletic program allows students to develop leadership and sportsmanship traits as well as self-reliance, social and emotional maturity, physical skills, and strength. Students must meet co-curricular policies in order to be eligible.

The Middle School has the following sports teams:

Girls Field Hockey	Spring Track	Football
Girls Basketball	Wrestling	Cheerleading
Boys Basketball	Boys & Girls Cross Country	Girls Soccer
Softball	Boys Soccer	Baseball

The following guidelines should be noted:

1. The building principal directs the entire athletic program.
2. Students must maintain acceptable grades in order to participate.
3. All students are eligible to try out for the various teams.
4. Students must submit a signed parental card before they can be admitted to tryouts.

5. Participants are required to have a physical exam before the first scheduled contest. The physical must be given during the school year.
6. Unsportsmanlike conduct may result in either suspension and/or expulsion from the team.

## **MUSIC PROGRAM**

### ***Chorus and Band***

Music activities include the following:

Band (7 <sup>th</sup> & 8 <sup>th</sup> Grades)	School Orchestra (7 <sup>th</sup> & 8 <sup>th</sup> Grades)
Chorus (7 <sup>th</sup> & 8 <sup>th</sup> Grades)	Instrumental & Vocal Ensembles
Gems	Music Lessons (Band and Orchestra only)
Jazz Band	

All students interested may participate in the area(s) for which they are qualified. Music students present annual winter and spring concerts to parents, students, and faculty. In addition, these students may audition for and if selected may participate in the All District Music Festival each year. They can also be involved in selected out of school activities such as Region II Intermediate Band, chorus, and orchestra.

## **Notification of Rights under FERPA for Elementary and Secondary Schools**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

## **AFFIRMATIVE ACTION/SECTION 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT**

### **Section 1 - The Policies**

The Board of Education of South Plainfield declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs, use of facilities, and practices of its schools regardless of gender, race, color, creed, religion, ancestry, national origin, place of residence, social or economic status, or handicap. Furthermore, the Board declares it to be the policy of this district to provide safeguards to ensure that all students have equal access to facilities, academic opportunities, vocational programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **Section 504 Policy and Procedures**

**Child Find:** All school personnel, parents, and community members must be made aware of Section 504 through public notice so that all appropriate referrals can be made.

**Referral Process:** Referrals can be made by a teacher, parent, or any involved individual who suspects an impairment that falls under Section 504. Initial referrals will be directed to the Intervention and Referral Services (I&RS) (PAC) and 504 Coordinator and will first be brought to I&RS (Pupil Assistance Committee). The I&RS will recommend evaluation for 504 for those referrals that require greater intervention and in which there is a suspected impairment under the law.

**Evaluation:** The evaluation team is individualized for each child and is made up of individuals having expertise in one of three areas: the child, the meaning of the evaluation data, and the accommodation and placement options. There will be at least one individual with expertise in each area. The evaluation process is also individualized for each child and always includes multiple sources of information. Possible evaluation sources include but are not limited to: teacher interviews, parent interviews, review of records,

classroom observations, achievement or aptitude tests and outside evaluations. All information is considered by the team in making a decision with regard to whether an impairment exists and whether that impairment substantially limits a major life activity when compared to the “average” student in the general population. Evaluation and eligibility will be documented and for those who are eligible an evaluation plan will be written.

**Reevaluation:** All 504 plans will be reviewed annually and reevaluated every three years at minimum. Reviews and revaluations may be conducted more frequently as needed and when there is a change in placement.

**Notice to Parents of Procedure:** Including grievance procedures and right to an impartial hearing.

## **SOUTH PLAINFIELD BOARD OF EDUCATION AFFIRMATIVE ACTION OFFICERS**

1. **The Board of Education approved the appointment/reappointment of Affirmative Action Officers for 2020/2021 school year. The Affirmative Action Officer duties will be shared by Ms. Mary Flora Malyska, Assistant Superintendent, who will be in charge of Equity in Educational Programs, and Mr. Alex Benanti, Business Administrator/Board Secretary, who will be in charge of Equity in Employment Practices.**
2. Ms. Mary Flora Malyska may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8210.
3. Mr. Alex Benanti may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue, (908) 754-4620, Ext. 8260.
4. The Board of Education has also approved the appointment of Mr. Sam Fierra as the Section 504 Compliance Officer for the 2019/2020 school year. She may be contacted at South Plainfield High School, 200 Lake Street,(908) 754-4620, Ext. 1630.
5. The Board of Education has also approved the appointment of Mr. Alex Benanti, as the Public Agency Compliance Officer (P.A.C.O.) for the 2019-2020 school year. He may be contacted at the Roosevelt Administration Building, 125 Jackson Avenue,(908) 754-4620, Ext. 8260.

## **AFFIRMATIVE ACTION GRIEVANCE PROCEDURE**

**In keeping with federal and state anti-discrimination legislation, the South Plainfield Board of**

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**Education has adopted and hereby publishes this grievance procedure provided for the resolution of student, employee, and parent complaints.**

The purpose of this procedure is to provide students, employees, and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, sexual orientation, marital status, ancestry, national origin, or social or economic status. This procedure may also be used to seek a remedy for alleged sexual harassment by an employee or a student. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

**Step A**

**A resident or a student may present a complaint to the building principal or affirmative action officer. An employee may report the complaint to his/her immediate supervisor or the affirmative action officer. In either case, the principal or supervisor shall report the matter to the affirmative action officer. All complaints will be handled in as confidential a manner as possible. The person receiving the complaint will immediately investigate the charges, gather all relevant facts and respond to the grievant within five (5) working days.**

**Step B – Superintendent**

**If the grievant is not satisfied with the resolution obtained at Step A, the grievant may appeal, in writing, within ten (10) days to the superintendent. The superintendent may reply to the appeal (1) based upon the record; or (2) appoint a designee(s) to investigate the facts related to the appeal and report his/her findings to the superintendent; or (3) appoint a committee to convene a closed hearing on the appeal. At any such hearing, the parties shall be accorded due process. The committee shall thereafter submit a report to the superintendent. The superintendent shall render a written decision to the grievant within ten (10) days of the submission of the report or the conclusion of his/her review of the record.**

**Step C – Board of Education**

If the grievant is not satisfied with the decision rendered at Step B, an appeal may be made, in writing, to the Board of Education within ten (10) days of receiving the Step B decision. The Board may delegate authority to a committee of the Board, or it may, at its sole option, sit as a Board of the Whole to review the grievance. Any hearing held to investigate the facts shall be conducted in closed session and the parties accorded due process rights.

The Board shall render a written decision to the grievant within thirty (30) days after review of the grievance or a hearing held to investigate the matter.

**Step D – By Pass Rights**

**The grievant may, as he or she desires, by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:**

**The Commissioner of Education: Bureau of Controversies and Disputes**

**New Jersey State Department of Education**

100 Riverview Plaza, 4<sup>th</sup> Floor, P. O. Box 500

Trenton, NJ 08625-0500

Phone: (609) 292-5706

**Equal Employment Opportunity Commission**

**Employment Discrimination Complaints**

One Newark Center

Newark, NJ 07102-5235

Phone: (973) 645-6383

**U.S. Office of Civil Rights**

**U.S. Department of Education**

75 Park Place, 14<sup>th</sup> Floor

New York, NY 10007

Phone: (212) 637-6466

**State of New Jersey**

**Division of Civil Rights**

31 Clinton Street

Newark, NJ 07102

Phone: (973) 648-2700

All grievance data will be kept on file in the office of the affirmative action officer.

Information Updated: July 2015

5512 HARASSMENT, INTIMIDATION, AND BULLYING

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R. Students with Disabilities

A. Policy Statement

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

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

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

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

physical or emotional harm to his/her person or damage to his/her property;  
or

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

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

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

## C. Student Expectations

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

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

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

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

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

4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

#### D. Consequences and Appropriate Remedial Actions

##### Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. - The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

##### Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

##### Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

##### Factors for Determining Remedial Measures

###### Personal

1. Life skill deficiencies;
2. Social relationships;

3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

#### Environmental

1. School culture;
2. School climate;
3. Student staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students’ histories of inappropriate behaviors consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

1. Admonishment;

2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

### Examples of Remedial Measures

#### Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understands school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

#### Personal – Target/Victim

1. Meet with a trusted staff member to explore the student's feelings about the incident;
2. Develop a plan to ensure the student's emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

#### Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

#### Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;

17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

#### Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

#### Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that



provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.

Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.

Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult "shadow" to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

#### E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act

of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;

- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety Team as provided in N.J.S.A. 18A:37-21;
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;

- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

#### G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of

the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall

ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education's decision.

A parent, student or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

#### H. Range of Responses to an Incident of Harassment, Intimidation, or Bullying

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these

subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

#### I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.

Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engages in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may

include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

#### J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.



K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees;; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers;; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board members must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools' Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. **Students** with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a **student** with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-32

N.J.A.C. 6A:16-7.1 et seq.; 6A:16-7.9 et seq.

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – **New Jersey Department of Education**

**Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011**

Adopted: 17 September 2008

Revised: 7 April 2008

Revised: 12 May 2010

Revised: 17 August 2011 (renamed from Policy 5512.01)

Revised: 16 November 2011

Revised: 20 May 2015

## Sexual Harassment/Equal Educational Opportunity

The South Plainfield Public Schools maintain an instructional and working environment that is free from sexual harassment for it is believed that such behavior interferes with the learning process.

It shall be a violation of this policy for any member of the South Plainfield Public Schools staff to harass another staff member or pupil through conduct or communications of a sexual nature. It is also a violation of the policy for a student to sexually harass another student or staff member.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a pupil, when made by any member of the school staff to another staff member, or when made by any pupil to another pupil, or a pupil to a staff member when;

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or when;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when;
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to the following:

- A. Verbal harassment or abuse based on the victim's sex
- B. Pressure for sexual activity
- C. Repeated remarks to a person, with sexual or demeaning implications
- D. Unwelcomed touching
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or pupil in the school district may use the procedure detailed in the Affirmative Action Regulation or may complain directly to his/her immediate supervisor or building principal. Other building managers for informal complaints may be designated at the annual sexual harassment prevention meeting held for

pupils and staff. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, up to and including discharge.

3388U

**SOUTH PLAINFIELD BOARD OF EDUCATION**  
South Plainfield, New Jersey 07080  
**Policy**

**File Code: 5145.7**

#### **Rights of Handicapped Persons/Students**

Used in this policy and any implementing regulations, "handicapped person" means a person who has, or had, or is regarded or was regarded as having, a handicapping condition; "handicapping condition" means a physical or mental impairment that substantially limits one or more of a person's major life activities and includes specific learning disabilities.

#### **Program**

The board directs that all reasonable efforts be made to identify un-served handicapped children of this district eligible for special education and/or related services in accordance with Board Policy 6171.4, *Special Education*. A free appropriate public education shall be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for non-handicapped pupils. To the maximum extent appropriate to the pupil's handicap, a handicapped pupil shall be placed in an educational setting with non-handicapped or less severely handicapped pupils.

No pupil will be denied, because of his/her handicap, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the pupils of this district.

The due process rights of handicapped pupils and their parents/guardians will be rigorously enforced.

#### **Enforcement**

The supervisor of special services is designated as Section 504 compliance officer. A complaint regarding a violation of law and this policy employment decision shall be subject to a grievance procedure that provides for the prompt and equitable resolution disputes.

Procedures shall be made available for pupils and/or parents/guardians to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or superintendent.

**Facilities**

The educational program of this district shall be equally accessible to all pupils at each grade level. Barrier-free access to school facilities shall be provided to the extent that no handicap is denied the opportunity to participate in a district program available to non-handicapped persons.

## **Child Abuse or Neglect**

The Board of Education believes that physical and mental wellbeing of all children in its charge must be maintained. School district personnel will cooperate with the Department of Child Protection and Permanency (DCP&P) in identifying, immediately reporting, and in the investigation of all suspected cases of child abuse or neglect. All school employees have received child abuse or neglect in service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse will report it immediately to DCP&P as stipulated in New Jersey Statue 9:6-8.10. In addition, the schools will cooperate with DCP&P in the early identification, reporting, and investigation of suspected child abuse cases, whether or not corroborative evidence is available.

Should you wish to know more about the South Plainfield Board of Education’s policy regarding child abuse or neglect, please be advised that copies of the policy are available in the administration office and all school buildings.

## **Internet Acceptable Use Policy**

Internet access in the South Plainfield Public Schools offers vast, diverse, and unique resources to both students and staff. The goal in providing this service to staff and students is to promote educational excellence in schools by facilitating and promoting resource sharing, innovation, and improved communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Therefore, students and staff may have access to:

1. Restricted electronic mail (e-mail) communication with people globally for specific class related activities.
2. Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions.
3. Public domain software and graphics of all types for school use.
4. Discussion groups on a plethora of topics, ranging from Chinese culture to politics and the environment, so long as they are related to the educational purpose for which the Internet is provided in the District.
5. Access to many university library catalogs, the Library of Congress, and ERIC, a large collection of relevant information for educators and students.
6. Access to INFOLINK, the Eastern Regional Library Cooperative.
7. Graphical access to the World Wide Web, the newest and most exciting access tool on the Internet.

With global access to people and computers also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **Access by all users is restricted to activities directly related to the curriculum adopted by the Board of**



**Education.** The South Plainfield School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. The School District firmly believes that the benefit of the valuable information and interaction available on this worldwide network far outweighs the negative aspect of the possibility that users may procure material that is not consistent with the educational goals of the School District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities that they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If users in the School District violate any of these provisions, they will be disciplined according to board policy. By signing the Acceptable Use Agreement parties are bound legally to the Terms and Conditions of the Acceptable Use Policy.

## **TERMS AND CONDITIONS OF USE OF THE INTERNET**

1. **Acceptable Use** – The purpose of the network backbone making up the Internet is to support research and education in and among academic institutions by providing access to unique resources as well as the opportunity for collaborative work. The use of an individual’s account must be in support of education and research and consistent with the educational objectives of the South Plainfield Public Schools. Use of another organization’s network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

2. **Privileges** – The use of the Internet is a privilege and not a right. Inappropriate use will result in a cancellation of those privileges as well as subjecting the user to disciplinary action, up to and including expulsion or termination. Each student or teacher who receives an account will receive specific instructions from a school district staff member pertaining to the proper use of the network. The system administrators will determine the occurrence of what is inappropriate use. Their decision is final. They may close an account at any time as deemed necessary. The administration, faculty, and staff of the South Plainfield Public Schools may request the system administrators to deny, revoke, or suspend specific user accounts whenever inappropriate use occurs. Access will be closely monitored to ensure that use of the Internet is only for **limited educational purposes**.

3. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite and use respectful language. Do not use vulgarities or any other profane, abusive, or threatening language.

- b. Do not engage in any illegal activity or inappropriate use of technology, as set forth in this policy and regulation.
- c. Do not reveal any personally identifiable information about yourself or others. Specifically, do not reveal your name(s), personal address, or phone number(s), or name(s), address(es), phone number(s) of other students, friends, relatives, or colleagues.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- e. Network users should have no expectation of privacy in the contents of their personnel files, e-mails, computer data, or any other information which is stored, maintained, and transmitted on the District's computer system. The District reserves the right to search these files/data at any time, with or without cause or suspicion.
- f. All communication and information accessible via the network should be assumed to be private property, even though privacy is not guaranteed.
- g. All information obtained from the Internet for research purposes must be cited correctly, using MLA format.

**3. Inappropriate Uses of Technology** - The following list includes a broad range of categories of misuse. These examples are not meant to be all inclusive, but they are widely recognized by legal and computer experts as inappropriate or illegal functions:

- a. Placing copyrighted material on a network or stand-alone computer without the author's permission or proper license.
- b. Using defamatory, abusive, obscene, profane, sexually oriented, or racially/ethnically offensive language.
- c. Up or downloading pornographic material.
- d. Vandalizing any parts of the system.
- e. Unauthorized access into another person's account, data, school record or systems operation.
- f. Downloading software from the system network or any stand-alone computer.
- g. Creating, deleting, or altering any parts of the system or desk top, such as icons, background, wallpaper, program files, screen savers, etc.
- h. Installing personal software to any network or stand-alone computer.
- i. Using any school computer for commercial or for-profit purposes.
- j. Using any school computer for personal and private business, including chat rooms.
- k. Installing a computer virus.
- l. Receiving, sending, or creating material that is sexist, racist, pornographic, obscene, or threatening.
- m. The use of a diskette or CD ROM without the approval or direct supervision of a system administrator.

4. The South Plainfield School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The South Plainfield Public Schools will not be responsible for any damages suffered by users. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the users' own negligence or errors or omissions. Use of any information obtained via the Internet is at the users' own risk. The South Plainfield School District specifically declines any responsibility for the accuracy or quality of information obtained through its services. All documents, photographs, spreadsheets, illustrations and any other content placed on the Network by students becomes the property of the District. There is no right to privacy to any document placed on the District Network.

**POLICIES**—may be found on district website [www.spboe.org](http://www.spboe.org)

<b>Number</b>	<b>Title</b>
<b>2000</b>	<b>PROGRAM</b>
2110	Philosophy of Education/District Mission Statement
2132	School District Goals and Objectives
2200	Curriculum Content
2210	Curriculum Development
2220	Adoption of Courses
2230	Curriculum Guides
2240	Controversial Issues
2260	Affirmative Action Program for Schools and Classroom Practices
2270	Religion in the Schools
2310	Student Grouping
2312	Class Size
2330	Homework
2340	Field Trips
2360	Use of Technology
2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Student Use of Privately-Owned Technology
2411	Guidance Counseling
2412	Home Instruction Due to Health Condition
2414	Programs and Services for Students in High Poverty and in High Need School Districts
2415	No Child Left Behind Programs
2415.01	Academic Standards, Academic Assessments and Accountability
2415.02	Title I – Fiscal Responsibilities
2415.3	Title I – Educational Stability for Children in Foster Care
2415.03	High Qualified Teachers
2415.04	Title I – Parental Involvement
2415.05	Student Surveys, Analysis and/or Evaluations

2415.06	Unsafe School Choice Option
2415.20	No Child Left Behind Complaints
2416	Programs for Pregnant Students
2417	Student Intervention and Referral Services
2418	Section 504 of the Rehabilitation Act of 1973 Students
2422	Health & Physical Education
2423	Bilingual and ESL Education
2428.1	Standards-Based Instructional Priorities
2430	Co-Curricular Activities
2431	Athletic Competition
2431.3	Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2432	School Sponsored Publications
2435	NJSIAA Random Testing for Interscholastic Athletes
2440	Summer Session
2451	Adult High School
2452	Community Education
2460	Special Education
2464	Gifted & Talented Students
2466	Needless Student Labeling of Student with Disabilities
2467	Surrogate Parents and Foster Parents

<b>Number</b>	<b>Title</b>
2468	Independent Educational Evaluations
2481	Home or Out-of-School Instruction for General Education Student for Reasons Other Than a Temporary or Chronic Health Condition
2510	Adoption of Textbooks
2520	Instructional Supplies
2530	Resource Materials
2531	Use of Copyrighted Materials
2551	Musical Instruments
2560	Live Animals in School
2610	Educational Program Evaluation
2622	Student Assessment
2624	Grading System
2631	New Jersey Quality Single Accountability Continuum
2700	Services to Nonpublic School Students
<b>5000</b>	<b>PUPILS</b>
5111	Eligibility of Resident/Nonresident Students
5112	Entrance Age

5114	Children Displaced by Domestic Violence
5116	Education of Homeless Children
5120	Assignment of Student
5130	Withdrawal From School
5200	Attendance
5230	Late Arrival and Early Dismissal
5240	Tardiness
5250	Excusal from Class or Program
5300	Automated External Defibrillators (AEDS)
5305	Health Services Personnel
5306	Health Services to Nonpublic Schools
5307	Nursing Services Plan
5308	Student Health Records
5310	Health Services
5320	Immunization
5330	Administration of Medication
5330.01	Administration of Medical Marijuana
5331	Management of Life-Threatening Allergies in Schools
5332	Do Not Resuscitate Orders
5335	Treatment of Asthma
5337	Service Animals
5338	Diabetes Management
5339	Screening for Dyslexia
5350	Student Suicide Prevention
5410	Promotion and Retention
5411	Promotion From Eighth Grade
5420	Reporting Student Progress
5430	Class Rank
5431	“Good Student” Status
5440	Honoring Student Achievement

<b>Number</b>	<b>Title</b>
5460	High School Graduation
5466	Graduation and Year Book Fees
5500	Expectations for Student Conduct
5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying
5513	Care of School Property
5514	Student Use of Vehicles
5516	Use of Electronic Communication and Recording Devices (ECDR)
5517	Student Identification Cards
5519	Dating Violence at School

5520	Disorder and Demonstration
5530	Substance Abuse
5533	Student Smoking
5535	Breath Alcohol Sensor Device
5536	Random Student Substance Testing
5550	Disaffected Students
5560	Disruptive Students
5561	Use of Physical Restraint
5570	Sportsmanship
5600	Student Discipline/Code of Conduct
5610	Suspension
5611	Removal of Students for Firearms Offenses
5612	Assaults on District Board of Education Members or Employees
5613	Removal of Students for Assaults with Weapons Offenses
5615	Suspected Gang Activity
5620	Expulsion
5700	Student Rights
5701	Plagiarism
5710	Student Grievance
5721	Independent Publications
5750	Equal Educational Opportunity
5751	Sexual Harassment
5752	Marital Status and Pregnancy
5755	Equity in Educational Programs and Services
5756	Transgender Students
5770	Student Right of Privacy
5820	Student Government
5830	Student Fund Raising
5841	Secret Societies
5842	Equal Access of Student Organizations
5843	Before and After School Programs
5850	Social Events and Class Trips
5860	Safety Patrol
5880	Student Performances by Students

<b>7000</b>	<b>PROPERTY</b>
7100	Long-Range Facilities Planning
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction
7250	School and Facility Names
7300	Disposition of Property
7410	Maintenance and Repair
7420	Hygienic Management

7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7430	School Safety
7432	Eye Protection
7433	Hazaradous Substances
7434	Smoking on School Grounds
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace
7440	Security of School Premises
7441	Electronic Surveillance in School Buildings and On School Grounds
7444	Use of Metal Detectors
7446	School Security Program
7450	Property Inventory
7460	Energy Conservation
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7520.1	Assignment of School Equipment
7523	Use of School District Computer Equipment
7610	Vandalism
7620	Trespassing on School Property
7650	Staff Member's Use of School Vehicles

**POLICIES**—may be found on district website [www.spboe.org](http://www.spboe.org) (continued)

<b>8000</b>	<b>OPERATIONS</b>
8110	Attendance Areas
8130	School Organization
8140	Student Enrollments
8210	School Year
8220	School Day
8310	Public Records
8320	Personnel Records
8330	Students Records
8335	Family Educational Rights and Privacy Act
8350	Records Retention
8420	Emergency and Crisis Situations
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons
8442	Reporting Accidents
8451	Control of Communicable Disease

8453	HIV/AIDS
8454	Management of Pediculosis
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and other Drug Abuse
8462	Reporting Potentially Missing or Abused Children
8465	Hate Crimes and Bias-Related Acts
8467	Weapons
8468	Crisis Response
8500	Food Services
8505	Wellness Policy/Nutrient Standards for Meals and other Foods
8506	School Lunch Program Biosecurity Plan
8507	Breakfast Offer Versus Serve (OVS)
8508	Lunch Offer Versus Serve (OVS)
8540	School Nutrition Programs
8550	Outstanding Food Service Charges
8600	Transportation
8601	Student Supervision After School Dismissal
8630	Bus Driver/Bus Aide Responsibility
8635	Student Transportation Vehicles and School Buses
8651	Community Use of Transportation
8660	Transportation by Private Vehicle
8670	Transportation by Disabled Pupils
8690	Monitoring Devices on School Vehicles
8710	Property Insurance
8740	Bonding
8750	Employee Indemnification
8760	Student Accident Insurance
8770	School Board Insurance Group
8810	Religious Holidays
8820	Opening Exercises/Ceremonies
8860	Memorials

**POLICIES**—may be found on district website [www.spboe.org](http://www.spboe.org) (continued)

<b>9000</b>	<b>COMMUNITY</b>
9100	Public Relations
9120	Public Information Program
9130	Public Complaints and Grievances
9140	Citizens Advisory Committees
9150	School Visitors
9160	Public Attendance at School Events
9161	Crowd Control
9162	Parent Conduct/Discipline
9180	School Volunteers
9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
9190	Community Organizations/Resources



9191	Booster Clubs
9200	Cooperation Between Parents and School
9210	Parent Organizations
9230	Parental Responsibilities
9240	Rights of Parents
9260	Parental Liability for Vandalism
9270	Home Schooling and Equivalent Education Outside the Schools
9280	Parent Conferences
9320	Cooperation with Law Enforcement Agencies
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9340	Cooperation with Public Library
9400	News Media Relations
9500	Cooperation With Educational Agencies
9541	Student Teachers/Interns/Observers
9550	Educational Research Projects
9560	Administration of School Surveys
9700	Special Interest Groups
9713	Recruitment by Special Interest Groups
9720	Solicitations by Vendors

If your child is having a problem you need to speak with his/her teacher. If you feel that the situation has not been resolved then you must speak with the principal. After speaking with the principal and you feel there are still some issues you need to discuss, you should then speak with the Assistant Superintendent.



## South Plainfield Public Schools

125 Jackson Avenue

South Plainfield, New Jersey 07080

Telephone: (908) 754-4620 Fax: (908) 822-2848

Dr. Noreen Lishak, Superintendent

Email: [nlishak@spboe.org](mailto:nlishak@spboe.org)

# SCHOOL-PARENT COMPACT

The Middle school and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2020-2021.

## School Responsibilities

**The Middle School will:**

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

The teachers and paraprofessionals meet state and federal certification stipulations. All teaching staff are highly qualified and certified to teach their assigned courses. The schools operate under an approved curriculum which is aligned to the CCSS. Teachers discuss and plan lesson implementation and staff members participate in collaborative learning throughout the school year.

Students that do not meet the State's student academic achievement standards will be placed in our Basic Skills Instruction (BSI) Program. The BSI program responds to a need to strengthen reading, writing, and mathematical skills of students who are struggling to meet grade level expectations. In this program, students receive additional support to learn skills and strategies to help them achieve success. This supplemental program recognizes individual learning differences and strives to build students' competence and confidence.

Provide an environment that is safe and conducive to learning.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.

Parent teacher conferences will be held on the following dates and at the indicated times:

November 16, 2020 – 1:00-3:00pm & 5:00 – 7:00pm by appointment

March 8, 2021 – 1:00-3:00pm & 5:00 – 7:00pm by appointment

Parents are encouraged to request a conference at any time they deem it necessary.

Report cards will be available to view through the Parent Genesis Portal on our school website: [www.spboe.org](http://www.spboe.org).

3. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parent/guardian volunteers are welcomed and encouraged. Parents who wish to observe classroom activities are encouraged to call the classroom teacher and schedule a mutual agreed upon time to discuss and schedule classroom visits.

### **Parent Responsibilities**

We, as parent/guardian, will support our children's learning in the following ways:

- Ensure that my child attends school daily and arrives to school on time.
- Encourage my child to follow the rules and regulations of the school.
- I will contact my child's teacher(s) if I do not see visible evidence of homework assignments or completion.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- I will limit the amount of electronic games my child plays on school nights.
- I will limit and monitor the amount of time my child spends on their cell phone.
- I will limit the amount of television my child watches on school nights.
- I will develop a contract with my child aligned with homework completion before watching television.
- I will encourage my child to get involved in a school activity.
- I will stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district; both received by my child, by mail or email and responding, as appropriate.
- I will check the district's and school's website for pertinent notices.

### **Student Responsibilities**

- Attend school regularly.
- Do my classroom and homework assignments every day and turn it in on time.
- Ask for assistance when I need assistance.
- Read at least 15-30 minutes every day outside of school time.
- Give to my parents or guardians who are responsible for my welfare all notices and information received by me from my school every day.
- Follow and adhere to the school's code of conduct.
- Show respect for myself, other people and property.
- Resolve conflicts peacefully.
- Accept responsibility for my own actions.



## South Plainfield Public Schools

125 Jackson Ave  
 South Plainfield, NJ 07080  
 908-754-4620  
[www.spboe.org](http://www.spboe.org)

Dr. Noreen Lishak Superintendent of Schools <a href="mailto:nlishak@spboe.org">nlishak@spboe.org</a>	Ms. Mary Flora Malyska Assistant Superintendent <a href="mailto:mmalyska@spboe.org">mmalyska@spboe.org</a>	Mr. Alex Benanti Board Secretary/Business Admin. <a href="mailto:abenanti@spboe.org">abenanti@spboe.org</a>
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September 2020

Dear Parents, Teachers, Building Occupants, and Employee Organizations:

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled; they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, South Plainfield School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection in November, 2015 all material listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. South Plainfield School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

During the past year, bulk sampling activities and various inspections to comply with the management plan requirements were completed.

It is the intention of South Plainfield School District to comply with all federal and state regulations controlling asbestos to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in our school district administrative office or the administrative office of the school during regular business hours. Mr. Thomas Wiggins, Supervisor of Buildings and Grounds, is our Designated Asbestos Program Coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 908-754-4620, extension 8270.

Sincerely,

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SPMS Student Handbook 2020-2021

*Thomas Wiggins*  
Thomas Wiggins  
Supervisor of Buildings and Grounds