

**MEMORIAL MIDDLE  
SCHOOL**

**EP**

**PARENT-STUDENT HANDBOOK  
2017-2018**

**375 RIVER DRIVE  
ELMWOOD PARK, NJ 07407**

**“WE ARE CRUSADERS FOR OUR KIDS”**

**Visit Us On The Web [www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)**

## **A MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS**

Dear Parent(s)/Guardian(s):

The middle school handbook has been developed to provide you with a variety of information. With this information you should have the insight necessary to become an active partner in the educational process of your child.

Education in the Elmwood Park Schools is designed to meet the needs of the individual, but ultimately each student will gain from school according to the effort he or she applies. To increase the degree of educational success, it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

Our schools make special efforts to create and promote good relationships between the home and school. Newsletters, parent bulletins, regular conferences, and direct contact with parents, are part of these efforts. You are encouraged to initiate your own contacts whenever necessary. You are also encouraged to become active in the parent organization, volunteer for participation on committees, and attend meetings of the board of education.

Let's work together. Your positive involvement and continued contact with the school will contribute greatly to the proper academic development of your child.

Sincerely,

Anthony Grieco  
Superintendent of Schools

## FOREWORD

Dear Parent(s)/Guardian(s):

As the summer transitions into autumn, a new school year is again upon us. I would like to welcome all students, parents, and staff to the 2017-2018 school year, at Elmwood Park Memorial Middle School.

EPMMS has a very talented and devoted faculty. We believe in establishing a school environment that can meet the intellectual, social, and emotional needs of all students, while being able to distinguish the unique differences of children that make them *all* exceptional.

We would like to foster our relationships with parents, so that they too can continue to be vital stakeholders in their child's educational process. With this type of involvement, an impact can really be made together.

We are steadfast in our goal to continue to develop groundbreaking methods to assist students in grasping the multi-dimensional skills and aptitudes that will prepare them for the ever changing 21<sup>st</sup> Century that we live in.

The handbook that follows is just one of many tools that will outline policies and procedures throughout the school building and the district. In addition to this handbook, the school/district website is updated regularly to reflect any changes that occur, and/or list any other pertinent information that needs to be relayed in a timely manner.

Additionally, please feel free to contact me with any questions or concerns that may come about.

With your continued cooperation and commitment, our students will be successful!

Sincerely,

Corinne DiMartino  
Principal

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Vice President.....	Louise Gerardi
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Board Secretary/Business Administrator.....	John DiPaola
Director of Special Services.....	Anthony Iachetti
Director of Curriculum, Instruction and Evaluation.....	Jillian Torrento
Director of Testing and Pupil Personnel Services.....	Mohammed Saadeh

**SCHOOL ADMINISTRATION**

Principal.....	Corinne DiMartino
Assistant Principal.....	Leon Samuels

## **MISSION STATEMENT**

We are a community dedicated to creating an educational environment where students are empowered to exceed their potential through a challenging, innovative, and interdisciplinary curriculum. By fostering character, dignity, and respect for self and other cultures, students will become creative thinkers and global citizens able to thrive in a diverse and evolving society.

## **BELIEFS/VALUES STATEMENT**

We believe....

- All students can learn.
- Good citizenship and appropriate societal values should be installed.
- Maximum participation in a variety of learning experiences and co-curricular activities should be encouraged.
- Awareness of current health issues must be stressed.
- Individual dignity and sense of self-worth must be instilled in students and staff.
- Sufficient teaching tools and ability to exist in an innovative learning environment must occur for students and faculty.
- Creativity and positive risk taking should be encouraged.
- Everyone has a right to a clean, safe, positive environment.
- Everyone has the right to be an individual and to be able to achieve at maximum potential in individual or group activities.
- Educators are role models and should be encouraged to grow professionally.
- The school system, community, and local governing bodies must work together in harmony and with a positive attitude.
- Societal changes must be recognized.
- Communication skills are vital.
- Changing technologies should be used as a teaching tool, as well as subject for study.
- Quality education includes efficiency.
- Pride in self, school, community, and country should be instilled in all.

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**\*AFFIRMATIVE ACTION**

The Elmwood Park School District provides equal educational opportunity in the school system which eliminates discrimination and promotes understanding and mutual respect for people regardless of race, color, creed, sex, ancestry, handicap, national origin, or social or economic status. It is our district's intent to work toward correction and elimination of any existing or future discriminatory practices in the district's educational activities and programs.

Any student, staff member, or parent/guardian who feels they have been harassed or discriminated against due to their sex, race, religious beliefs, or ethnic origin should contact:

Mr. Anthony Grieco, Affirmative Action Officer  
Elmwood Park Board of Education  
60 E. 53rd Street  
Elmwood Park, New Jersey 07407

**\*ARRIVAL / DISMISSAL PROCEDURES**

**AM Arrival**

**Students should not arrive before 7:30. Any student arriving between 7:30 and 7:50 should report to the directly to the middle school gymnasium.**

**PM Arrival**

**Dismissal is 2:45. Students may not remain in the building or on school grounds after school (2:45 P.M.), unless they are reporting to a teacher, going to an after-school activity, or under the direct supervision of a staff member.**

**\*ATTENDANCE AND TARDINESS**

Regular attendance is essential to a student's success in school. "Every parent, guardian, or other person having custody and control of a child shall cause the child regularly to attend the public school of the district. Such regular attendance shall be during all the days and hours that

the mental condition of the child is such that he cannot benefit from the instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school.” (New Jersey Statutes Annotated 19:4-4)

Therefore, the Elmwood Park Board of Education requires attendance of all students each day school's in session.

When a student is absent from school, parent(s)/guardian(s) are required to report the child's absence by calling the Elmwood Park Memorial Middle School attendance secretary, 201-796-8700 ext. 2996 as soon as possible. When calling in, please state the child's name, grade level, and reason for being absent.

The Elmwood Park Board of Education believes excessive absences warrant administrative action.

**Students are limited to a total of 16 absences.** Both excused and unexcused absences count toward the total, unless absences are caused by a chronic medical problem. If a chronic medical problem exists, it must be documented and presented to the school annually prior to September 30th of each year, or within two weeks of the initial onset of the problem.

**Vacation Students and Doctor Notes:**

The administration and teaching staff strongly discourage the removal of students from school for purposes of vacation. In the event such absence is absolutely essential because of family commitments, be advised that any days missed count towards the 16-day absence limit. No doctor's note will be accepted after 5 school days of the student's return to school after an absence.

**Tardiness – Lateness to School:**

Excessive tardiness may have a detrimental effect upon the academic performance and grade of a student. When a student is tardy, the parent will report with the child to the main office for an admission slip to be presented by the student to the classroom teacher. **On the 6th unexcused, and subsequent tardies, the student will be issued a Friday ASAP detention.**

Students should be in their assigned seat in their homeroom class before the 8:05 a.m. bell rings. Any student arriving to school after the late bell will be considered late. In order for a student's lateness to be considered excused, he



or she must be accompanied and signed in by a parent or guardian. Phone calls will not be accepted. The administration reserves the right to deny excused lateness for students who abuse the policy.

**Lateness to Class:**

1. Lateness to class is defined as not being in your assigned seat in class when the late bell rings.
2. Late to class, five (5) minutes or more, will result in a full cut.
3. Late to class, less than five (5) minutes, will result in a T-5.

**Disciplinary action will be administered when a student accumulates five (5) T-5's.**

- a. **First Offense- Five (5) T-5's:**  
Student assigned teacher detention.  
Teacher contacts parent/guardian.
- b. **Second Offense- Eight (8) T-5's:**  
Teacher fills out a referral form.  
Student conference with administration.  
Friday detention assigned.
- c. **Third Offense- Ten (10) T-5's:**  
Teacher fills out a referral form.  
Parent/student conference with the Assistant Principal.  
Additional discipline, not limited to possible O.S.S.

**\*BULLYING POLICY 5512.01**

No student should be subjected to bullying or unwarranted harassment. Any student who experiences difficulties in this area should contact any teacher, guidance counselor, or school administrator with whom he/she feels comfortable discussing the matter. Based on the severity of the problem, the school staff member will take appropriate action to remedy the situation.

All students are expected to respect the rights and privacy of fellow students.

**HARASSMENT, INTIMIDATION AND BULLYING 5512.01**

Please see the school website ([www.elmwoodparkschools.org](http://www.elmwoodparkschools.org)) for the most updated version of the Harassment, Intimidation and Bullying Policy.

### **Policy Statement**

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

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

5. Has the effect of insulting or demeaning any pupil or group of pupils; or

6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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

### Pupil Expectations

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

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

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

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

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

### Consequences and Appropriate Remedial Actions

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

### Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with pupils, also shall submit a report in writing to the Principal

within two school days of the verbal report. The Principal will inform the parents of all pupils involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Pupils, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Pupils, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Pupil Conduct may not be taken solely on the basis of an anonymous report.

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

### Investigation

The Board requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist the school Anti-Bullying Specialist in the investigation.

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

The Board authorizes the Principal of each school, in conjunction with the Anti-Bullying Specialist, to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall

include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for a pupil who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, school officials shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable pupil and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

The district will identify a range of strategies and resources, which could include, but not be limited to, the following actions for individual victims: counseling; teacher aides; hallway and playground monitors; schedule changes; before and after school supervision; school transportation supervision; school transfers; and therapy.

#### Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with pupils, school volunteer, or pupil from

engaging in reprisal, retaliation, or false accusation against a victim, witness, one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances. Examples of consequences and remedial measures for pupils who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

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

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

Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

#### Policy Publication

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with pupils, school volunteers, pupils, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A.

18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the pupil handbook and all other publications of the school district. A link to the district's Harassment, Intimidation, and Bullying Policy will be prominently displayed on the homepage of the school district's website. The district will notify pupils and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.

**A. Student Complaint**

Contact the person with whom you have a complaint to discuss both sides of the story. If it is a teacher, discuss the problem after class without other students being present. If the problem still exists, make an appointment to see the guidance counselor or the principal.

**B. Parent Complaint**

Contact the person with whom you have a complaint about to discuss both sides of the story. If it is a teacher, discuss the problem directly with the teacher. If you are still not satisfied, contact the guidance counselor or the principal for a parent/teacher conference. If it is a complaint concerning school policy or educational services of the school, contact the principal.

Finally, if the complaint cannot be resolved at the principal's level, she will direct the parent to the proper channels.

**STUDENT CONDUCT**

**\*CODE OF CONDUCT**

The board of education and administration are committed to encouraging and enforcing a higher standard of behavior among its student body. The Board believes that schools reinforce the important community values of respect, responsibility, self-reliance, trust and tolerance. To that end, all students have a right to:

- Be treated with respect and courtesy
- Learn without disruption
- Attend each class every day



- Feel safe in his/her school
- Be taught without interruption

Student conduct at Memorial Middle School will encompass the rules as presented in this handbook. It is to be assumed that students will demonstrate respect for their teachers and peers and show good citizenship and consideration for the rights of others. Only then will we be able to meet our school goals and objectives. This code of conduct supplements the broad discretionary power of the school administrators when maintaining and securing safety, order, and discipline in Memorial Middle School.

### **General Rules and Regulations**

All of our students at Memorial Middle School have the right to learn in a safe environment. Students will be held accountable for the following school rules. They will also accept the consequences when choosing to violate these rules.

Any conduct which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or wellbeing, or the rights of themselves or others is prohibited.

### **DISCIPLINE POLICY**

**Schools have the authority to discipline for activities that take place at any time of the year in any place in the world if it can be established that there is a direct detrimental effect on the safety and good order of the educational atmosphere. Therefore, the school administration reserves the right to discipline, suspend, or expel a pupil for conduct away from school grounds where such action is reasonably necessary for the student's physical or emotional safety and well-being, or for reasons relating to the safety and well-being of other students, teachers, or public property.**

## **I. Major Violations**

The following violations are cause for immediate referral to the administration and will 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

- \*1. Assaulting school personnel
- \*2. Possession of dangerous and/or offensive weapons
- \*3. Malicious damage to school personnel's property
- \*4. Starting or causing a fire
- \*5. Incitement to riot
- \*6. Threatening school personnel
7. Bias incident: behavior by any mode that insults, degrades or stereotypes any race, gender, sexual orientation, handicap, ethnic group, or religion
9. Insubordination
10. Possession, selling or transferring drugs, drug paraphernalia or alcohol on school property or school sponsored activity
11. Any other negative conduct which, in the judgment of the administration, warrants a major consequence
12. Bullying or Harassment (as outlined in policy)
13. Destroying school property/Major graffiti
14. Stealing/Theft
15. Extortion/Shakedown
16. Gambling
17. Student assault
18. Under the influence of alcohol/drugs during school or school related activity

## **B. Procedures**

The following consequences are the minimum that will be imposed for all major violations and may be increased depending on the content and severity of the offense.

- \*1<sup>st</sup> Violation - Automatic ten (10) day suspension for items marked with an asterisk. Police may be contacted. Mandatory parent conference with administration.
- \*2<sup>nd</sup> Violation - Automatic ten (10) day suspension and possible

long term suspension. Police may be contacted. Hearing before the administration to determine expulsion proceedings. Mandatory parent conference.

- 1<sup>st</sup> Violation - One - Three (1-3) day suspension. Parent Conference. Police contacted where appropriate.
- 2<sup>nd</sup> Violation - Five (5) day suspension. Parent Conference. Police contacted where appropriate.
- 3<sup>rd</sup> Violation - Seven (7-10) day suspension. 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.
  - b. 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.
  - c. 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.

d. 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.

e. 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 P.L. 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.

b. 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.

c. 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.

d. 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 p.m. 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 p.m., the students will report to their designated classrooms to serve the detention.
- b. The After School Assistance Program (ASAP) will run from 2:55 p.m. – 5:00 p.m.
- 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 a.m. 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 (i.e. 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.**

- a) Selling of drugs
- b) Assaulting a staff member
- c) Possession of a weapon
- d) Making a bomb threat
- e) Causing a fire on school property
- f) Technology Violation (serious)
- g) 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.

- a) **Assault**
- b) **Willful disobedience**
- c) **Theft or extortion**
- d) **Use of possession of controlled dangerous substances**
- e) **Vandalism**
- f) **Threats or intimidation**
- g) **HIB violation**
- h) **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, i.e. 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 (i.e. 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. Parent notified.
- 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 a.m. and 3:45 p.m., 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 A.M. and 3:15 P.M.

**\*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 (N.J.S.A. 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 a.m.
2. Secretarial staff reports at 8:30 a.m.
3. Teaching staff reports at 9:00 a.m.
4. Students report at 10:00 a.m.

Building principals will implement the following class schedule.

Homeroom: 10:00 a.m. – 10:15 a.m.

Period 3: 10:20 a.m. – 10:35 a.m.

Period 4: 10:40 A.M. – 11:25 A.M.

Period 5: 11:30 A.M. – 12:15 P.M.

Period 6: 12:20 P.M. – 1:05 P.M.

Period 7: 1:10 P.M. – 1:55 P.M.

Period 8: 2:00 P.M. – 2:45 P.M.

### **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 a.m. to 3:15 p.m.  
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 (N.J.S.A. 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 N.J.A.C. 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, N.J.S.A. 18A:40A-7.1, N.J.A.C. 6A:16-3.2, and N.J.A.C. 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 a.m. until 4:00 p.m. 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 a.m. to 4:00 p.m. 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 p.m. – 3:15 p.m. Any student who desires extra help should see the appropriate subject matter teacher and schedule an appointment.

**\*RIGHT TO KNOW ACT – P.L. 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 A.M. – 8:55 A.M.
- Period 2: 9:00 A.M. – 9:45 A.M.
- Period 3: 9:50 A.M. – 10:35 A.M.
- Period 4: 10:40 A.M. – 11:25 A.M.
- Period 5: 11:30 A.M. – 12:15 P.M.
- Period 6: 12:20 P.M. – 1:05 P.M.
- Period 7: 1:10 P.M. – 1:55 P.M.
- Period 8: 2:00 P.M. – 2:45 P.M.

**Early Dismissal Schedule A**

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

**Early Dismissal Schedule B**

- Warning Bell: 8:00 A.M.
- Period 1: 8:05 A.M. – 9:05 A.M.
- Period 2: 9:09 A.M. – 10:09 A.M.
- Period 3: 10:13 A.M. – 11:13 A.M.
- Period 8: 11:17 A.M. – 12:18 A.M.

**\*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 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 a.m. 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 (N.J.S.A.) 18A:36-39 (P.L. 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**