

**MEMORIAL MIDDLE  
SCHOOL**

**EP**

**MANUAL DEL ESTUDIANTE 2017-2018**

**375 River Drive  
Elmwood Park, NJ 07407**

**“Estamos CRUSADERS para nuestros hijos”**

**Visítenos en la Web [www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)**

## UN MENSAJE DE LA SUPERINTENDENTE DE ESCUELAS

Estimado padre (s) / guardián (s):

El manual de la escuela media ha sido desarrollado para proporcionar una variedad de información. Con esta información usted debe tener el conocimiento necesario para convertirse en un socio activo en el proceso educativo de su hijo.

Educación en el Parque Escuelas Elmwood está diseñado para satisfacer las necesidades del individuo, pero en última instancia, a cada estudiante se beneficiará de la escuela de acuerdo al esfuerzo que él o ella se aplica. Para aumentar el grado de éxito educativo, es imperativo que los maestros, padres y administradores se comunican abiertamente y con frecuencia en relación con el progreso de los estudiantes.

Nuestras escuelas hacen esfuerzos especiales para crear y promover buenas relaciones entre el hogar y la escuela. Boletines de noticias, boletines de padres, conferencias regulares, y el contacto directo con los padres, son parte de estos esfuerzos. Se le anima a iniciar sus propios contactos siempre que sea necesario. También se le anima a participar activamente en la organización matriz, voluntario para la participación en los comités, y asistir a las reuniones de la junta de educación.

Vamos a trabajar juntos. Su participación positiva y el contacto continuo con la escuela contribuirán en gran medida al desarrollo académico apropiado de su hijo.

Atentamente,

Anthony Grieco  
Superintendente de Escuelas

## PRÓLOGO

Estimado padre (s) / tutor (s):

A medida que las transiciones de verano en otoño, un nuevo año escolar es de nuevo sobre nosotros. Me gustaría dar la bienvenida a todos los estudiantes, padres y personal para el año escolar 2017-2018, en Elmwood Park Memorial Middle School.

EPMMS tiene una facultad muy talentoso y dedicado. Creemos en el establecimiento de un entorno escolar que puede satisfacer las necesidades intelectuales, sociales y emocionales de todos los estudiantes, mientras que ser capaz de distinguir las diferencias específicas de los niños que los hacen excepcionales.

Nos gustaría fomentar nuestras relaciones con los padres, para que ellos también puedan seguir siendo actores importantes en el proceso educativo de sus hijos. Con este tipo de participación, un impacto realmente se puede hacer juntos.

Somos firmes en nuestro objetivo de continuar desarrollando métodos innovadores para ayudar a los estudiantes a captar las habilidades y aptitudes multidimensionales que los prepararán para el siempre cambiante 21<sup>del</sup> siglo en el que vivimos.

El manual que sigue es sólo una de las muchas herramientas que delinearé políticas y procedimientos en todo el edificio de la escuela y el distrito. Además de este manual, el sitio web de la escuela / distrito se actualiza periódicamente para reflejar los cambios que se producen, y / o una lista de cualquier otra información pertinente que debe ser transmitida de manera oportuna.

Además, no dude en ponerse en contacto conmigo con cualquier pregunta o duda que pueda surgir sobre.

Con su continua cooperación y compromiso, nuestros estudiantes tendrán éxito!

Sinceramente,

Corinne DiMartino  
Principal

**JUNTA DE EDUCACIÓN**

Presidente ..... Jeanne Freitag  
vicepresidente ..... Louise Gerardi  
Síndicos ..... James Monaco  
..... Douglas  
DeMatteo  
..... Kathleen Policano  
..... Doris Wechtler  
..... Frank .... Caramagna  
..... George Luke  
..... Keith Cannizzo

**ADMINISTRACIÓN CENTRAL**

Superintendente de Escuelas ..... Anthony Grieco  
secretario de la junta / Business Administrador ..... JohnDiPaola  
Directora de Servicios Especiales..... AnthonyIachetti  
directorde Currículo, Instrucción y Evaluación ..... JillianTorrento  
directorde Pruebas y Servicios Estudiantiles..... Mohammed Saadeh

**Escuela de Administración**

Principal ..... Corinne DiMartino  
Asistente Principal ..... Leon Samuels

## MISIÓN

Somos una comunidad dedicada a la creación de un ambiente educativo donde los estudiantes están capacitados para superar su potencial a través de un programa exigente, innovador e interdisciplinario. Mediante el fomento de carácter, la dignidad y el respeto propio y de otras culturas, los estudiantes se convertirán en pensadores creativos y ciudadanos del mundo capaces de prosperar en una sociedad diversa y en constante evolución.

## CREENCIAS / declaración de valores

Creemos ....

- Todos los estudiantes pueden aprender.
- Los valores sociales apropiadas buena ciudadanía y deben instalarse.
- Máxima participación en una variedad de experiencias de aprendizaje y actividades co-curriculares debe fomentarse.
- Hay que destacar conciencia de los problemas de salud actuales.
- La dignidad individual y el sentido de la propia valía deben ser inculcados en los estudiantes y el personal.
- Herramientas de enseñanza suficientes y capacidad de existir en un entorno de aprendizaje innovador debe ocurrir para que los estudiantes y profesores.
- La creatividad y la asunción de riesgos positivos deben ser alentados.
- Toda persona tiene derecho a un medio ambiente limpio, seguro y positivo.
- Toda persona tiene derecho a ser un individuo y ser capaz de lograr al máximo potencial en actividades individuales o de grupo.
- Los educadores son modelos de conducta y deben ser alentados a crecer profesionalmente.
- El sistema de la escuela, la comunidad y los organismos gubernamentales locales deben trabajar juntos en armonía y con una actitud positiva.

- Los cambios sociales deben ser reconocidos.
- Las habilidades de comunicación son vitales.
- Los cambios tecnológicos deben utilizarse como una herramienta de enseñanza, así como objeto de estudio.
- La educación de calidad incluye la eficiencia.
- Orgullo en uno mismo, la escuela, la comunidad y el país debe ser inculcado en todos.

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**\* ACCIÓN POSITIVA**

El Parque Elmwood School District ofrece igualdad de oportunidades educativas en el sistema escolar que elimina la discriminación y promueve la comprensión mutua y el respeto a las personas independientemente de su raza, color, credo, sexo, ascendencia, discapacidad, origen nacional, condición social o económica. Es la intención de nuestro distrito para trabajar hacia la corrección y la eliminación de las prácticas discriminatorias existentes o futuros en las actividades y programas educativos del distrito.

Cualquier estudiante, miembro del personal, o el padre / tutor que sienta que ha sido objeto de acoso o discriminación debido a su sexo, raza, creencias religiosas, origen étnico o deben ponerse en contacto con:

Sr. Anthony Grieco, Oficial de Acción Afirmativa  
 Elmwood Park Board de Educación  
 60 E . Calle 53  
 Elmwood Park, Nueva Jersey 07407

**\* PROCEDIMIENTOS DE ENTRADA / SALIDA**  
**am Llegada**

**Los estudiantes no deben llegar antes de las 7:30. Cualquier estudiante que llegue 7:30-07:50 debería informar al directamente al gimnasio de la escuela secundaria.**

### **PMde llegadade**

**Salidaes2:45. Los estudiantes no pueden permanecer en el edificio o ende la escuela**

**terrenosdespués de clases (14:45), a menos que están reportando a un maestro, va a una actividad después de la escuela, o bajo la supervisión directa de un miembro del personal.**

### **\* ASISTENCIA Y TARDANZA**

Asistencia regular es esencial para el éxito de un estudiante en la escuela.

“Cada padre, tutor u otra persona que tenga la custodia y el control de un niño se hacer que el niño regularmente para asistir a la escuela pública del distrito. Dicha asistencia regular será durante todos los días y las horas que la condición mental del niño es tal que no puede beneficiarse de la instrucción en la escuela o que la condición corporal del niño es tal que impida su asistencia a la escuela.”( Estatutos de nueva Jersey anotado 19: 4-4)

Por lo tanto, el Parque Elmwood Junta de Educación requiere la asistencia de todos los estudiantes de cada escuela en días de sesión.

Cuando un estudiante está ausente de la escuela, se requiere que el padre (s) / tutor (s) a reportar la ausencia del niño llamando a la secretaria de asistencia Elmwood Park Memorial Middle School, 201-796-8700 ext. 2996 tan pronto como sea posible. Cuando llame, indique el nombre del niño, nivel de grado, y la razón por estar ausente.

El Elmwood Park Junta de Educación cree ausencias excesivas justifican la acción administrativa.

**Los estudiantes están limitados a un total de 16ausencias.**Ambas ausencias justificadas e injustificadas cuentan para el total, salvo que las ausencias son causados por un problema médico crónico. Si existe un problema médico crónico, debe ser documentada y presentada a la escuela cada año antes del 30 de setiembre de cada año, o dentro de dos semanas de la aparición inicial del problema.



### **Vacaciones Estudiantes y Notas al médico:**

El personal de administración y la enseñanza encarecidamente la eliminación de los estudiantes de la escuela con fines de vacaciones. En el caso de tal ausencia es absolutamente esencial debido a compromisos familiares, tenga en cuenta que los días perdidos cuentan como el límite de ausencias de 16 días. Nota de ningún médico será aceptada después de 5 días de clases de regreso del estudiante a la escuela después de una ausencia.

### **Tardanza - Llegar tarde a la escuela:**

La tardanza excesiva puede tener un efecto perjudicial sobre el rendimiento académico y el grado del estudiante. Cuando un estudiante llega tarde, el padre reportará con el niño a la oficina principal de una nota de admisión que será presentado por el alumno al maestro. **El día 6 tardanzas injustificadas, y siguientes, el alumno recibirá un viernes antes posible detención.**

Los estudiantes deben estar en su asiento asignado en su aula de clase antes de que suene la campana 8:05 am. Cualquier estudiante que llegue a la escuela después de la campana tarde será considerado tarde. A fin de que la tardanza del estudiante se considere justificada, él o ella debe ir acompañado y firmado en por un padre o tutor. No se aceptarán llamadas telefónicas. La administración se reserva el derecho a negar la tardanza con excusa para los estudiantes que abusan de la política.

### **Llegar tarde a clase:**

1. tardanza a la clase se define como no estar en su asiento asignado en la clase cuando a finales de los anillos de la campana.
2. Tarde a la clase, cinco (5) minutos o más, darán lugar a un corte completo.
3. Tarde a la clase, a menos de cinco (5) minutos, se traducirá en un T-5.

**La acción disciplinaria será administrada cuando un estudiante acumula cinco (5) T-5.**

- a. **En primer lugar Ofensa- Cinco (5) de T-5:** El estudiante asignado detención del maestro. Contactos del profesor del padre / tutor.
- b. **Segundo Ofensa- Ocho (8) de T-5:**

Profesor rellena un formulario de referencia.  
Conferencia con el estudiante con la administración.  
Viernes detención asignada.

c. **Tercera Ofensa- Diez (10) de T-5:**

Profesor rellena un formulario de referencia.  
Conferencia con los padres / estudiante con el subdirector.  
Disciplina adicional, no se limita a la posible OSS

**\* POLÍTICA DE ACOSO 5.512.01**

Ningún estudiante debe ser sometido a la intimidación o acoso injustificado. Cualquier estudiante que experimenta dificultades en esta área debe ponerse en contacto con cualquier maestro, consejero, o administrador de la escuela con la que él / ella se siente cómodo discutiendo el asunto. Sobre la base de la gravedad del problema, el miembro del personal escolar tomará las medidas apropiadas para remediar la situación.

Se espera que todos los estudiantes respetar los derechos y la privacidad de sus compañeros.

**Acoso, la intimidación y el acoso 5512.01**

Por favor, véase el sitio web de la escuela ([www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)) para la versión más actualizada del acoso, la intimidación y la política de intimidación.

**Declaración de política**

La Junta de Educación prohíbe los actos de acoso, intimidación o acoso de un alumno. Un ambiente seguro y civil en la escuela es necesario que los alumnos aprendan y logren un alto nivel académico. El acoso, la intimidación o acoso, al igual que otros comportamientos perturbadores o violentos, es una conducta que altera tanto la capacidad del alumno para aprender y la capacidad de una escuela para educar a sus alumnos en un ambiente seguro y disciplinado. Dado que los alumnos aprenden con el ejemplo, administradores de la escuela, facultad, personal y voluntarios deben ser elogiados por demostrar un comportamiento adecuado, tratar a los

demás con cortesía y respeto, y se niega a tolerar el acoso, la intimidación o acoso.

“El acoso, la intimidación o acoso” significa cualquier gesto, cualquier acto escrito, verbal o físico, o cualquier comunicación electrónica, ya sea un solo incidente o una serie de incidentes que:

1. Se percibe razonablemente como motivados por cualquiera de cualquier característica real o percibida, como la raza, color, religión, ascendencia, origen nacional, género, orientación sexual, identidad y expresión de género, o una discapacidad mental, física o sensorial; o

2. Por cualquier otra característica distintiva; y eso

3. Toma lugar en propiedad escolar, en cualquier función patrocinada por la escuela, en un autobús escolar, o fuera de la escuela, que interrumpe o interfiere con el funcionamiento ordenado de la escuela o los derechos de otros alumnos sustancialmente; y eso

4. Una persona razonable debería saber, dadas las circunstancias, que el acto (s) tendrá el efecto de dañar física o emocionalmente a un alumno o dañar la propiedad de la pupila, o la colocación de un alumno en temor razonable de daño físico o emocional a su / su persona o daños a su / su propiedad; o

5. Tiene el efecto de insultar o degradar a cualquier alumno o grupo de alumnos; o

6. Crea un ambiente educativo hostil para el alumno al interferir con la educación de un alumno o al causar severa o penetrante daño físico o emocional a la pupila.

Por “comunicación electrónica” significa una comunicación transmitida por medio de un dispositivo electrónico, incluyendo, pero no limitado a, un teléfono, teléfono celular, computadora o buscapersonas.

Las expectativas alumno

La Junta espera que los alumnos se comporten de acuerdo con sus niveles de desarrollo, madurez y capacidades demostradas con el debido respeto por los derechos y el bienestar de otros alumnos y personal de la

escuela, la finalidad educativa que subyace en todas las actividades escolares y el cuidado de las instalaciones y equipos consistentes escolares con el Código de Conducta del alumno.

La Junta cree que las normas de comportamiento de los alumnos se deben establecer de forma cooperativa a través de la interacción entre los alumnos, padres, empleados de la escuela, administradores escolares, voluntarios de la escuela, y representantes de la comunidad, produciendo una atmósfera que anima a los alumnos a crecer en la autodisciplina. El desarrollo de este ambiente exige el respeto por uno mismo y los demás, así como para el distrito escolar y la comunidad de bienes por parte de los alumnos, el personal y miembros de la comunidad.

Se espera que los alumnos se comporten de una manera que crea un ambiente de aprendizaje. La Junta cree que la mejor disciplina es autoimpuesto, y es responsabilidad del personal para utilizar instancias de violaciones del Código de la pupila Conducta como oportunidades para ayudar a los alumnos a aprender a asumir y aceptar la responsabilidad de su comportamiento y las consecuencias de su comportamiento. Los miembros del personal que interactúan con los alumnos deberán aplicar las mejores prácticas diseñadas para prevenir problemas de conducta alumno y capacidades de los alumnos adoptivos de crecer en la autodisciplina.

La Junta espera que los alumnos van a actuar de acuerdo con las expectativas y las normas de comportamiento de los alumnos en relación con el acoso, la intimidación y el acoso, incluyendo:

1. Responsabilidades pupila (por ejemplo, los requisitos para los estudiantes cumplan con las medidas de comportamiento socialmente aceptado, el respeto a la persona, la propiedad y derechos de los demás; obedecen a la autoridad constituida, y responden a los que sostienen que la autoridad);
2. El reconocimiento adecuado para el refuerzo positivo para la buena conducta, autodisciplina, y la buena ciudadanía;
3. Los derechos de la pupila; y
4. Las sanciones y el debido proceso para violaciones del Código de Conducta de la pupila.

## Las consecuencias y las acciones correctivas apropiadas

La Junta de Educación requiere que sus administradores de la escuela para poner en práctica procedimientos que aseguren tanto las consecuencias apropiadas y las respuestas de recuperación para alumnos que cometen uno o más actos de acoso, intimidación o acoso, en consonancia con el Código de la pupila Conducta, y las consecuencias y respuestas correctivas para los funcionarios que cometen uno o más actos de acoso, intimidación o acoso. Los siguientes factores, como mínimo, deberán ser examinadas en detalle por los administradores escolares en la implementación de las consecuencias apropiadas y medidas correctivas para cada acto de acoso, intimidación o acoso por los alumnos. Consecuencias apropiadas y las acciones correctivas son aquellos que se clasifican de acuerdo a la gravedad del delito (s), tenga en cuenta las edades de desarrollo de los delincuentes alumno y las historias de las conductas inapropiadas de los alumnos, de acuerdo con el Código de Conducta del Alumno y NJAC 6A: 16-7 .

## Procedimiento de presentación de informes

La Junta de Educación requiere que el director de cada escuela para ser responsable de recibir quejas por violaciones de esta política. Todos los miembros de la Junta, empleados escolares y voluntarios y proveedores de servicios contratados que tienen contacto con los alumnos están obligados a informar verbalmente a los presuntos violaciones de esta política al director o persona designada por el director en el mismo día en que el individuo fue testigo o recibió información confiable con respecto a dicha incidente. Todos los miembros de la Junta, empleados escolares y voluntarios y proveedores de servicios contratados que tienen contacto con los alumnos, también deberán presentar un informe por escrito al director dentro de dos días escolares del informe verbal. El director informará a los padres de todos los alumnos involucrados en presuntos incidentes, y, en su caso, puede discutir la disponibilidad de asesoramiento y otros servicios de intervención. El director, al recibir un informe verbal o escrita, podrá adoptar las medidas provisionales para garantizar la seguridad, la salud y el bienestar de todas las partes en espera de las conclusiones de la investigación.

Se anima a los alumnos, padres y visitantes para reportar presuntas violaciones de esta política al director en el mismo día en que el individuo fue testigo o se recibe información fiable acerca de cualquier incidente de

este tipo. Los alumnos, los padres y los visitantes pueden informar de un acto de acoso, intimidación o acoso de forma anónima. Acción formal para violaciones del Código de Conducta de la pupila no puede ser tomada únicamente sobre la base de un informe anónimo.

Un miembro o empleado de la escuela Junta que rápidamente informa de un incidente de acoso, intimidación o acoso y que hace este informe de conformidad con los procedimientos establecidos en esta Política, es inmune a una causa de acción por daños derivados de cualquier fallo para remediar la reportado incidente.

### Investigación

La Junta requiere una investigación exhaustiva y completa a llevarse a cabo para cada informe de un presunto incidente de acoso, intimidación o acoso. La investigación se inició por el director o persona designada por el Director dentro de un día escolar del informe verbal del incidente. La investigación se llevó a cabo por la escuela contra la intimidación especialista. El director puede nombrar personal adicionales que no son especialistas en la escuela contra la intimidación para asistir a la escuela contra la intimidación especialista en la investigación.

### Gama de respuestas a un incidente de acoso, intimidación o acoso

La Junta autoriza al director de cada escuela, en conjunto con el especialista contra la intimidación, para definir la variedad de formas en las que el personal escolar responderá una vez que un incidente de acoso, intimidación o acoso se confirma, y el Superintendente deberá responder a confirmado acoso, la intimidación y la intimidación, de acuerdo con los parámetros descritos en esta política. La variedad de formas en las que el personal escolar responderá incluirá una combinación apropiada de asesoramiento, servicios de apoyo, servicios de intervención, y otros programas. La Junta reconoce que algunos actos de incidentes de acoso, intimidación o acoso puede ser aislado que requieren los funcionarios de la escuela responden apropiadamente a la persona (s) comisión de los actos. Otros actos pueden ser tan graves o partes de un patrón más amplio de acoso, intimidación o acoso que requieren una respuesta, ya sea en el aula, edificio de la escuela, o del distrito escolar o por agentes del orden.

Las consecuencias y las medidas correctivas apropiadas para un alumno que comete un acto de acoso, intimidación o acoso pueden variar de

intervenciones conductuales positivas hasta e incluyendo la suspensión o expulsión, según lo permitido por la ley NJSA 18A: 37-1, la disciplina de los alumnos y como se establece en NJAC 6A: 16 a 7,2, suspensiones de corto plazo, NJAC 6A: 16 a 7,3, suspensiones de largo plazo y NJAC 6A: 16 a 7,5, expulsiones.

Al considerar si una respuesta más allá del nivel individual es apropiado, las autoridades escolares deberán considerar la naturaleza y circunstancias del hecho, el grado de daño, la naturaleza y gravedad de la conducta, incidencias pasadas o pasado o patrones continuos de comportamiento y el contexto en el que ocurrió el supuesto incidente (s). Institucional (es decir, el aula, edificio de la escuela, distrito escolar) las respuestas pueden ir desde las encuestas escolares y de la comunidad, a los correos, a los grupos de enfoque, a la adopción de acoso basado en la investigación, la intimidación o la prevención de la intimidación modelos de programas, a la formación de certificado y no el personal -certificaded, a la participación de los padres y otros miembros de la comunidad y las organizaciones, a las presentaciones de grupos pequeños o grandes para abordar plenamente las acciones y respuesta de la escuela a las acciones, en el contexto de la pupila y el miembro del personal de un comportamiento aceptable y las consecuencias de tales acciones, y para la participación de los agentes del orden, incluyendo escuelas seguras oficiales de recursos.

El distrito identificará una serie de estrategias y recursos, que podrían incluir, pero no limitarse a, las siguientes acciones para las víctimas individuales: asesoramiento; ayudantes de maestros; pasillo y patio de recreo monitores; cambios de horario; antes y después de la supervisión escolar; supervisión de transporte escolar; las transferencias de la escuela; y la terapia.

#### Represalia o venganza Prohibido

La Junta prohíbe un empleado de la escuela, proveedor de servicios contratado miembro de la Junta que tenga contacto con los alumnos, voluntarios de la escuela, o un alumno de participar en represalia, venganza o falsa acusación contra una víctima, testigo, uno con información confiable, o cualquier otra persona que tiene información confiable acerca de un acto de acoso, intimidación o acoso o que reporte un acto de acoso, intimidación o acoso. Las consecuencias y la acción correctiva apropiada para una persona que se dedica a la represalia o venganza serán determinados por el administrador después de la consideración de la naturaleza, gravedad y

circunstancias del hecho, de conformidad con la jurisprudencia, leyes federales y estatales y las regulaciones y las políticas del distrito y procedimientos.

Todos los presuntos actos de represalia o venganza serán tomadas en serio y las respuestas apropiadas serán hechas de acuerdo con la totalidad de las circunstancias. Los ejemplos de las consecuencias y las medidas correctivas para los alumnos que se dedican a la represalia o venganza se enumeran y describen en las consecuencias y la sección de acciones correctivas apropiadas de esta Política.

Las consecuencias y las medidas correctivas apropiadas para acusación falsa

La Junta prohíbe a cualquier persona que acusa falsamente a otro como medio de venganza o como una forma de acoso, intimidación o acoso.

Consecuencias y medidas correctivas apropiadas para un alumno que ha acusado falsamente a otro como medio de acoso, intimidación o acoso o como un medio de venganza puede variar de intervenciones conductuales positivas hasta e incluyendo la suspensión o expulsión, según lo permitido bajo NJSA 18A: 37-1 y siguientes, disciplina de los alumnos y como se establece en NJAC 6A: 16-7,2, suspensiones a corto plazo, NJAC 6A: 16-7, suspensiones a largo plazo y NJAC 6A: 16 a 7,5, expulsiones y las enumeradas y descrito en las consecuencias y la sección de acciones correctivas apropiadas de esta política.

#### publicación Política

Esta Política se difundirá anualmente por el Superintendente a todos los empleados de la escuela, proveedores de servicios contratados que tienen contacto con los alumnos, los voluntarios de la escuela, alumnos, y padres que tienen niños inscritos en una escuela en el distrito, junto con una declaración explicando la política se aplica a todos los actos de acoso, intimidación o acoso, de conformidad con NJSA 18A: 37-14 que ocurren en la propiedad escolar, en funciones patrocinadas por la escuela o en un autobús escolar y, en su caso, los actos que se producen fuera de la escuela.

El Superintendente se asegurará de que la notificación de la presente Política aparece en el manual del alumno y todas las demás publicaciones del



distrito escolar. Un enlace a acoso, la intimidación, la intimidación y Política del distrito se presente en forma destacada en la página principal del sitio web del distrito escolar. El distrito notificará a los alumnos y los padres de este acoso, intimidación y Política de intimidación está disponible en la página web del distrito escolar.

### **A. Quejas de Estudiantes**

de contacto de la persona con la que usted tiene una queja para discutir ambos lados de la historia. Si se trata de un profesor, discutir el problema después de clase sin otros estudiantes estar presente. Si el problema persiste, haga una cita para ver al consejero o el director.

### **B. Queja Padres**

contacto con la persona con quien usted tiene una queja acerca de discutir ambos lados de la historia. Si se trata de un profesor, discutir el problema directamente con el maestro. Si aún no está satisfecho, póngase en contacto con el consejero o el director para una conferencia con el padre / profesor. Si se trata de una denuncia relativa a la política de la escuela o los servicios educativos de la escuela, con el director.

Por último, si la queja no se puede resolver a nivel del director, se dirigirá a los padres de los canales adecuados.

## **CONDUCTA DEL ESTUDIANTE**

### **\* CÓDIGO DE CONDUCTA**

La junta de educación y administración se ha comprometido a fomentar y hacer cumplir un estándar más alto de comportamiento entre su alumnado. La Junta considera que las escuelas refuerzan los valores importantes de la comunidad de respeto, la responsabilidad, la autonomía, la confianza y la tolerancia. A tal efecto, todos los estudiantes tienen derecho a:

- Ser tratado con respeto y cortesía
- aprender sin interrupción
- asistir a cada clase todos los días
- se sienten seguros en su / su escuela
- sea enseñado sin interrupción

conducta del estudiante en la escuela secundaria Memorial abarcará las reglas tal como se presenta en este manual. Es de suponer que los estudiantes demostrarán respeto a sus profesores y compañeros y mostrar buena ciudadanía y la consideración de los derechos de los demás. Sólo entonces seremos capaces de cumplir nuestras metas y objetivos de la escuela. Este código de conducta complementa el amplio poder discrecional de los administradores de la escuela cuando mantener y asegurar la seguridad, el orden y la disciplina en la Escuela Intermedia Memorial.

## **Reglamento General**

Todos nuestros estudiantes en la Escuela Intermedia Memorial tienen el derecho de aprender en un ambiente seguro. Los estudiantes serán responsables de las siguientes reglas de la escuela. También aceptarán las consecuencias al momento de elegir a violar estas reglas.

Cualquier conducta que crea una probabilidad razonable de que va a causar una interrupción sustancial en o interferencia con cualquier función escolar, actividad, o propósito, o que interfiera con o crea una probabilidad razonable de que interfiera con la salud, seguridad o bienestar, o se prohíbe a los derechos de los mismos o a otros.

## **DISCIPLINA de políticas**

**Escuelas tienen la autoridad para disciplinar a las actividades que tienen lugar en cualquier momento del año en cualquier lugar del mundo si se puede establecer que existe un efecto perjudicial directo en la seguridad y el buen orden de la atmósfera educativa. Por lo tanto, la administración de la escuela se reserva el derecho de disciplinar, suspender o expulsar a un alumno por conducta fuera de la propiedad de la escuela, donde es razonablemente necesario para la seguridad física o emocional del estudiante y el bienestar, o por razones relacionadas con la seguridad y dicha acción -siendo de otros estudiantes, maestros, o la propiedad pública.**

## **I. Principales Violaciones**

Los siguientes violaciones son motivo de derivación inmediata a la administración y dará lugar a una suspensión automática y, posiblemente, pueden dar lugar a cargos de expulsión. También pueden constituir juvenil o adulto infracciones legales. Se pondrá en contacto en su caso a la policía. Restitución monetaria también puede ser necesaria

- \* 1. Personal de la escuela de asalto
- \* 2. La posesión de armas peligrosas y / o ofensivos
- \* 3. Daño malicioso a la propiedad de personal de la escuela
- \* 4. Iniciar o provocar un incendio
- \* 5. Incitación a la revuelta
- \* 6. Personal de la escuela amenazantes
- 7. Sesgo incidente: Comportamiento por cualquier modo que los insultos, degrada o estereotipos cualquier raza, género, orientación sexual, discapacidad, etnia o religión
- 9. La insubordinación
- 10. Posesión, venta o transferencia de drogas, parafernalia de drogas o alcohol en propiedad de la escuela o actividad escolar
- 11. Cualquier otra conducta negativa que, a juicio de la administración, garantiza una importante consecuencia
- 12. intimidación o acoso (como se indica en la política)
- 13. la destrucción de la propiedad escolar / Major pintada
- 14. el robo / robo
- 15. la extorsión / Shakedown
- 16. Juego
- 17. de Estudiantes asalto
- 18. Bajo la influencia de alcohol / drogas durante la escuela o actividad relacionada con la escuela

## **B. Procedimientos**

los siguientes consecuencias son el mínimo que vaya a imponerse por todas las violaciones y se puede aumentar en función de la el contenido y la gravedad de la infracción.

- \* 1<sup>de</sup> Violación - automática suspensión de diez (10) días para los artículos

marcados con un asterisco. Pueden poner en contacto la policía.

Conferencia obligatoria con los padres con la administración.

\* 2<sup>nd</sup> Violación - diez automática de suspensión (10) días y posible suspensión a largo plazo. Pueden poner en contacto la policía. Al oír antes de la administración para determinar los procedimientos de expulsión. Conferencia obligatoria con los padres.

1<sup>de</sup> Violación - uno - tres (1-3) días de suspensión. Conferencia de Padres. La policía contactados en su caso.

2<sup>a</sup> Violación - Cinco (5) días de suspensión. Conferencia de Padres. La policía contactados en su caso.

3<sup>er</sup> Violación - Siete (7-10) días de suspensión. Police contacted where appropriate. Hearing before the administration to determine expulsion proceedings.

***All students returning from an out-of-school suspension must be accompanied by a parent or guardian for a mandatory post-suspension re-entry conference with the Assistant Principal.***

## **II. Serious Violations**

The following violations are cause for immediate referral to the administration and result in the consequences described below.

1. \*Continued and willful disobedience
2. \*Use of technology to promote violence/conflict
3. \*Use of profanity, obscene language/gestures, or verbal insults towards staff
4. \*Inappropriate references to race, gender, sexual orientation, handicap, ethnic group, or religion
5. \* Forgery – notes, grades, signatures
6. \* Downloading inappropriate information or sites from the internet or other computer source
7. Smoking or chewing tobacco, electronic cigarettes.
8. Possession or distribution of tobacco products. Products will be confiscated
9. Insubordination/Open defiance to authority
10. Failure to attend Friday Detention

11. Use of profanity, obscene language or gestures
12. Possession of non-school related materials
13. Hazing, Intimidation, Bullying, "Name Calling or Harassment"
14. Throwing food
15. Graffiti/Defacing school property
16. Failure to report to Assistant Principal's office (following class ejection)
17. False accusation against another student or staff member
18. Video recording and or online posting of in school cell phone recordings. This includes, but is not limited to cell phone video recording of any other students or staff.
19. Any other conduct which, in the judgment of the administration warrants serious consequences
20. Hitting/fighting

## **B. Procedures**

- \*1<sup>st</sup> Violation - One (1) to Three (3) day suspension and parent contacted
- \*2<sup>nd</sup> Violation - Five (5) day suspension and parent contacted
- \*3<sup>rd</sup> Violation - Five (5) to Ten (10) day suspension and parent conference

1<sup>st</sup> Violation - One (1) day suspension. Parent contacted.

2<sup>nd</sup> Violation - Two (2) day suspension. Parent contacted.

3<sup>rd</sup> Violation - Three (3) day suspension. Parent contacted.

## **III. Minor Violation**

The following violations will also be referred to the administration and result in the consequences described below.

- \*1. Failure to report to teacher detention
- \*2. Writing graffiti on school property
- \*3. Leaving school grounds without permission
- \*4. Use of cell phone in class.
- \*5. Loitering in the hallway
- \*6. Horseplay or play fighting
- \*7. Failure to report to attendance secretary when arriving late

- \*8. Student deliberately failing to properly identify themselves
- 9. Card playing/Electronic game playing
- 10. Inappropriate attire
- 11. Disruptive classroom behavior
- 12. Inappropriate language
- 13. Refusal to comply with cell phone confiscation policy
- 14. Inappropriate public displays of affection
- 15. Use of skateboards/bicycles/roller blades outside designated areas
- 16. Partaking in food or drink in an unauthorized area
- 17. Leaving class without permission
- 18. Technology Violation (Restricted App, Removing Profile, etc.)
- 19. Throwing snowballs
- 20. Unlawful entry to high school section of the building.
- 22. Opening a locked outer door for anyone trying to enter the School
- 23. Possession of a metal hair pick or other accessory which could pose potential risk to student safety.
- 24. Using a distracting device. For example a fidget spinner or fidget cube in the classroom
- 25. Selling of anything in school that is not school approved. This includes, but is not limited to, sale of candy, sale for an outside charity, etc. School approved fundraisers are permitted.
- 26. Any other negative conduct which, in the judgment of the administration warrants minor consequences

## **B. Procedures**

- \*1<sup>st</sup> Violation - One (1) day Friday detention. Notify parent.
- \*2<sup>nd</sup> Violation - One (1) day suspension. Notify parent.
- \*3<sup>rd</sup> Violation - One (1) to two (2) day suspension. Parent conference.

- 1<sup>st</sup> Violation - Teacher detention. Notify Parent
- 2<sup>nd</sup> Violation - One (1) day Friday detention. Notify parent
- 3<sup>rd</sup> Violation – One (1) day In-school suspension. Notify parent.
- 4<sup>th</sup> Violation – One (1) day suspension. Notify Parent.

### **\*\*SEVERITY CLAUSE**

The administration reserves the right, depending on circumstances and the severity of the incident, to alter penalties for individual infractions.

## **PEER MEDIATION/CONFLICT RESOLUTION**

This program is designed to minimize the number of conflicts among high school students. Students will learn how to solve their own problems and obtain skills to resolve any conflicts. Students or teachers can request mediation by completing a form in the Student Assistance Counselor's office.

## **SUBSTANCE ABUSE POLICY (File Code 5530)**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

### **Discipline**

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Pupils who violate the substance abuse rules will be disciplined as follows:

a. Report the incident to local law enforcement officials.

segundo. Subject to a hearing as set forth by law and Board policy, the pupil shall immediately be suspended from his/her regular school program. Such pupils will be reported to the Superintendent as prescribed in New Jersey Administrative Code and local administrative notices.

do. Pupils who have been suspended for drug or alcohol use/abuse shall have an evaluation made of their overall academic and social performance. This evaluation will be coordinated by the Substance Awareness Coordinator or other appropriate personnel. The process will include, but not be limited to, the use of a pupil behavior checklist. The results of this evaluation may require a further evaluation by the Child Study Team to determine a pupil's eligibility and need for special correctional programs, additional medical evaluation, referral to a substance abuse assessment agency and/or treatment program, and continued monitoring which may include random urine testing by the school staff for substance use/abuse.

re. A minimum out-of-school suspension of three days shall be imposed unless the pupil's cumulative suspension warrants a longer term or the pupil does not provide the required medical report indicating that he/she is physically and mentally able to return to school, or the Student Assistance Program staff or other appropriate staff has not completed its assessment, in which case the suspension shall be continued an appropriate number of days but not to exceed the second meeting of the Board of Education, at which time formal action will be taken as to whether the out-of-school suspension should be continued.

mi. Repeat offenders:

(1) Second offense – A minimum of no less than that imposed after prior offense. A meeting with the Superintendent and Building Principal will be required by the pupil and parent(s) or legal guardian(s) and evaluation and treatment at an appropriate health care facility must be investigated as a means of treatment. The cost for such treatment would be the responsibility of the parent(s) or legal guardian(s).

(2) Third offense – Pupil and parent(s) or legal guardian(s) must meet with the Superintendent and Building Principal for a formal hearing regarding implementation of possible expulsion proceeding with the Board of Education. Substance awareness coordinator/guidance counselor, Child Study Team member or other appropriate personnel as designated by the Superintendent may be included.

2. Pupils suspected of possession, **selling or transferring** drugs, drug paraphernalia or alcohol on school property at school-sponsored activities will be disciplined as follows:



a. If the drug is determined by the police or other authorized specialist to be a controlled dangerous substance as defined in PL 1970, Chapter 228, Section 2, the pupil shall immediately be suspended from the regular school program following a hearing set forth by law and Board policy.

segundo. A minimum suspension of ten days shall be imposed. Such suspensions will be reported to the Superintendent as prescribed by New Jersey Administrative Code and local Board policies.

do. Pupils who have no previous record of alcohol or drug abuse may be readmitted to school at the discretion of the Principal following an in-depth conference with the pupil's parent(s) or legal guardian(s) as herein described. Such a conference may require an evaluation by the Child Study Team if the pupil has, in the opinion of the Principal, a history of behavior and/or educational problems. Such a conference may include school health, special services personnel and guidance counselors, and shall include a discussion of the danger of alcohol and drug abuse and the availability of local agencies which deal with assessment and/or referral.

re. Second offense by a pupil will result in the pupil and parent(s) or legal guardian(s) being required to meet with the Board for possible expulsion hearing according to policy.

### **Tobacco – Use & Possession**

(Elmwood Park Borough Ordinance) It is unlawful for minors (under the age of 18), or any student of any elementary or secondary educational institution to use tobacco products within the public right of way areas within a radius of one thousand (1,000) feet of any elementary or secondary educational institution. A Health Officer, his or her designee, or law enforcement officer may issue any person in violation of this ordinance a summons no later than thirty (30) days after discovery of alleged violation. Any person violating any of the provisions of the ordinance shall pay a penalty of not less than \$25.00 or more than \$200.00 for each offense. Penalties for the first violation may be in the form of community service at the discretion of the Municipal Court. Citizens may bring complaints against violators of this ordinance. Use and possession of tobacco is prohibited in school or on school grounds and at any school related function, which includes class trips, etc.

The following rules apply to all students:

1. Possession:

Suspension from school – One (1) Day

Referral to SAC

2. Use:

- Suspension from school – One (1) Day
- Referral to SAC
- Charges filed with local law enforcement agency

### **Student Violation Consequences**

Consequences will be left to the discretion of the Memorial Middle School principal in accordance with categories listed below:

#### **1. Detention – Teacher**

This detention will generally be served in the teacher's classroom or designated area beginning at 2:50 pm on the day following the infraction. One day's notice is considered sufficient time. It is the student's responsibility to make the necessary arrangements with other teachers if conflicts occur. It is also the student's responsibility to make arrangements for transportation. Students who are assigned to detention are expected to serve as scheduled and they are to be prepared to complete work. Failure to attend a teacher detention will result in a Friday ASAP Detention.

#### **2. Detention – Friday (AFTER SCHOOL ASSISTANCE PROGRAM)**

- a. At 2:45 pm, the students will report to their designated classrooms to serve the detention.
- b. The After School Assistance Program (ASAP) will run from 2:55 pm – 5:00 pm
- c. Students who are scheduled for ASAP should bring all necessary schoolwork, books, pens, pencils and enough work to keep busy the entire time to their 8th period class on that day. Students will not be permitted to go to their lockers to get work for the detention period. Students who do not have work will be given worksheets to help prepare for upcoming standardized tests.
- d. No food or drink is allowed. As a rule, students will be permitted to use restrooms during the five (5) minute break to be scheduled at the end of the first hour of the session.
- e. No I-Pads, I-Pods, headphones, video games, cell phones, other electronic devices, eating of food, etc., are permitted in the detention room. Seat assignments will be issued by the teacher.
- f. Absolutely no talking or sleeping will be permitted.

- g. Parents/guardians are responsible for providing transportation for their son/daughter.

#### FAILURE TO COMPLY:

- Any student who is absent from school the day of the scheduled ASAP Detention will be automatically rescheduled to the next week's detention. If a student is absent from school on two consecutive Fridays, he/she must report to school with a parent or guardian before 8:05 am the Monday after the 2nd absence.
- Any student who is present in school on the day of the scheduled ASAP Detention and does not attend the detention will face disciplinary action according to policy, which may include suspension from school.
- Any student not in compliance with the above stated guidelines may be removed from the detention. The student will then face disciplinary action according to policy.
- **ANY STUDENT WHO HAS ACCUMULATED FIVE (5) OR MORE OCCURRENCES OF FRIDAY ASAP DETENTIONS MAY NOT BE PERMITTED TO ATTEND FIELD TRIPS, CLASS TRIPS, FIELD DAY, OR ANY AFTER SCHOOL RELATED ACTIVITY OR ATHLETIC EVENT.. ADMINISTRATION HAS THE RIGHT TO WAIVE THIS POLICY.**
- Friday detention will be rescheduled only due to family and medical emergencies, doctor's appointments, State and Standardized Testing, and legal appearances. A parent looking to reschedule a Friday detention for their son/daughter must contact the assistant principal before the detention is to be served. Verification of the reason for the request must be provided (ie doctor's note, legal document). The administration reserves the right to deny requests. Friday detentions will not be changed for students who are scheduled to work or involved in sporting and extracurricular events.

### 3. SUSPENSION

For serious infractions, students are suspended from school for a specific number of days as determined by policy or administration. Parents will be contacted by telephone and/or notified by mail.

A serious infraction is one deemed by the administration to be a serious infringement on, or a disruption of, the education and safety or harmonious relationship of students, and will be just cause for immediate suspension.

Suspended students, upon reinstatement to school, will have the obligation of making up the detention period, which may have been assigned to them prior to the time of suspension.

Suspended students will have the opportunity to make up all work missed while suspended. Time allowed will be equal to the amount of time suspended.

At the time of suspension, parents will have the opportunity to pick up make up work daily if requested.

**Any student who has accumulated three (3) or more out-of-school suspensions for any reason will not be permitted to attend or be part of any field trip, class trip, school dance, school musical or play, field day, talent show, the grade eight dance, athletic team, or any other school related activity. *Administrative discretion can be used when one incident warrants loss of eligibility to participate in the above-mentioned activities, events, etc.***

### **Suspension**

The following infractions may result in suspension for a first offense:

- Fighting (second offense may lead to a ten-day suspension). All students involved in a confrontation involving violence will receive disciplinary action, which will include suspension.
- Smoking while on school grounds is against state law.
- \*NOTE: Smoking is prohibited on school grounds. School grounds include the area of the faculty and student parking lots, both sides of Gilbert Avenue, both sides of River Drive, and the grounds adjacent to the high school up to and including Gilbert Avenue School.
- Destroying, defacing or other disregard of any school property.
- Willful disobedience, open defiance for the authority of, or disrespect toward any member of the faculty.
- Use of profanity or obscene language.
- Possession of a weapon, as stated in The Criminal Justice Code of New Jersey: 2C:39-1.
- Being under the influence of alcohol or drugs in school.
- Threats, intimidation, harassment or bullying.
- Truancy – Failure to attend school.

- Leaving school building and school grounds without permission.
- Any other infraction that the administration deems as an offense.

#### 4. MAJOR DISCIPLINE VIOLATIONS

##### **Administrative Guidelines Discipline – Grades 6-8**

The behavior of certain students prevents them and others from gaining the full benefit of the instructional programs. Certain behaviors are significantly more serious than others and need to be addressed accordingly. That notwithstanding, repeated disruptive behavior also has a significantly negative impact upon the school environment.

Therefore, students committing the offenses noted immediately below will be suspended from school by the principal for the period of time permitted by statute and code, and **a recommendation for expulsion from school may be made to the superintendent of schools.**

- Selling of drugs
- Assaulting a staff member
- Possession of a weapon
- Making a bomb threat
- Causing a fire on school property
- Technology Violation (serious)
- Any other infraction that the administration deems as a viable offense.

In addition, **repeated** acts of misbehavior as noted below may result in a recommendation for expulsion to the superintendent of schools. Specifically, students who have been suspended for committing any combination of the offenses noted below for the third time may be recommended for expulsion to the superintendent of schools.

- Assault**
- Willful disobedience**
- Theft or extortion**
- Use of possession of controlled dangerous substances**
- Vandalism**
- Threats or intimidation**
- HIB violation**
- Any other infraction that the administration deems as a viable offense.**

**There are times when less severe or isolated serious misbehavior occurs within a school. The discipline procedures for those incidents are noted within the remainder of this policy.**

**5. PENALTIES FOR UNACCEPTABLE BEHAVIOR, ANTISOCIAL BEHAVIOR, RATIONALE DISPOSITION**

**A. FIGHTING:**

Suspension and parental conference

1st OSS: 1-3 days

2nd OSS: 5 days

3<sup>rd</sup> OSS: 7-10 days

**B. VANDALISM (Injury to School Property):**

- **PARENT LIABILITY:** Students are responsible for restoration of the damaged property or replacement costs.
- **First offense:** parent conference, 1-5 Days OSS, depending on severity of incident, police contact, parent liability.

**C. USE OR POSSESSION OF ALCOHOLIC BEVERAGES OR NON-MEDICAL DRUGS:**

- **Under the Influence:** 3 days
- **Possession:** 10 days

**D. STEALING:**

- **First:** 1-3 days OSS, police intervention, parent conference
- **Second:** 4-5 days OSS, police intervention

**E. DRESS OR APPEARANCE:**

- **Parent will bring clothes to school so the student can change if the student is in violation of the Student Dress Code. Repeated failure to do so may result in the student being assigned to out-of-school suspension (OSS) for the day.**

**F. POSSESSION OR USE OF ANYTHING THAT MIGHT BE CONSIDERED A WEAPON:**

- **First:** Out-of-School Suspension (OSS), administrative

hearing, notification of the police, possible expulsion,  
(OSS = 10 days)

G. All students (except those with written and approved permission by an administrator) are not to be off school grounds for any reason.

- First: Friday ASAP Detention
- Second: OSS
- Third: 2-3 days OSS and parent conference

#### H. CHEATING:

Each student is expected to do his/her own work. This encompasses all works submitted for grading, ie tests, quizzes, term papers, mid and final exams, projects and similar assignments. If a teacher has proof that a student has cheated on a test, quiz, term paper, project or similar assignment, 0 credit will be granted for the work submitted and no opportunity to make up work will be given.

Cheating is defined as the representation of someone else's work as one's own, the use of prepared work in any form when none is permitted, or cooperative efforts when only individual effort is required (ie copying homework, sharing answers on tests or quizzes, plagiarizing papers or reports, etc.). Any form of cheating to any extent is wrong and inexcusable. This improper conduct is a disservice to one's own educational progress as well as the progress of others. The classroom teacher is the arbiter as to whether or not cheating has occurred. Incidents of plagiarism must be judged by the teacher in light of what the teacher has taught and what the teacher expects each student to know. The teacher will confiscate the materials and report all instances of cheating to the appropriate supervisor/administrator. The minimum penalty for cheating is a "zero" for the submitted work or assignment. This "zero" grade applies to any student involved in the infraction. Incidents of cheating or plagiarism become part of the student's disciplinary record and are shared with the guidance department. The assignment may not be made up for academic credit.

First: "O" on assignment, and academic instructional session, as per teacher's discretion

Second: ASAP Friday detention

I. RADIOS, BEATS, HEADPHONES, I-PODS, I-PADS, PHONES, DIGITAL CAMERAS, AND ALL OTHER ELECTRONIC COMMUNICATION DEVICES:

These items are not permitted in classes unless it is deemed educationally appropriate. Use of these items, when not expressly told by staff to do so, will result in the item being confiscated by school personnel and returned to the parent at the end of the school day. Elmwood Park public schools are not responsible for lost or broken personal electronic devices.

Parents/guardians will be notified by telephone that items were confiscated and reminded of the policy. Repeat offenders will be subject to disciplinary action by any one of the administrators. **In addition, the school faculty and administration will not investigate matters of lost or stolen cell phones and/or electronic devices. Parents/students may wish to report missing/stolen items to the Elmwood Park Police Department.**

First: ASAP Friday Detention

Second: Administrative Discretion

\*Repeated offenses can result in a suspension

J. GAMBLING ON SCHOOL GROUNDS:

Any type of gambling on school grounds is strictly forbidden.

- First: One (1) day OSS and parent conference
- Second: Two (2) days OSS, parent conference and possible police involvement.

K. CUTTING OF CLASS

- First: One ASAP Friday Detention, Zero for class period; work cannot be made up. Notificación a los padres.
- Second: Parent Conference, One day OSS, zero for class period; work cannot be made up

L. POPPING LOCKERS

First: Friday detention and parental notification. (If no theft) The administration reserves the right to take other appropriate measures if theft occurred.

Second: One-day OSS and parental conference.



## M. BIAS INCIDENTS

Any type of behavior that insults, degrades, or stereotypes any race, gender sexual orientation, handicap, physical condition, ethnic group, or religion.

First:

- Disciplinary Consequences, including Friday detention or Out-of-School Suspension (1-5 days)
- Parent or guardian conference
- Police may be contacted
- HIB Investigation

Second:

- 10 Days Out-of-School Suspension
- Parent or guardian conference
- Police notification
- HIB Investigation
- Possible school expulsion

### **SEVERITY CLAUSE:**

*The administration reserves the right, depending on circumstances and the severity of the incident, to alter penalties for individual infractions.*

## **\*COUNSELING SERVICES**

### **A. Guidance Counselor**

The Guidance Counselor for students in Grades 6-8 will assist students in planning their goals to meet their potential in academic areas, extra-curricular activities, and personal development. Guidance services are available to all students with behavioral and attendance problems. In addition, parents who request a parent/teacher conference or have questions regarding counseling services, can contact the Guidance Counselor between the hours of 8:00 am and 3:45 pm, at 201-796-8700 (Ext. 2935).

## **B. Student Assistance Counselor (SAC)**

The middle school's Student Assistance Counselor assists in the development of program presentations for the students, staff and parents regarding drugs, alcohol, substance abuse, suicide, depression, school violence, and child molestation and/or abuse towards school personnel. In addition, he/she is an excellent resource for available out of school district counseling services. The counselor can be reached at 201-796-8700 (Ext. 2969), between the hours of 8:00 AM and 3:15 PM

## **\*CURRICULUM**

The Memorial Middle School includes transitional experiences for the students between the elementary and secondary levels. The academic program includes core courses and elective courses.

### **Grade 6 Academic Programs**

English Language Arts

Writing Lab/DEAR

Phys. Ed./Health

Study Skills

Mathematics

Social Studies

Science

World Language

Art

### **Grade 7 Academic Programs**

English Language Arts

Writing Lab/DEAR

Phys. Ed./Health

Study Skills

Mathematics

Social Studies

Science

World Language

Art

### **Grade 8 Academic Programs**

English Language Arts

Writing Lab/DEAR

Phys. Ed./Health

Study Skills

Mathematics

Social Studies  
Science  
World Language  
Art

**Ancillary Education Programs**

English as a Second Language  
Instrumental Music/Band  
Gifted and Talented (Infused)  
Intervention

**Athletic Teams/ Clubs Education Programs**

Boys Basketball  
Girls Basketball  
Girls Volleyball  
Boys and Girls Running Club  
Musical/ Drama  
Band/ Color Guard/ Chorus  
Student Congress  
National Jr.  
Yearbook  
Newspaper  
Digital Media  
Service Club  
Book Club  
Creating Writing Club

**\*DRESS CODE**

**The dress code of all students must answer affirmatively to the concepts of decency and suitability for classroom and learning situations. Therefore, appropriate clothing should be worn for reasons of health and safety. To the degree possible and desirable, there shall be consistency and uniformity throughout the district.**

Dress is the responsibility of the parents and students. However, the school affirms that acceptable standards for students are predicated on decency, neatness, cleanliness and safety. Dress for school must not distract from nor

disrupt the educational process. Clothing must be modest and appropriate for the school setting.

### **Policy 5511 DRESS AND GROOMING**

A. The Board of Education believes that proper grooming and dress code have an influence on a pupil's educational program; therefore:

1. Pupil's attire must be clean, acceptable, and not extreme.
2. Hair must be neat and clean.
3. Neither clothing nor hairstyle shall be distracting or dangerous.

B. Compliance is requested of all pupils as follows:

1. Footwear must be worn at all times. For safety reasons, shoes and socks must be worn in science laboratories and industrial arts classes or shops.

2. Ornamental decals are prohibited if they reflect a lack of modesty or lack of adherence to Federal law or if they reflect a lack of respect or desecration of any national symbol or if they are not in good taste in symbol and language.

C. Consequences

1. Students will be asked to change into appropriate attire
2. Five (3) infractions may result in a Friday Detention

### **Dress Code 6 – 12**

The dress code of all pupils must answer affirmatively to the concepts of decency and suitability for classroom and learning situations. Therefore, appropriate clothing should be worn for reasons of health and safety. To the degree possible and desirable, there shall be consistency and uniformity throughout the district.

Dress is the responsibility of the parent(s) or legal guardian(s) and pupils. However, the school affirms that acceptable standards for pupils are predicated

on decency, neatness, cleanliness and safety. Dress for school must not distract from nor disrupt the educational process. Clothing must be modest and appropriate for the school setting.

Staff members will be required to alert pupils of the dress code requirements and enforce the provisions:

1. Pupil's clothing or hair shall offer no hazard to his/her own safety or that of others.

2. Pupils are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment.

3. Footwear shall be in compliance with Board of Education Policy. Foot apparel must be worn at all times and have proper soles and heels. Shoelaces must be kept tied. **Flip-flops or "slides" are not permitted to be worn in school.**

4. Hats and outerwear are not permitted to be worn indoors. All outerwear shall be appropriately stored in lockers or coat closets.

5. Shorts may be worn from May 1 to October 31.

6. Undergarments worn as outerwear, "see through" attire, and bare midriff attire are unacceptable.

7. Beginning September 1, 2010, the following will be the required dress for all students:

- **Shirts** - Plain, long/short-sleeved white, red or gray polo shirt with a collar. Absolutely NO LOGOS (except Elmwood Park) or designs anywhere on the shirt.

- A plain long-sleeve white, red or gray undershirt may be worn under the short-sleeved polo. No other colors may be worn.

- Students are not permitted to wear a button-down shirt as an alternative to a polo shirt.

- **Pants** "Traditional uniform" style slacks in khaki, black or gray may be worn. Female students may opt to wear a khaki, black or gray skirt/skort.

- Slacks must have no more than four (4) regular sized pockets.

- PANTS RESEMBLING JEANS IN KHAKI, BLACK OR GRAY COLORS ARE NOT PERMITTED. NO JEANS.

- Skin-tight fitting pants, leggings or stretch pants are not permitted.
- Slacks may not be adorned with rivets, studs, designs or any other type of decorative accessory.
- Shorts, including cargo shorts, may be worn from May 1st through November 1st.

**Cold Weather** – Polo shirts must be worn under any sweatshirt, sweater, or fleece.

- A white, red or gray fleece, sweater, sweatshirt may be worn. Jackets and any article of clothing that includes a hood may not be worn at any point during the school day, including lunch and physical education classes. NO HOODS.
- Scarves may not be worn.

The school administration reserves the right to alter the dress code at their discretion (NJSA 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9).

### **\*DELAYED OPENING**

The chief school administrator is authorized by the board of education to close schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

In the case of delayed openings, the following procedures shall be adhered to: Honeywell phone call will be made.

1. Administrative staff reports at 8:30 am
2. Secretarial staff reports at 8:30 am
3. Teaching staff reports at 9:00 am
4. Students report at 10:00 am

Building principals will implement the following class schedule.

Homeroom: 10:00 am – 10:15 am

Period 3: 10:20 am – 10:35 am

Period 4: 10:40 AM – 11:25 AM

Period 5: 11:30 AM – 12:15 PM

Period 6: 12:20 PM – 1:05 PM

Period 7: 1:10 PM – 1:55 PM

Period 8: 2:00 PM – 2:45 PM

## **Other Notification Procedures – All Schools**

Realtime notifications will be made.

### **\*CANCELLATION OF SCHOOL**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather conditions. School will not be canceled unless a significant safety risk has been created by unusual circumstances.

Students and parents should not call the school office for information on closings.

### **\*EMERGENCY CLOSING**

Cancellation of school takes place **only during extraordinary circumstances** such as extreme weather conditions. School will not be canceled unless a significant safety risk has been created by unusual circumstances. Every effort will be made to make public notification of an impending cancellation through the automated system. .

### **\*EARLY DEPARTURE**

With prior approval of the principal, any student in need of early dismissal must present a note signed by the parent/guardian to the homeroom teacher upon arrival to class in the morning. The note must state the cause for the request. The parent/guardian must call for the student in the office of the principal. In the event someone other than the parent or guardian has parental permission to call for a student, that person must be prepared to show a driver's license to be photocopied by the school administration. Students will only be released to adults listed on the emergency card after identification has been verified.

**Please Note: Students are NOT permitted to leave the building or school grounds for any reason without first receiving permission from the main office and having a parent/guardian follow the above stated procedures. Any student who violates the policy will be reprimanded by the principal.**

### **\*EMERGENCY CARDS**

At Memorial Middle School, students are required to have a current emergency card on file. This card includes vital information concerning emergency contact, family physician, student release authorization, and medical release. Parent(s)/guardian(s) are required to complete these cards in duplicate. These cards are distributed in September and must be signed by a parent(s)/guardian(s) and returned. It is important that these cards be kept up to date and contains accurate information. If there is a change, parent(s)/guardian(s) are urged to alert the main office as soon as possible.

The emergency information cards are collected in homerooms at the beginning of the school year, and kept on file in the main office. Parents/guardians are urged to provide information concerning who can be contacted in the event of an emergency. It is extremely important for your child's welfare that at least TWO persons be designated as alternates who are available and do not work outside the home. It is important that emergency numbers be kept up to date. The school should be notified immediately of any changes. It is the responsibility of the parent/guardian to make transportation arrangements for a child to be taken home during school hours because of injury or illness. In cases of medical emergencies, the school will call the nearest ambulance service and will make every effort to immediately contact the parent/guardian in order to facilitate the necessary care of the student. **Students will only be released to persons designated on the emergency cards.**

### **\*FIELD TRIPS / CLASS TRIPS**

All Elmwood Park Middle School students have the opportunity to reserve their spots on their class trips, but they should have to work hard to be able to go. The Elmwood Park Middle School class trips are more academic rewards than just an expectation of being a student.

The following requirements must be met by ALL STUDENTS in order to attend any class trip.

1. All Students must be passing all of their courses by the trip date, if not they will not be allowed to attend.
2. Any student who has 5 or more Friday ASAP detentions for any reason will not be allowed to attend.
3. Any students that receives 3 or more out-of-school suspensions for any reason will not be allowed to attend.



4. Severity of infraction - A student may not be permitted to attend if the severity of a disciplinary infraction is deemed too severe, even if the student does not have three total suspensions. Examples include, but are not limited to; assault, possession of a weapon, possession of narcotics.

The inspection of luggage and backpacks will be monitored by the teacher, chaperones, and/or the administrator in charge of the trip.

### **\*FIGHTING**

Students involved in a physical confrontation with another person while attending school or a school-sponsored activity will be disciplined by the school administration. Students are encouraged not to retaliate if a situation regarding fighting is initiated by another student. The student must make every effort to remove him/herself from the situation and report the matter to a teacher or principal. Physical retaliation is frowned upon and will be dealt with accordingly by the principal. A second offense for fighting may lead to a ten-day suspension. All students involved in a confrontation involving violence will receive disciplinary action, which will include suspension.

### **\*FIRE DRILL/LOCKDOWN/EVACUATION REGULATIONS/CONDUCT**

1. When the fire alarm rings, pupils will immediately cease all activities and carry out fire drill regulations for that particular room.
2. Directions for leaving the building will be the responsibility of the teacher in charge.
3. Absolute silence must prevail during all drills. Be alert to receive instructions. Any emergency drills, such as drills in cooperation with civilian defense authorities, will be announced to the faculty and student body via the public address system. It is essential that close attention be given to such announcements and instructions followed explicitly. After exiting the building, students are expected to remain with their class and teacher for safety and attendance purposes. Students are to stay away from the private property of our neighbors during drills.

Fire, lockdown and evacuation drills are conducted for your protection and are required by law. During drills, it is imperative that students remain silent, follow instructions given by the teacher, and

carry out all assignments in an orderly fashion. After students have walked quickly and silently to their designated areas with their teacher, attendance will be taken. Students and teachers will return to the building when the signal is sounded. Misconduct of any kind while leaving or returning to the building is unacceptable.

### **\*FOOD SERVICES**

Breakfast and lunch are served daily at the Memorial Middle School. A complete balanced meal is offered, and a la carte items are available for students to purchase. Lunch is a 22-minute period. Students are expected to behave appropriately on lunch lines and while seated at tables. Taking food out of the cafeteria is prohibited. Let's work together to keep our cafeteria clean! Students are not allowed to bring food into the cafeteria from outside food vendors or have food delivered to them from the outside. (No Burger King, Taco Bell, Wendy's, etc).

### **\*FUNDRAISING EVENTS**

#### **A. General Information**

Fundraising events are periodically held to raise money for various clubs and classes. Only activities that are approved by the board of education are acceptable. Students will receive a Fundraising

Information Sheet describing the activity. Door-to-door solicitation is prohibited unless an adult accompanies the child.

#### **B. Community Organizations – Booster Groups**

The Elmwood Park Board of Education requires all parent groups, booster groups, and other groups affiliated with the educational system to provide the board secretary/business administrator with an updated charter and/or bylaws.

Community organizations and booster groups shall keep the board of education apprised of all group activities. Each booster group shall furnish the board of education with a list of all newly elected officers.

The board of education expressly reserves the right to approve all fundraising activities that directly or indirectly involve students. The board of education shall not approve any fund-raising which could

possibly jeopardize the health, safety, or welfare of students such as the collection of funds through canvassing on public thoroughfares.

Door-to-door solicitation by students is prohibited unless accompanied by an adult. Failure to abide by the provisions of this policy could result in the cancellation of the fund-raising event by the superintendent of schools.

### **\*GRADING**

The grading policy is as follows:

#### **Academics**

*A= 93-100*

*B= 85-92*

*C= 77-84*

*D= 70-76*

*F= 69 and below*

#### **Citizenship**

*O= Outstanding*

*N= Needs Improvement*

*S= Satisfactory*

*U= Unsatisfactory*

All students are reminded that courses must be completed if a passing grade is to be earned. A grade of “incomplete” will not be used as a final grade, but may be given temporarily because of illness or other teacher-approved reasons for a prolonged absence.

Citizenship shall be interpreted with regard to the student's conduct in the classroom and around the school community. Leadership, behavior, the willingness to help others, respect and overall moral character must be factors considered when entering this grade. The category is not determined by a student's ability to complete schoolwork or to succeed academically.

### **\*GRADUATION REQUIREMENTS – Grades 6, 7 and 8**

All sixth, seventh, and eighth grade students are expected to successfully complete the adopted program of studies for the grade. In order to be promoted to the next grade level, a student must accumulate thirty (30) credits and

achieve a passing grade in **English Language Arts, Writing Lab, Mathematics, Science, and Social Studies**. It is recommended that all failures be made up in an approved summer school program.

A student must complete all of the necessary requirements in order to participate in eighth grade graduation exercises.

### **\*HALL BEHAVIOR**

Students are expected to keep to the right, keep voices low, and keep moving in the halls. It is important not to gather with friends, stop to talk, or stop to display affection during the passing of classes. Loitering could result in lateness to class. Courtesy is expected at all times. Except for emergencies, students may not leave the classroom the first and last five minutes of each class period.

### **\*HEALTH SERVICES**

The nurse's hours are 8:00 am to 3:15 pm  
Telephone: 201-796-8700 (Ext. 2960)

The school nurse is located in the Nurse's Suite along the main corridor. It is open throughout the school day for problems related to health or health records. Students becoming ill or injured during the school day must notify their classroom teacher and obtain a pass to go to the nurse's office. According to state regulations, treatment by the school nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home. The school medical inspector approves the school's first aid procedures, and they are reviewed and approved by the board of education.

Whenever it is determined that a student's condition warrants leaving school, a parent, guardian or designated adult will be notified. The student must report to the attendance office to sign out of school. If the student should return to school, s/he must report to the attendance office upon his/her return. If the nurse is not available, the student should report to the main office if there is an emergency.

### **Crutches/Wheelchair**

Any student needing the use of crutches/wheelchair within the school building must have a doctor's note stating their use. The doctor's note must be given to the school nurse when the student arrives to school on the first day of using the

crutches/wheelchair. The school nurse will review the procedures with the student to navigate within the school building in a safe manner.

**Medication:**

Any student who is required to take medicine during regular school hours must comply with the following school regulations:

1. Pupils requiring medication at school must have a written statement from the family physician, which identifies the type, dosage, time interval, purpose and side effects of the medication. Written permission of the parent/guardian must also accompany the medication.
2. Non-prescription drugs are not to be administered unless written permission is received from your physician, which identifies the type, dosage, time interval, purpose, and side effects of the medication. Written permission by the parent/guardian must also accompany the medication. This includes cough drops, lozenges, cold tablets, cough medications, and aspirin.
3. Medication must be given to the school nurse in the original container, which has been properly labeled by the pharmacist or physician.
4. Prescribed inhalers may be carried by the student, only if a note is supplied by the physician specifically indicating that the student may self-medicate. This note must be submitted to the nurse.

The school physician will be advised periodically of any drugs administered by the school nurse to a student attending school. No unqualified or unlicensed individual shall administer medication to any student in the school system. This is in compliance with the Nurse Practice Act (NJSA 45:11-37).

**\*HOME INSTRUCTION:**

Students who are expected to miss an extended period of school because of illness, accident or surgery, and whose absence will extend beyond two weeks are eligible for home instruction up to two (2) hours per week in each subject (maximum 10 hours per week).

To make arrangements for this program, the parent/guardian should provide a written request, along with a statement from the physician to the school nurse, which indicates the general nature of the illness, the estimated duration of absence, and a statement that contagion does not exist. A parent should also

contact the guidance counselor so that specific teachers and times for instruction can be finalized. The cost of home instruction is the responsibility of the school district. Home instruction will commence after final approval has been granted by the school physician.

### **\*HOMEWORK**

Homework is an extension of classroom instruction and is a valuable learning activity. Students will receive homework on a regular basis. The frequency and amount changes from class to class; however, students will receive some type of homework each day. Along with written work, homework will include studying and review.

Students are responsible for the completion of homework and its return. Parents can be helpful by providing a quiet time and a quiet area at home for its completion.

Each student is responsible for making up all class and homework assignments missed when absent. Time allowed to make up missed work is equal to the amount of time absent.

### **\*INSURANCE**

The Elmwood Park Board of Education has purchased, through the Bollinger Company of Montclair, New Jersey, a \$6,000,000 full-excess basis under this program while in school or participating in school-sponsored activities. There is no cost to parents for this coverage. Although this coverage is very broad, there are some restrictions, limitations, and exclusions in the policy.

In the event that medical expenses are incurred as a result of any accidental injury, the student accident policy provides “excess” coverage. In other words, the policy covers the excess over any other collectible insurance that may be in effect. The primary purpose is to pay only that portion of the medical expenses not covered by personal or group insurance that already covers the student. If there is no insurance in force, or if other insurance does not offer coverage for a particular accident, then the policy will pay benefits on a primary basis.

Claim forms may be obtained in the school office. Injuries must be reported to Bollinger within ninety (90) days of the date of the injury. It is important that the claims procedure, which appears on the claim form, is followed.

Extended 24-hour student accident insurance, life insurance, and dental accident insurance may be purchased by parents directly from Bollinger. A brochure will be sent home during September explaining your options and how to enroll, or you can obtain one in the school office.

## **INTERVENTION & REFERRAL SERVICES (I&RS)**

The New Jersey State Board of Education has established that the primary mission of schools is to enhance student achievement of high academic standards in safe and disciplined learning environments. The effectiveness of public education in fulfilling this mission depends largely upon the capacity of school systems to respond to the diverse educational needs of students. The educational mission is made more complex by the increased incidence; prevalence and intensity of problems students bring to schools. The types of at-risk behaviors students manifest while in school include not concentrating or focusing on learning, not completing assignments, not achieving to demonstrated skill level or tested potential, declining or failing grades, cheating, absenteeism, tardiness, falling asleep, inability to stay in seat or work within structure,

decreased participation, self-defeating responses to peer pressure, deteriorating personal appearance and hygiene, erratic behavior, loss of affect, acting out, fighting, defying authority, violating rules and dropping out of school. In response to these circumstances and the attendant needs of students, Memorial Middle School utilizes a program of intervention and referral services (I&RS) to assist in the educational improvement of the individual and school community.

Per the provisions of NJAC 6A:16-7.2(a), the required functions of the coordinated system of intervention and referral services are as follows:

1. Identify learning, behavior and health difficulties of students;
2. Collect thorough information on the identified learning, behavior and health difficulties;
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior and health difficulties;

4. Provide support, guidance, and professional development to school staff who identify learning, behavior and health difficulties;
5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
6. Actively involve parents or guardians in the development and implementation of intervention and referral services action plans;
7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
8. Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;
9. Maintain records of all requests for assistance and all intervention and referral services action plans, according to the requirements of 34 CFR Part 98, 34 CFR Part 99, 42 CFR Part II, NJSA 18A:40A-7.1, NJAC 6A:16-3.2, and NJAC 6:3-2.1;
10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and
11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the principal for improving school programs and services, as appropriate.

For questions concerning the I&RS process, please contact the office of Special Services (201-796-8700 ext. 2944) or the middle school guidance department (201-796-8700 ext. 2938).

### **\*LIABILITIES**

Liabilities are assessed during the school year for lost or stolen material, failure to return library books and vandalism. A student will not receive his/her final report card, transcript, or other student record until all liabilities/fines are paid in full. Students will not be permitted to graduate without payment of liabilities/fines. Students will not be allowed to participate in extracurricular activities if they owe liabilities/fines from the previous year.



### **\*LIBRARY / MEDIA CENTER**

The Memorial Middle/High School Library/Media Center provides support and services for the school's curriculum. Materials are available for school assignments and leisure reading. The Media Specialist is available to assist with reading guidance, reference questions and location of materials, developing research skills and promoting individual expertise in locating information.

Individual students coming to the Library/Media Center must bring an authorized pass. A quiet atmosphere is essential at all times. A student may be excluded for improper conduct.

Computers for student use are available upon scheduled request. A current signed computer usage agreement must be on file. Also available is equipment to use reference materials on CD-ROM.

The Library Media Center houses books, magazines, newspapers, reference materials, filmstrips, video tapes, DVDs, audio visual equipment, including projectors of various types and video recorders, TV monitors, video cameras, computers, and other materials and equipment.

The Library Media Center is open when school is in session, from 8:00 am until 4:00 pm Students may use the resources during lunch period and after school.

Books are issued for two weeks and may be renewed only if the student is registered with an Elmwood Park Municipal Library Card. Membership cards can be obtained at the municipal library located on Lee Street.

For further information, please call the media specialist at 201-796-8700 (Ext. 2963).

### **\*LOCKERS AND LOCKS**

Each student will be assigned a locker. Lockers remain the property of the Memorial Middle School and are subject to periodic inspection by the school administrators. A record of these assignments will be kept and monitored. Students are expected to use only the lockers which they have been assigned. Any student using a locker other than the one assigned will be subject to disciplinary action. Students will be issued locks at the beginning of the year through the homerooms and are expected to pay for lost or damaged locks at the end of the year.

**Memorial Middle School is not responsible for items lost or stolen from lockers. Students are urged not to bring large amounts of money or valuables.** All hats, caps, coats, outerwear, and backpacks must be able to be stored in a student's hall locker at all times.

**NO STUDENT SHOULD GIVE ANOTHER STUDENT THEIR LOCK COMBINATION NUMBERS.**

**\*LOST AND FOUND**

Items, which are found, should be handed in to the main office. Articles left in the lost and found will be discarded and donated to the needy at the end of each marking period. Parents are encouraged to label the inside of garment with the name of the student. Questions about lost articles may be made in the main office.

**\*NETWORK COMPUTING POLICY & TECHNOLOGY POLICY**

Please see the school website ([www.elmwoodparkschools.org/](http://www.elmwoodparkschools.org/)) for the most updated version of the Acceptable Use Policy- 2361 and the Electronic Device Policy- 5516.

**\*OFFICE HOURS – MAIN OFFICE**

The main office will be staffed on regular school days from 7:45 am to 4:00 pm Secretaries will be available during office hours for:

1. Reporting an absence
2. Scheduling of conferences with the principal, guidance counselor, or teachers
3. Reporting of problems concerning the bus
4. Requesting of homework
5. Answering of all inquiries regarding school functions

**\*PHYSICAL EDUCATION / HEALTH & FAMILY LIFE / MUSIC / ART**

**A. General Guidelines**

All students are required to participate in physical education.

Students in Grades 6, 7, and 8 will receive two marking periods in physical education, one marking period in health/family life and one marking period in art.

**B. Physical Education Dress – Grades 6 & 7**

All middle school students must wear a red, white, grey, or black t-shirt, shorts, sweatshirt or sweatpants. No polo shirts. Sneakers must be worn.

Students in Grades 6 and 7 will be able to wear clothing that is worn to school.

1. Attire must be appropriate for physical education activities and non-restrictive.
2. Footwear is limited to sneakers only.
3. Sweatshirts and sweatpants are acceptable, especially during the fall and spring, when students are outdoors.
4. Any ornamental accessories, jewelry (including earrings) must not be worn.

**C. Physical Education Dress – Grade 8**

“All students participating in physical education must wear clean, zipper-less gym shorts or sweat pants, sleeved T-shirt or sweatshirt, white athletic socks and sneakers or gum sole shoes without heels. Attire must be appropriate for physical education class and hazard free. Clothing worn to regular classes is not considered acceptable or proper attire in physical education classes. Any ornamental accessories, jewelry (including earrings) deemed to be hazardous or dangerous must not be worn during physical education activities.” (File Code: 5132)

**D. Physical Education Lock & Locker (When Available)**

Students in specific grades will be assigned physical education lockers and padlocks. The student must pay for his/her physical education padlock if lost.

**E. Grading**

Students will receive a grade of “P” in a marking period when they have fewer than five (5) unexcused/unprepared when assigned to physical education five (5) days per week.

**Physical Education Grading Policy**

Days Prepared	X Total Days Present	40%
Total Days Participating	X Total Days Present	50%
Citizenship (behavior, exercises etc.)	X	10%

**F. Physical Fitness Testing**

All students will be administered a physical fitness test in at least two marking periods, depending when they are scheduled for music and health.

During the first and fourth marking periods, students will be tested in the cardiovascular fitness run. The test consists of students running approximately one-half mile.

Second and third marking periods, students will be tested in sit-ups, shuttle run, flexed arm hang and sit/reach exercise.

A Physical Fitness Program Assessment Card will be sent home for the marking periods that your child participates in the test.

**G. Medical Excuse**

Any student who may not participate in physical education activities must submit a doctor's note to the nurse stating the length of time excused. Also, students who are medically excused may not participate in extracurricular activities which include field day, interscholastic and intramural events.

Medication:

Any student who is required to take medication during regular school hours must comply with the following school regulations:

Students requiring medication at school must have a written statement from the family physician which identifies the type, dosage, time interval, purpose and side effects of the medication. Written permission by the parent/guardian must accompany the medication.

The dispensing of medication to students is highly regulated. Students and parents are advised to contact the school nurse for the specific regulations regarding the dispensing of medication.

Excuse from Physical Education:

If unable to participate in physical education for one day due to minor illness or injury, a student is required to present a note signed by a parent or guardian to the physical education teacher in charge. The teacher will file the note with the school nurse at the end of the day. The student will receive an excused absence.

**H. Health & Family Life Curriculum**

All students in all grades will be taught health and family life. Any pupil, whose parent or guardian presents to the principal a signed statement that any or part of the instruction in family life education is in conflict with his or her conscience, or sincerely held moral/religious belief, shall be excused from that portion of the course where such instruction is given.

**\*PROGRESS REPORTS**

Progress reports are issued halfway through each marking period.

- 1<sup>st</sup> Marking Period ..... **October 6, 2017**
- 2<sup>nd</sup> Marking Period ..... **December 15, 2017**
- 3<sup>rd</sup> Marking Period ..... **March 2, 2018**
- 4<sup>th</sup> Marking Period ..... **May 18, 2018**

A report of significant student performance, of failing, or of unsatisfactory student work is used to inform parent(s)/guardian(s) of their child's performance approximately mid-point in the marking period. This report is prepared by each subject teacher, transmitted to the guidance counselor,

mailed to the parent/guardian to be signed and returned to the homeroom teacher. A duplicate is placed in the student's cumulative folder.

**Records:**

The school maintains a complete record concerning every pupil who is enrolled. This record includes school grades, scores on standardized tests, participation in school activities, health and reports of behavior and attendance. An appointment may be made to review student records.

**\*REPORT CARDS**

The following calendar will be utilized to mark the close of each marking period and the posting of report cards will follow by approximately one week:

Marking Period

1<sup>st</sup> Marking Period ..... **November 8, 2017**

2<sup>nd</sup> Marking Period ..... **January 19, 2018**

3<sup>rd</sup> Marking Period ..... **April 11, 2018**

4<sup>th</sup> Marking Period ..... **June 15, 2018**

**\*EXAMS**

As of the 2015-2016 school year, the Middle School no longer administers Midterm or Final exams.

**\*MAKE UP WORK**

A student is provided with an opportunity to complete missed assignments due to absences. However, it would be unwise to believe that one can make up the learning activity that occurs when one is present in class. Time allowed to make up missed work is equal to the amount of time absent, except the makeup period is not to exceed five (5) school days without the permission of the administration. Responsibility to make up work rests with the student and not the classroom teacher. Students may complete assignments within the five-day period for time missed because of actions initiated by the authorities of the school such as suspension or exclusion.

**\*EXTRA HELP**

Extra help is available on Tuesdays, Wednesdays and Thursdays from 2:50 pm – 3:15 pm Any student who desires extra help should see the appropriate subject matter teacher and schedule an appointment.

**\*RIGHT TO KNOW ACT – PL 1997, C364**

If at any time during the school year there is construction or other activities involving the use of any hazardous substances, the following will be implemented:

1. A notice will be posted on a bulletin board within the school stating that a hazardous substance may be stored at the school.
2. A Hazardous Substance Fact Sheet will be available concerning the particular substance.

**\*SCHEDULES**

**Regular Time Schedule**

- Period 1: 8:05 AM – 8:55 AM
- Period 2: 9:00 AM – 9:45 AM
- Period 3: 9:50 AM – 10:35 AM
- Period 4: 10:40 AM – 11:25 AM
- Period 5: 11:30 AM – 12:15 PM
- Period 6: 12:20 PM – 1:05 PM
- Period 7: 1:10 PM – 1:55 PM
- Period 8: 2:00 PM – 2:45 PM

**Early Dismissal Schedule A**

- Warning Bell: 8:00 AM
- Period 1: 8:05 AM – 8:40 AM
- Period 2: 8:45 AM – 9:16 AM
- Period 3: 9:21 AM – 9:47 AM
- Period 4: 9:52 AM – 10:18 AM
- Period 5: 10:23 AM – 10:49 AM
- Period 6: 10:54 AM – 11:20 AM
- Period 7: 11:25 AM – 11:51 AM
- Period 8: 11:56 AM – 12:18 PM

**Early Dismissal Schedule B**

- Warning Bell: 8:00 AM

Period 1: 8:05 AM – 9:05 AM  
Period 2: 9:09 AM – 10:09 AM  
Period 3: 10:13 AM – 11:13 AM  
Period 8: 11:17 AM – 12:18 AM

**\*SECOND FLOOR New Jersey's Youth Helpline**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [WWW.2NDFLOOR.ORG](http://WWW.2NDFLOOR.ORG) for more information, or to try the message board.

**\*SEXUAL HARASSMENT – Policy 5751**

It is the policy of the Elmwood Park Board of Education and its schools to maintain a learning and working environment that is free from sexual harassment. Administrators have made it clear to all respective staff and student body that sexual harassment is prohibited by the Elmwood Park Board of Education and is grounds for disciplinary action.

**\*SKATEBOARDING, SKATING, ROLLERBLADING**

Students are prohibited from skateboarding, skating, or rollerblading on any school property.

**\*SPECIAL SERVICES DEPARTMENT**

The Elmwood Park School District has a professional commitment to promote the best educational opportunity for your child. For children who need specialized help, Special Services has developed a process for providing appropriate individualized educational programs, which offer the following:

1. A Child Study Team composed of a learning disabilities teacher/consultant, a school social worker, and a school psychologist.
2. Speech and language specialists.
3. Teacher of the handicapped.



4. An array of program options in order to provide instruction to an individual student with special academic needs.

For further information please contact the Special Education Department at 201-796-8700 (Ext. 2323).

### **\*STUDENT ACTIVITIES**

It is strongly suggested that students participate in activities to make Memorial Middle School the best it can be.

NOTE: In order to participate or attend an after school activity, a student must arrive at school by 9:00 am on the day of the activity. Exceptions for religious services, legal matters, medical appointments, etc. must have prior approval by the school administration.

#### A. Band

Students who take instrumental music lessons are encouraged to join the Memorial Middle School Band.

#### B. Club Activities

Club activities vary from year to year based on student interest. Specific clubs will be listed on the school website.

#### C. Junior National Honor Society

The purpose of the NJHS is to create an enthusiasm for scholarship, develop character, promote leadership, foster responsible citizenship, and inspire service. Candidacy begins by meeting the scholarship criterion. Academically eligible students must complete an application detailing their involvement in school and community activities, leadership experiences, and service. A panel of five faculty members will then review these applications, in addition to students'

disciplinary records and faculty feedback. Students who are not selected for membership in the seventh grade may be considered for induction in eighth grade. NJHS members are expected to maintain high standards in scholarship, character, leadership, citizenship, and service. The group will plan, develop, and implement school-based and or community-based service projects throughout the year.

#### D. Musical Production

The musical production occurs once a year and is open to all students. Student roles are not limited to on stage, but can involve musicians, lighting, sound, scenery design and building, artwork, publicity, and many other support roles.

E. Peer Leaders Club

The Peer Leaders Club is a fun, interactive, and creative experience that celebrates or individual attitudes, opinions, culture, beliefs, and diversity. The club focuses upon issues such as self-esteem, self-worth, honor and understanding both internally and externally. Our goal is to learn how to resolve conflict peacefully and effectively in the best interest of ourselves, those around us, our school, and the community.

F. Student Congress

The purpose of the Student Congress is to give our students a voice. Officers and representatives are elected at the end of September by the student body. Meetings are held once a month after school.

G. Student Sports

Students in all grades are encouraged to join the Middle School teams. The teams will play other schools in the surrounding areas. Sign-ups will be announced prior to the season.

Girls' Basketball  
Boys' Basketball  
Girls' Volleyball  
Boys' and Girls' Running Club  
Dance Team

**\*STUDENT IDENTIFICATION CARDS**

All high school and middle school pupils will be provided with a photo identification card free of charge at the beginning of each school year. All students must have the ID on their person while in the school building or on school grounds. A student must present his/her ID when requested by a staff member. In addition, pupils may be required to present their identification card when entering the media center and boarding school buses. Students who refuse to produce and/or display the ID card will be deemed insubordinate and face disciplinary action.

If the card becomes lost, the pupil will be responsible for the replacement cost of the card. Said cost to be established by the administrator.

If a pupil does not adhere to the above, the following procedures will be implemented:

1. Pupils who fail to present their card to a teacher or administrator when requested will be subject to administrative disciplinary action issued by the Principal or his/her designee.
2. Pupils who fail to present their card when entering the media center or boarding the school bus will be denied use of the media center and will not be permitted to board the school bus.

#### **\*ELIGIBILITY FOR SCHOOL SPONSORED ACTIVITIES**

1. Any student receiving two grades of below 70 will be placed on a two-week probationary period during which time the student may practice but not participate in any school-sponsored activity. The student must raise their grade to a passing level in the two-week period or else she/he will be eliminated from participation until satisfactory progress is made in those subjects. The two-week period will begin the day on which grades are published by the administration. The middle school administration will publish the incompletes and failures on the day of the mailing.
2. Any student receiving three or more grades below 70 will be automatically suspended from all school-sponsored activities until the following marking period ends, at which time satisfactory progress in all subjects must be evident before resuming the school sponsored activity. ANY STUDENT WITH THREE OR MORE FAILING GRADES CANNOT PARTICIPATE IN ANY SCHOOL RELATED ACTIVITY.
3. A student may be suspended from participation in any school-sponsored activity at the discretion of the administration, coach or advisor.
4. A student suspended out-of-school three or more times due to a violation of the discipline policy cannot participate in any school-sponsored activity for the remainder of the school year.
5. Removal from one athletic team during a season will disqualify a

student from participating on another team during that season.

6. All liabilities must be paid in full before a student may participate in any school activity.
7. After-school detention, Friday detention, and all suspensions take precedence over all school-sponsored activities.

### **\*STUDENT GRIEVANCES**

Students may express their concerns through their elected representatives in student government, the officially recognized and elected voice of the student body, or directly to the building principal.

### **\*STUDENT RECOGNITION PROGRAMS**

Students in Memorial Middle School are recognized for their academic excellence, dependability, and citizenship.

#### **A. Principal's List**

Students must receive "A's" in all major subject areas, and a passing grade in all "Pass" / "Fail" Courses.

All outstanding or satisfactory grades in citizenship.

#### **B. Honor Roll**

Students must receive a "B" or higher in all major subject areas, and a passing Grade in all "Pass" / "Fail" courses.

All outstanding or satisfactory grades in citizenship.

#### **C. Spirit Days**

There will be student incentive programs done throughout the year (ie: dress down days, hat days, spirit days, etc.)

#### **D. Student of the Month**

Teachers nominate Students of the Month through the Main Office. A committee of school personnel, teachers, guidance counselor, Assistant Principal, and Principal review all nominations and select one student per grade level per month.

Students may be nominated for reasons such as the following:

1. Excellent citizenship

2. Effort in maximizing their potential
3. Helpfulness towards other students
4. The ability to serve as a role model for others
5. Attentiveness and appropriateness in class
6. Organization and the timely completion of assignments
7. Very cooperative attitude in the classroom

Winners receive a special certificate and have their photo on display in the school's main office.

### **\*SUBSTANCE ABUSE POLICY**

It is the policy of the board of education to take positive action through education, treatment, evaluation-assessment, discipline, parental involvement and police referral to prevent and intervene in incidents involving the possession, sale, distribution, use and/or abuse of dangerous substances (alcohol, controlled substances).

1. Suspected use/possession – Students suspected of using, possessing, abusing, or under the influence of dangerous substances will be subject to a complete assessment of his/her physical and/or mental condition.
2. Testing – The administration may request of a student's parent or guardian that an alcohol or drug screening through urinalysis of the student be conducted. The parent/guardian will be telephoned by the building principal and/or his/her designee to state that because there is strong suspicion of alcohol and/or controlled dangerous substance abuse, the student within the next two hours must provide a urine sample for a full spectrum analysis and receive a physical examination either from a physician of the parent/guardian's choice and at the parent/guardian's expense or the school will arrange to have these done at the Fair Lawn Attention Center or at an appropriate substitute location approved by the school district immediately and at no expense to the parent/guardian. The parent/guardian should arrange to report to the school building immediately to accompany the student to the location of the test and examination. If neither parent nor guardian can be reached by telephone, then this fact will be noted for the record and the student will be driven to the Fair Lawn Attention Center, 15-01 Broadway, Fair Lawn, New Jersey 07410 or to an appropriate substitute location approved by the school district, by a school administrator accompanied by the school nurse or other member of the faculty. If the student is belligerent or resistant, than the Elmwood Park Police Department will be

contacted to assist with the student's transportation. A written report of the medical examination and screening shall be furnished to the parent/guardian of the pupil, principal, and superintendent by the examining physician within a twenty-four hour period. If the report is not submitted within twenty-four hours, the pupil shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

**NOTE: If a parent/guardian and/or student refuses to comply with the requirements for screening set forth by the board of education and administration, then the student will be judged to have made an admission and will be considered as being positive for alcohol and/or a controlled dangerous substance and will be immediately suspended out-of-school.**

3. If the requested report shows that the student was under the influence of drugs or alcohol, the principal or his designee shall take the following steps:
  - a. Report the incident to the local law enforcement officials (School Resource Officer).
  - b. Subject to a hearing as set forth by the law and board policy, the pupil shall immediately be suspended from his/her regular school program. Such pupils will be reported to the superintendent as prescribed in New Jersey Administrative Code and local administrative notices.
  - c. Students who have been suspended for drug or alcohol use/abuse shall have an evaluation made of their overall academic and social performance.
  - d. A minimum out-of-school suspension of three (3) days shall be imposed unless the pupil's cumulative suspension warrants a longer term or the student does not provide the required medical report indicating that he or she is physically and mentally able to return to school, or the Student Assistance Program staff or other appropriate staff has not completed its assessment, in which case the suspension shall be continued an appropriate number of days but not to exceed the second meeting of the board of education, at which time formal action will be taken as to whether the out-of-school suspension should be continued.

#### **\*TEACHER CONFERENCES**

The teaching staff is available for consultation with parents concerning the academic progress of students. Appointments should be made for conferences by contacting the guidance office. Low grades as well as failures should be investigated promptly so that the development of productive study habits can be learned. If requested, the guidance counselor will be available to meet with the teacher as well as the parent and the student. Please schedule conferences several days in advance.

### **\*TEST MEASUREMENTS OF ACADEMIC GROWTH**

Students in Grades 6 – 8 will take standardized tests. The results of these tests assist the staff in identifying objectives which need emphasis for continued academic growth.

- **PARCC- Grades 6-8**

April 16, 2018 through May 25, 2018 Computer-Based Testing

- **NJASK Science- Grade 8**

The New Jersey Department of Education is currently in the process of developing a new science assessment. The assessment will be aligned with the newly implemented New Jersey Student Learning Standards in Science. Information regarding this assessment and testing dates will be provided as it becomes available.

### **\*TEXTBOOKS / CALCULATORS/ELECTRONIC DEVICES**

The Elmwood Park Board of Education furnishes each student with the necessary textbooks, calculators, electronic devices, and other property belonging to the school district. Damage to these items will result in fines. If these items are lost or damaged, they must be paid for immediately at the office of the principal. All textbooks and Chromebooks should be covered by the students to prevent damages.

### **\*VISITORS**

All visitors are required to report to the Memorial Middle School office upon entering the building, and show valid ID. Visitors will sign in and state the nature of the visit and the person whom they wish to see. Visitors are never

permitted to go to any classroom to see a student or teacher without the permission of the school principal. We ask that parents and guardians cooperate with these rules in order not to disrupt instruction and to insure the safety of the children. Visitors will be issued a lanyard to be worn at all times in the building and returned to the main office.

It is the responsibility of the administration and staff to maintain a safe and sound educational environment; therefore, students may not bring visitors to school to spend the day with them.

**\*WEBSITE**

Visit us on the Web. [www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)

## **Computer/Electronic Discipline Policy**

Please refer to the Unacceptable use guidelines under the technology section of the Middle School website ([ms.elmwoodparkschools.org](http://ms.elmwoodparkschools.org)).

Failure to comply with this policy and/or the regulations governing the use of the District's computer network will result in disciplinary action. The Elmwood Park School District reserves the right to deny individual users access to the District's computer network as a consequence of misuse.

Violations of the District policy are cause for immediate referral to the administration and will result in disciplinary action. Consequences for violations may result in a warning as the minimum that will be imposed and may be increased based on the number of incidences and depending on the content and severity of the offense. Violations may result in an automatic suspension and may possibly lead to expulsion charges. They may also constitute juvenile or adult legal offenses. The police will be contacted where appropriate. Monetary restitution may also be required.

Minimum action:

- Staff/user conference or reprimand; Student is issued a warning

Additional actions as deemed appropriate:

- Staff/parent contact for student misuse



- Referral to administration for student discipline (After warning is issued, 2<sup>nd</sup> offense =Friday detention, 3<sup>rd</sup> offense = additional consequences (ie: suspension, etc.). Additional actions will be implemented as deemed appropriate by the administration.
- Loss of access to specific technology and/or designated areas for a minimum of three days to two weeks (Note: Multiple infractions may result in extended or permanent loss of technology privileges)
- Confiscation of inappropriate item(s)
- Restitution/restoration
- Administrative and/or Board of Education action, including suspension and expulsion

The Superintendent reserves the right to establish additional rules and take appropriate actions to implement this policy.

### **Unacceptable Use**

1. Unacceptable use is generally defined as any action that:

- disrupts the proper and orderly operation and discipline of schools in the District;
- threatens the District's computer network;
- violates other's' rights;
- is socially inappropriate;
- solicits unauthorized funds;
- is illegal.

2. Unacceptable use is specifically defined as inappropriate use of the District's computer network in the following ways:

- acting in a way that may reasonably be interpreted to threaten any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threats;
- disclosing personal addresses, telephone numbers, or other personal identifying information of other persons;
- using or disseminating material that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, forgery, or a violation of copyright or other intellectual property right.
- using the computer network for commercial, private, or personal financial gain, including gambling;
- deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material that contains pornography;

obscenity, sexually explicit, or indecent/inappropriate language, text, sounds, or pictures;

- creating or forwarding “spam,” chain letters or other similar messages;
- disabling any antivirus or other security feature maintained on the District network; using or accessing another user's computer network account or password, with or without consent from that user;
- disclosing any computer network password (including your own) to any other individual(s) or sites; deliberately downloading or installing harmful programs to the District's computer network without prior permission of the staff;
- creating or deliberately downloading, uploading, or forwarding any computer virus or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
- participating in or subscribing to mailing lists, newsgroups, internet messaging, chat services, electronic bulletin boards that are not related to the educational mission of the District and may cause a large number of emails or electronic messages to be sent to the District's computer network;
- using the District's computer network in any way that violates federal, state or local law;
- using encryption software to circumvent any part of the District's acceptable use policy;
- using the Internet in a way that is not acceptable according to the acceptable use policy.

Use of the computer network constitutes acceptance of the terms of the Student Use Policy or any additional rules or other terms of computer network access, which may be developed by the Superintendent, Building Principals, or their designees.

**I agree to the stipulations set forth in the above document including the use of Electronic Communication and Recording Devices Policy (5516); the Acceptable Use Policy (2361), which are all available for view on the District Website.**

- **Also, in compliance with the Anti-Big Brother Act (NJSA) 18A:36-39 (PL 2013, c.44), the district notifies you of the following:** The electronic device issued to your student may record or collect information on the student's activity or the student's use of the

device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collection information on the student's activity or use of the device.

- Elmwood Park Public Schools District shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any other individual residing with the student.

# **WANTED**

## **INFORMATION WITH RESPECT TO ILLEGALLY ENROLLED STUDENTS**

**\$250  
REWARD**

**A \$250 reward will be paid to persons providing  
information  
which will ultimately lead to the  
identification and exclusion of illegally enrolled  
students.**

**Information will be kept confidential,  
to the greatest extent possible.  
Forms may be obtained in the  
High School or Middle School main office.**

**Completed forms should be placed in a sealed  
envelope and addressed to:**

**Superintendent of Schools  
Elmwood Park School District  
60 East 53rd Street  
Elmwood Park, NJ 07407**