

Student Handbook



2024 - 2025

Alexander Batcho Intermediate School

100 North 13th Avenue

Manville, NJ 08835

www.manvilleschools.org/abis

MAIN OFFICE	908 – 231 – 8500 ext. 8521, 8523
NURSE	908 – 231 – 8500 ext. 8530
FAX	908 – 393-7319

Note: This handbook is not all inclusive; the building principal and/or their designee have the right to make a decision in the best interest of the students'/staff' safety and learning. The building principal and/or their designee may make a decision(s) as needed to help insure people are safe and are receiving an appropriate education.

BOARD OF EDUCATION

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Rikki Erickson
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Ms. Kelly Eppley	Assistant Superintendent of Schools
Mr. Michael Magliacano	Principal
Ms. RoseMary Perrotti	Vice Principal
Mr. Andrew Italiano	Business Administrator
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Ms. Stefanie Tziarri	Supervisor of Humanities
Mr. Howie Horowitz	Athletic Director and Supervisor of Health/PE
Mr. Keith Gardner	Supervisor of Buildings Grounds

Manville Mission Statement

We believe in the potential of our students, the ability of our teachers and administrators, and the support of our parents and community. Every child. Every day.

A MESSAGE FROM THE OFFICE OF THE PRINCIPAL

Welcome to Alexander Batcho Intermediate School! We look forward to your child actively engaging in their education this year. Our aim is to make their time here both enriching and enjoyable. Middle School is a wonderful environment for learning and personal growth. Our dedicated staff is committed to the well-being of our students, offering an excellent academic program that encourages each child to participate actively. Additionally, we provide a variety of extracurricular activities, including clubs and sports.

Every student at Alexander Batcho Intermediate School (A.B.I.S.) receives an annual copy of this handbook. It contains essential information about school procedures and regulations for students and their parents/guardians. For a comprehensive list of all Board of Education policies and regulations, please visit our district website at www.manvilleschools.org.

At A.B.I.S., we take pride in our program, our staff, and most importantly, our students. We encourage you to share in this pride and take advantage of all that our school has to offer. Your time here promises to be memorable.

Embrace the journey of learning and have a fantastic year ahead!

Michael Magliacano

Principal

mmagliacano@manvillesd.org

RoseMary Perrotti

Vice Principal

rmperrotti@manvillesd.org

CHAIN OF COMMAND

Manville Public Schools CHAIN OF COMMAND

Whenever a parent or student has a question, it is best to go directly to the staff member with firsthand knowledge of a situation and then to proceed up the chain of command after that initial contact if there is either no response or if the parent/student is unsatisfied with the answer given. A chain of command comprises a number of individuals and assists in operating in an organized, communicative, and expeditious manner, and it contributes greatly to maintaining a positive learning community.

We encourage you to honor our Chain of Command in order to follow established procedures implemented in the Manville Public Schools.

On matters involving general student questions, concerns, or ideas to improve the school:

1. Classroom Teacher, coach, advisor, or relevant staff member
2. Case Manager (if applicable)
3. Supervisor of Content Area (if applicable)
4. Vice Principal (if applicable)
5. Principal
6. Superintendent

On matters involving academics, curriculum, instruction, and grades at your child's school:

1. Classroom Teacher or relevant staff member
2. Case Manager if your child has an IEP
3. Supervisor of Content Area
4. Vice Principal (if your student has one)
5. Principal
6. Assistant Superintendent for Curriculum and Instruction
7. Superintendent

On matters involving student discipline or behavioral concerns at your child's school:

1. Classroom Teacher or relevant staff member
2. Case Manager if your child has an IEP
3. Vice Principal (if your student has one)
4. Principal
5. Superintendent

On matters involving student social or emotional concerns:

1. Guidance Counselor
2. Classroom Teacher
3. Vice Principal (if your student has one)
4. Supervisor of Guidance
5. Principal
6. Director of Special Services
7. Superintendent

On matters involving IEP and Special Education services:

1. Classroom Teacher or relevant staff member
2. Case Manager
3. Vice Principal (if your student has one) or Principal
4. Director of Special Services
5. Superintendent

On matters involving facilities and grounds:

1. Vice Principal (if your student has one) or Principal
2. Supervisor of Buildings and Grounds
3. Business Administrator
4. Superintendent

On matters involving school security:

1. Vice Principal (if your student has one) or Principal
2. District Security Officer
3. Superintendent

On matters involving athletics:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent

On matters involving co-curricular activities:

1. Advisor
2. Vice Principal (if your student has one) or Principal
3. Assistant Superintendent
4. Superintendent

On matters involving technology (damaged hardware or access issues):

1. Complete Student Technology Ticket
2. Classroom Teacher
3. Building Technology Support
4. Director of Technology
5. Vice Principal (if your student has one) or Principal
6. Superintendent

BELL SCHEDULE

Alexander Batcho Intermediate School

Grade 5 – 8

Regular Day Schedule							
1 st Lunch		2 nd Lunch		3 rd Lunch		4 th Lunch	
1	8:00 – 8:47	1	8:00 – 8:47	1	8:00 – 8:47	1	8:00 – 8:47
2	8:51 – 9:34	2	8:51 – 9:34	2	8:51 – 9:34	2	8:51 – 9:34
3	9:38 – 10:21	3	9:38 – 10:21	3	9:38 – 10:21	3	9:38 – 10:21
4L	10:25 – 10:55	4	10:25 – 11:08	4	10:25 – 11:08	4	10:25 – 11:08
5A	10:59 – 11:42	5L	11:12 – 11:42	5B	11:12 – 11:55	5B	11:12 – 11:55
6A	11:46 – 12:29	6A	11:46 – 12:29	6L	11:59 – 12:29	6B	11:59 – 12:42
7	12:33 – 1:16	7	12:33 – 1:16	7	12:33 – 1:16	7L	12:46 – 1:16
8	1:20 – 2:03	8	1:20 – 2:03	8	1:20 – 2:03	8	1:20 – 2:03
9	2:07 – 2:50	9	2:07 – 2:50	9	2:07 – 2:50	9	2:07 – 2:50

Early Dismissal	
1	8:00 – 8:31
2	8:34 – 9:04
3	9:07 – 9:37
4/4L	9:40 – 10:10
5A/5B/5L	10:13 – 10:43
8	10:46 – 11:16
6A/6B/6L	11:19 – 11:49
7/7L	11:52 – 12:22
9	12:25 – 12:55

Delayed Opening	
1	10:00 – 10:34
2	10:36 – 11:06
3	11:08 – 11:38
4/4L	11:40 – 12:10
5A/5B/5L	12:12 – 12:42
8	12:44 – 1:14
6A/6B/6L	1:16 – 1:46
7/7L	1:48 – 2:18
9	2:20 – 2:50

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PART I

STUDENT ARRIVAL AND DISMISSAL

Attendance ([Policy #5200](#))

(abbreviated regulation below)

Board of Education policy states that students are required to be in school every day school is in session, except in cases of illness, death in the family, and excused religious holidays. Absences that do not fall under the reasons stated above are considered unexcused. When returning from an absence, students must bring a note from home indicating the date and reason for the absence. This note is to be presented to the homeroom teacher on the day the student returns to school. A note must be presented even when a call has been made to the school.

Students are required to make up all work missed due to excused absence. However, it is their responsibility to seek the work. Students absent more than THREE days are encouraged to call the guidance office and request that their assignments be available for pick up in the Main Office on the following day. Please discuss any extenuating circumstances with your child's guidance counselor at that time, and work with your child to improve attendance.

- A “school day” shall consist of not less than four hours.
- Any day a student is absent, please call the Nurse's office by 8:30 a.m. It is also necessary to send a note explaining the absence upon his/her return to school to the School Nurse.
- A student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent twenty (20) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.
- Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

B. School District Response To Unexcused Absences During the School Year That Count Toward Truancy

- For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

- For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - 1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - 2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - 3) Consider an alternate educational placement;
 - 4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - 5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. And H.4. below;
 - 6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - 7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
- A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - 1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court.

Pupil Arrival

1. Students should arrive no earlier than 7:40am for breakfast. All students will be required to enter the building using the Main Entrance for breakfast and/or the field entrance at 7:40am. (early bell)
2. Inclement weather – *Students should enter the building and report to the Cafeteria if they are participating in the breakfast program. If they are not, 5th & 6th grade will report to the Cafeteria and 7th and 8th will report to the Gymnasium to await the bell.*

Tardiness ([Policy #5240](#))

A. Procedures for Tardy Arrivals

- 1) A pupil who is tardy to school must report to the Main Office and receive a late pass for admission to class. **Homeroom begins at 8:00 am.**
- 2) A pupil who is tardy to class may be sent by the teacher to the Main Office to explain the reason for the tardiness and obtain a late pass for admission to class.

B. Consequences for tardiness may include but not limited to the following:

Alexander Batcho Intermediate School (Revised 22/23)

- **1-4 Tardies**
 - **Warning, Parent Notification**
- **5 Tardies**
 - **1 After School Detention**
- **10 Tardies**
 - **2 After School Detentions**
 - **Student Referred to School Counselor**
- **15 Tardies**
 - **2 After School Detentions**
 - **Mandatory Parent Conference**
 - **Student Intervention Attendance Plan**
- **20 Tardies**
 - **2 After School Detentions**
- **25 Tardies**
 - **2 After School Detentions**
 - **Mandatory Parent Conference**
 - **Notification to the Division of Child Protection and Permanency (DCPP)**
 - **Loss of privileges - length of loss of privileges dependent on the amount of tardies**
- **30+ Tardies**
 - **In-School Suspension**
 - **Court Referral**

Dismissal

Exclusive of early dismissal days (12:55 pm is student departure) or an emergency building closing, students will be dismissed at 2:50 pm. All students may leave ABIS through all exits. Each club/sport has established their particular meeting dates/times. No clubs are scheduled to meet on Tuesdays. (Refer to our calendar posted on the ABIS website). Attendance is taken during each club/sport or other after school activity.

The Main Office will remain open until 3:30 pm each full day of school; times will be adjusted for half days and emergency closings. You may contact the Main Office at 908-231-8500 ext. 8521/8523 if you have any questions. After 4:00 pm, please contact the Manville Police Department if your child does not arrive home as scheduled.

After Care

The after care program for the Manville School District will be provided by:

[Middle Earth, a 21st Century Learning Center for our students.](#)

- The 21st CCLC Fall Cycle will be held at ABIS and is for students entering 5th and 6th grades. Students in 5th and 6th grade may attend until their 12th birthday. Enrollment in the 21st CCLC Program is available on a first come, first served basis. The program will become closed after 45 students have registered. A wait list will be instituted for students who register after the program is filled.

[Middle Earth JOURNEYS](#)

- Manville students between age 13-17 who are interested in: connecting with their community and peers; obtaining mentoring or tutoring services; and/or participating in recreation and activities in a structured environment. This will take place in Cafeteria A at Manville High School. *Students must exit the building and sign into the Middle Earth program through the exterior Cafeteria door at MHS.*

Early Dismissal

If a student is to leave school before the regular dismissal time, the following procedure must be followed:

1. The student can bring in a note, signed by their parent/guardian indicating the time they are to be dismissed, and the reason for the early dismissal. An email from the parent would suffice as well.
2. The student is to give that note to the Main Office. The student's name and time for dismissal will be noted.
3. In the event of an emergency appointment, please call the Main Office early in the day so we may notify your child.

Emergency Closing/Delayed Opening

Severe weather or other emergencies may necessitate the schools to open late or close early. The Manville School District will utilize Blackboard, Remind and email emergency notification systems. Please subscribe to Remind on the school website. Immediate contact will be made through the designated lines of communication. You may also check the district website (www.manvilleschools.org) for emergency announcements.

PART II STUDENT RESPONSIBILITIES

Dress Code ([Policy #5511](#))

Policy # 5511 DRESS AND GROOMING

The personal appearance of every pupil is an important component in establishing a safe environment for optimal learning. School clothing is to be appropriate for the time, place and weather conditions. Dress and attire is to be clean and neat at all times. Pupils are expected to dress in acceptable manner and style while on the school campus. Personal appearance shall be such that it does not disrupt schoolwork or school order, become distracting to the members of the opposite sex, or violate health and safety rules. Therefore, certain types of clothing which may be acceptable for recreation wear may not be suitable for school.

Special items of dress which are prohibited:

1. Clothing which is excessively tight, revealing, or immodest;
2. Clothing which violates acceptable safety standards. Pupils may not walk about the school barefoot at any time;
3. High heels that are excessive, roller blades, and skates;
4. Clothing bearing words deemed offensive by the teachers or administration, or advertising alcohol, drugs, or tobacco products;
5. Sunglasses, metal chains, jewelry, or accessory articles that can be used as a weapon;
7. Gang colors, or gang attire as identified by the administration; and
8. Facial makeup that displays non-school related symbolism.

Other examples of inappropriate attire include, but are not limited to spaghetti straps, halter tops, tank tops, muscle shirts, midriff tops, excessively short shorts/skirts, spandex clothing without cover ups, basketball shirts.

The administration has the authority to determine when personal appearance and dress style do not meet school standards. In these instances, administrators may request the parent(s) or legal guardian(s) to bring appropriate clothing so that the pupil may change or send the pupil home to change clothing. Consequences for inappropriate dress will be issued in accordance with the code of conduct.

Goggles and lab aprons will be worn in courses where they are required, and shoes rather than sandals must be worn in courses where safety is paramount.

Dances/Evening Event Procedures

School dances and many events are typically held on Friday evenings. No guests from other schools are allowed. Students must be present in school the full day of the dance. Once a student arrives at the dance/rec night, he/she should remain until the scheduled dismissal time unless he/she has a note from parents with permission to leave.

Dances/rec nights are considered privileges. To attend school functions, all financial and behavioral obligations must be met. This includes detentions, in-school suspensions and all out of school suspensions. ***This privilege can be revoked based upon the decision of an administrator.***

Cell Phones/Smart Phones Electronic Devices

Students are allowed to have their cell phone at school. However, during the school day, including lunch, devices must be turned off and kept out of sight during class and in the hallways. Any misuse of these devices will result in disciplinary actions as outlined in the Discipline Guide.

Refusal to hand in a cell phone to the ABIS Administration will be considered insubordination. Please refer to the discipline chart for insubordination.

Lost and stolen phones and electronics, including earbuds/airpods, are not the responsibility of the school. Students will have telephone access at all times through the office for emergencies.

Remember: Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

E-Mail and Student Network Directories

The school reserves the right to inspect student computer files where there is reason to believe that those files are inappropriate or being used to pose a hazard to the safety and good order of the school. The Manville School District utilizes programs such as GoGuardian and Gaggle as safeguards for our students.

Hall Passes

Students may not leave a classroom, without an official school pass issued or signed by the teacher or substitute teacher.

Lockers

All lockers are property of the school district. A locker is assigned to each student. The locker is for a student's personal use during the school year. It is the student's responsibility to report to the Main Office any mechanical problems regarding this locker which would make the locker vulnerable to theft. The school is not responsible for stolen or lost articles or books.

Students should not give their locker combination to any other student or allow others to use their locker. While students are permitted to go to their lockers between classes, this privilege will not be accepted as an excuse for being late to class.

Students are requested not to bring large sums of money or expensive items of jewelry, credit cards, personal electronic devices, etc. to school. The school can assume no responsibility in case of loss or theft. Such items are not required for a normal day's activity in school.

Students should not consider lockers as private property. The school reserves the right to inspect or search lockers at any time, and teachers do inspect lockers at various intervals throughout the year. Students should maintain an orderly locker and remove material that is not current. Pictures, slogans, or other items may not be posted inside or outside lockers.

Students must supply their own lock for the locker used during gym. Nothing is to be left in the gym locker after class. These lockers are used by different students each period and also outside community groups. All personal items (clothing, purses, wallets) must be locked during gym class.

All lockers are emptied and cleaned during the summer vacation. It is the student's responsibility to take home all articles of value. Those articles collected by the custodial staff during the summer are given to nonprofit organizations or discarded.

Student Backpacks

Students may use backpacks to carry their books and personal belongings to and from school. Students are permitted to carry their backpacks throughout the school day.

Study Halls

Students are expected to arrive at study hall to work on school related assignments. Students are to work quietly during Study Hall. To help students concentrate better and to allow the study hall teacher to better supervise their students, may assign seats in all study halls. Students will be required to stay in the study hall room unless a pass has been obtained to attend another grade level classroom or guidance.

PART III

CONDUCT AND DISCIPLINE ([Policy #5600](#))

Disciplinary Policy

One of the primary functions of school administrators and school instructional personnel is to contribute toward the creation of a climate that will provide a good learning environment for the young men and women entrusted to their care for the purpose of education. It is the intent of the Board of Education that Manville Schools assume the obligation of training young people to be responsible for their own actions and behavior and that classroom teachers develop this concept in their pupils. Classroom teachers will make known their standards of satisfactory conduct and behavior so that, as much as possible, problems and misunderstandings can be prevented.

Major Expectations

Students are expected to:

1. Be in school all the days and hours when school is in session.
2. Be in their homeroom and class on time.
3. Attend all assigned classes and study halls.
4. Have a pass whenever passing through our school while classes are in session.
5. Be respectful to all school employees, school property, and fellow students.
6. Adhere to all rules, regulations, and procedures of the Manville School District.
7. All school rules apply to all school sponsored co-curricular and extra-curricular activities.

New Jersey School Search Policy, 1998

All lockers are and shall remain the property of the school district. No student may use a locker as a depository for a substance or object(s) which is prohibited or which constitutes a threat to the health, safety, or welfare of the occupants of the school building or the building itself.

In addition to individualized searches, any vehicle parked on school property may be subject to inspection by school administration. The school reserves the right to inspect a student's locker or vehicle (parked on school property) when there is reason to believe that the locker/car is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

As part of a periodic process, school officials may randomly select a student'(s) locker(s) to search. This action reflects the responsibility of the school to provide a safe environment for learning.

Conduct Away From School Grounds N.J.S.A. 6A:16-7.6

School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A:16-7.1.

Code of Conduct – Offenses and Consequences

- Students are encouraged to be respectful and follow the rules at all times.
- Students engaged in inappropriate behaviors result in the assignment of specific consequences based on the following Discipline Chart.
- The list of consequences may be altered by the administration at the approval of the Board of Education.

ABIS			
DISCIPLINE GUIDE			
Infraction	First Offense	2nd or Severe Offense	3rd or Severe Offense
Abusive or Inappropriate Language/Gestures	1-3 Hours Admin. Detention Parent Contact	1-3 Hours Admin. Detention or In-School Suspension	In-School Suspension or 1-3 Days Out-of-School Suspension
Abusive Language/Gesture Directed at Staff Member	1-2 Days Out-of-School Suspension	In-school Suspension or 2-3 Days Out-of-School Suspension	3+ Days Out-of-School Suspension
Arson (setting fires)	Minimum 10 days of Out-of-School Suspension Police Notification Parent Re-entry Conference Referral to I&RS Committee Board of Education Hearing	Minimum 10 days of Out-of-School Suspension Police Notification Parent Re-entry Conference Referral to I&RS Committee Board of Education Hearing	Minimum 10 days of Out-of-School Suspension Police Notification Parent Re-entry Conference Referral to I&RS Committee Board of Education Hearing
Being in a restricted area of the building/MHS	Verbal Warning Parent Contact	1- 2 Hours Admin. Detention Parent Contact	2 or more Admin. Detentions Repeat Offender- In- School Suspension
Cheating/ Plagiarism	Loss of credit on assignment Parental contact	Loss of credit on assignment 1-3 Hours Admin. Detention	Loss of credit on assignment 2 - 3 Hours Admin Detention
Inappropriate Use of Technology	Verbal Warning Loss of technology privileges and/or Restitution	1-3 Hours Admin. Detention Loss of technology privileges and/or Restitution	In-School Suspension Loss of technology privileges and/or Restitution
Cutting Administrative Detention	2 Hours Admin. Detention	3 Hours Admin. Detention	3 Hours Admin. Detention In-School Suspension
Cutting Class <i>Please refer to cutting procedures</i>	Zero For Class 1 - 3 Hours Admin. Detention Parent Contact	Zero for Class 1 - 3 Hours Admin. Detention Parent Contact	<u>3rd/4th Offense</u> Zero for Class In-School Suspension Parent Contact
Cutting Lunch Detention	Make-Up Lunch Detention and 1 Additional Lunch Detention	2 Hours Admin. Detention	In-School Suspension
Cutting In School Suspension	1 - 2 Days of In-School Suspension	1 - 3 Days Out-of-School Suspension	4-10 Days Out-of-School Suspension
Cutting Teacher Detention	1 - 2 Hours Admin. Detention	2 - 3 Hours Admin. Detention	In-School Suspension
Dress Code Violation	Change & Call Home Verbal Warning	Change & Call Home Lunch Detention	Change & Call Home 1-3 Hours Admin. Detention
Cell Phones/ Smart Phones/ Electronic Devices	Verbal Warning to put cell phone away.	Teacher Confiscate- Return to student at the end of the period. Teacher contacts Parent/Guardian	Teacher Confiscate - Give to the Main Office. Return at the end of the day. 1-3 Hours Admin. Detention. Admin contacts Parent/Guardian
Exploding Devices**	Minimum 3-10 days of Out-of-School Suspension Police Notification Parent Re-entry Conference **	10 days Out-of-School Suspension Police Notification Parent Re-entry Conference Hearing With BOE**	**

Fighting	Minimum 3 Days Out-of-School Suspension Re-entry Conference	4-10 Days Out-of-School Suspension Re-entry Conference	4-10 Days Out-of-School Suspension Re-entry Conference
Falsifying Alarm/ Bomb Threat**	10 Days Out-of-School Suspension Police Notify Re-entry Conference **	10 Days Out-of-School Suspension Police Notification Re-entry Conference Hearing With BOE Possible Expulsion **	**
Forgery	1-2 Hours Admin. Detention Parental contact	2-3 Hours Admin. Detention Parental contact	In-School Suspension Parental contact
Harassment, Intimidation and Bullying (HIB)	Intervention/Detention/Suspension based on severity of offense. Potential Police Notification Parent/Guardian Contact HIB Investigation	Intervention/Detention/Suspension based on severity of offense. Potential Police Notification Parent/Guardian Contact HIB Investigation	Intervention/Detention/Suspension based on severity of offense. Potential Police Notification Parent/Guardian Contact HIB Investigation
Insubordination/Defiant Behavior	1-3 Hours Administrative Detention Parent Contact	1 - 2 Days In-School Suspension Parent Contact	In- School Suspension or 1-3 Days Out-of-School Suspension Parent Contact
Inappropriate/Disruptive Behavior	1-3 Hours Administrative Detention Parent Contact	2 - 3 Hours Admin Detention or In-School Suspension Parent Contact	1-3 Days Out-of-School Suspension Parent Contact
Inappropriate Physical Contact	1-3 Hours Administrative Detention Parent Contact	1 - 2 Days In-School Suspension Days of Out of School Suspension Parent Contact	1 - 3 Days of Out of School Suspension Parent Contact
Instigation of a Physical Assault/Fight	1-3 Hours Administrative Detention Parent Contact	1-3 Hours Administrative Detention or 1 - 2 Days of In-School Suspension Parent Contact	1 - 2 Days of Out of School Suspension Parent Contact
Late to Class	Teacher Detention	(2) Teacher Detentions Parent Contact	1 - 3 Hours Admin. Detention Parent Contact
Leaving School Grounds without Permission	1 Day Out of School Suspension Parent Contact	1- 2 Days Out of School Suspension Parent Contact	1- 2 Days Out of School Suspension Parent Contact
Loitering in the Hallways/Bathroom	Teacher Detention	1 - 2 Hours Admin. Detention Parent Contact	1 - 3 Hours Admin. Detention or In-School Suspension Parent Contact
Misuse of Hall Pass	Teacher Detention Parent Contact	1 - 2 Hours Admin. Detention Parent Contact	2 - 3 Hours Admin. Detention Parent Contact
Physical Aggression/Altercation (One-sided)	1 - 2 Days In or Out of School Suspension Parent Contact	2 - 3 Days Out of School Suspension Parent Contact	3 or more days of Out of School Suspension Parent Contact

Possession of lighter/matches	1 - 3 Hours Admin. Detention	2 - 3 Hours Admin. Detention or 1 - 2 Days of In School Suspension	1 - 3 Days of Out of School Suspension
Pulling the Fire Alarm	5 Days of Out of School Suspension Police Notification	5 - 10 Days of Out of School Suspension Police Notification	5 - 10 Days Out of School Suspension Police Notification
Smoking/Vaping	1-2 days of Out-of-School Suspension Minimum of 3 counseling sessions with SAC	1-2 Days Out-of-School Suspension Municipal Referral/ Court Fine Minimum of 5 counseling sessions with SAC	3 Days Out-of-School Suspension Municipal Referral/ Court Fine Minimum of 5 counseling sessions with SAC
Substance Abuse	Refer to substance abuse offenses under Disciplinary Definitions .		
Tardy to School	Refer to tardy policy .		
Theft	1-3 Hours Admin. Detention Police Notification Restitution	1-3 Days In-School Suspension Police Notification Restitution	2 - 3 Days Out-of-School Suspension Community Service Police Notification Restitution
Threat to Staff Member/Physical Assault to Staff Member **	5-10 Days Out-of-School Suspension Police Notification Possible Expulsion**	10 Days Out-of-School Suspension Police Notification Possible Expulsion**	Minimum 45 Days Out of District Placement Possible Expulsion**
Threatening Behavior (Threat of violence- written or verbal)	1 - 3 Hours of Admin. Detention	1- 2 Days In-School or Out of School Suspension	3 or more days of Out of School Suspension
Truancy - Please see Definition	In-School Alternate Placement	1 Day Out-of-School Suspension	2-3 Days Out-of-School Suspension Loss of Course Credit
Unsupervised after school hours in the building	1-3 Hours Admin. Detention	2 - 4 Hours of Admin. Detention	1 - 2 Days of In School Suspension
Vandalism	1-3 Days Out-of-School Suspension Restitution	1-3 Days Out-of-School Suspension Restitution	3+ Days Out-of-School Suspension Restitution
Video recording without permission	1 - 2 Hours Admin. Detention Parent Contact	2 - 3 Hours Admin. Detention Parent Contact	1 - 2 Days Out-of-School Suspension Parent Conference
Recording/Posting/Sharing of a Fight or Physical Altercation	1 - 2 Days Out of School Suspension Parent Conference	2-3 Days Out of School Suspension Parent Conference	3 or more days Out of School Suspension
Weapon Possession	10 days Out-of-School Suspension Board of Education Hearing	Police Notification Expulsion **	**
Other Infractions	The building principal or designee shall have the authority to assign discipline to pupils. School authorities have the right to impose a consequence on pupils for offenses not specified in this chart.		
** Please refer to BOE Policy 5620, EXPULSION and N.J.S.A. 37:2			

Lunch Detention

Lunch detentions are used to deter improper behavior during lunch and as an alternative disciplinary consequence. A student who cuts lunch detention will be subject to disciplinary action. A student who is removed from Lunch Detention for behavior reasons will be assigned one (1) day of After School Administrative Detention.

Detention

Regretfully, there are times when students must be detained after school. Any teacher in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that a teacher might assign detention to a student not in any of his/her classes.

Teachers may assign detention to students from 2:50 p.m. to 3:50 p.m. Students receive one day's notice of the detention and are required to have a detention notification form signed by his/her parents or guardian.

Office Detention is only assigned by the principal or assistant principals. Office Detention ends at 3:50 p.m.

If a student is absent from school on a day or days when he/she has been scheduled for a detention, that detention will automatically be scheduled for the next possible detention day. It is the student's responsibility to make sure that he/she attends this rescheduled detention.

After school detentions may not be changed except under extraordinary circumstances, which must be approved by an administrator beforehand.

Detention Room Rules:

- a. All school rules apply.
- b. Each student should bring materials with which to do school work.
- c. If a student fails to comply with detention rules or the proctor's directions, he/she will not receive credit for attendance and will receive disciplinary action.
- d. No food, drink or electronic devices may be taken into detention.
- e. If a student is dismissed early from school during the day for any valid reason, the detention must be made up the day the student returns to school or the next appointed time detention is held within school.
- f. Failure to report to detention without prior approval will result in disciplinary action.

In School Suspension

In an effort to bring about positive behavior modification in students whose disruptive behaviors force their temporary removal from the regular classroom, In-School Suspension will be conducted in Manville High School in accordance with the following guidelines:

1. Students will be assigned to ISS by school administrators only. Students will not be permitted to use their phones/or personal devices during ISS unless authorized by administration. The Main Office will secure the phones until the conclusion of the day.

2. Failure or refusal to report to ISS will result in an Out-of-School Suspension (OSS). Upon the student's return, the assigned term in ISS will be made up.
3. The high school administration will inform staff members of the names of those students assigned to ISS and teachers will forward the assignments for the day to the ISS monitor.
4. Parents will be notified that their child has been assigned to ISS, listing the reason(s) for such assignment. A parent conference may be required prior to the student's readmission to the regular school program. In cases where a student is removed from a classroom and placed in ISS for a period or periods, parents will be notified after the fact.
5. The length of time assigned for ISS will be determined by a school administrator.
6. If the student misbehaves or is found unable to conform to this learning environment, the terms of the detention will be modified to include a period of time in out-of-school suspension. However, students who are either suspended out-of-school or are legitimately absent from school will still have to fulfill their ISS assignment before being readmitted to the regular school program.
7. Students are expected to complete all assignments given to them. They will receive assignments, which are to be worked on during the ISS. Students will also be able to work on their projects, but will not be able to participate in-group projects.

Suspension (Out-of-School)

Continuous and willful refusal to accomplish school tasks even though able to do so, insubordination, disorderly, illegal or immoral conduct, and persistent violation of school regulations are some causes for suspension from school. Additional causes include but are not limited to: fighting; threats; assaults; violations of narcotic laws; use of alcoholic beverages; hazardous or unauthorized use of automobiles; use of weapons or fireworks; or violation of any local, state or federal law.

Length of suspension will be determined by the school authorities and will reflect the offense(s) committed by the student. Parents or guardians will be notified of the action taken and will have custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property, unless an appointment is scheduled by the child study team, nor appear at any school sponsored activity at or away from school. He/she will be required to make up all work and missed tests. Students/parents should contact the Guidance Office in order to request make-up work which can be done while on suspension; this work will need to be picked up in the Main Office by someone other than the student who is suspended from school. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by the parent, guidance counselor and administrator during a conference. After returning from suspension it is the individual student's responsibility to finish any additional work/tests, which could not be completed while on suspension and to meet with their guidance counselor.

Student Smoking/Vaping

Alexander Batcho Intermediate School (ABIS) and surrounding school property is a smoke-free school zone. The Board of Education has taken this position because the use of tobacco in any form is detrimental to the health of students. Smoking, possession of tobacco products or the use of tobacco in any form by students while in or on school property, within the area surrounding the school grounds, under the school's jurisdiction, or while participating in a school-sponsored event, is prohibited.

All uses of tobacco, including but not limited to: e-cigarettes, vaping devices, holding a lit or unlit cigarette, possession of tobacco products including, chewing tobacco; being in a lavatory where smoke/vaping is evident. In addition, where a staff member suspects a student of smoking/vaping, the odor of products or the exhaling of smoke/vape will be sufficient to apply the appropriate penalty. Students who act as "lookouts" to facilitate other students' smoking will be subject to appropriate administration action.

Substance Abuse ([Policy 5530](#))

District students are entitled to attend school free from the hazards and disruptive influence of dangerous substances.

“Substance” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined in accordance with the Student Code of Conduct/Chart of Discipline.

More detailed information can be found in Board of Education Policy 5530, 5530R. In addition, the dangers of substance abuse, and effective decision making skills for leading a drug-free life, are addressed in the health program.

A SAC is a person who has been trained to help people with an array of personal and interpersonal issues. This counselor is specifically trained to handle all phases of substance abuse problems and related concerns.

Memorandum of Understanding

A Uniform State Memorandum of Understanding has been developed between the Department of Education and the Department of Law & Public Safety which outlines the responsibilities of the local police and the school district regarding the use and/or possession of alcohol or other drugs by students. ***School officials have the right to ask students to empty their pockets, search wallets, pocketbooks, lockers, and other personal possessions if reasonable suspicion exists.***

PART IV ACADEMIC INFORMATION

Grading

The school shall be guided by the following regulations in the determination and recording of marks:

Effort Legend

M- Medical
P- Pass
F- Fail
I-Incomplete
HI-Home Instruction
EX-Exempt
NG-Insufficient Grades

Grade Legend

A (95-100)
A- (90-94)
B (85-89)
B- (80-84)
C (75-79)
C- (70-74)
D (65-69)
F (64 and below)

Incompletes

These would be assigned when a student is absent for a week of school (or more) when the days necessary to make up work missed overlap the end of a marking period. Any variances to the above would have to be cleared by the school principal.

All class work, including final exams, must be completed within two (2) weeks of the end of the marking period (quarter), so that final grades can be submitted for computation.

Grading Policies

On the first day of class, each teacher will distribute a written explanation of the grading policy for his/her course. This information may also be found on the district's website under the appropriate teacher's web page. This will include areas that will be taken into account in determining the marking period grades, including homework assignments, class participation and test grades. Also, there will be an explanation of the weight each category has when the final marking period grades are averaged for the student.

Students who are absent from class because they have cut the class, been truant, or left school without permission will receive zeros on any assignments, quizzes, tests, etc. that are given on that day. Make-up work, with an appropriate grade, may be assigned to the student. Students who are absent the day before a previously announced test date must take it on the scheduled date.

Make-up Work

Students who are absent will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. Only in extreme cases of prolonged absence will more than one (1) week (5 school days) be allowed for make-up work to be completed unless permission is granted by the school administration. A day's absence does not excuse a student from the responsibility for all recitations on the day of return. Grades will be withheld in cases where make-up work is not turned in, and may lead to failure if the situation is not remedied within a reasonable period of time. Students who are absent from class because they have cut the class, been truant, or left school without permission may complete make-up work for its content value. The zero grade(s) issued from unexcused absences will remain as part of their class record. It is the student's responsibility to obtain

all make-up work from the teachers upon return to school, while utilizing Canvas to access work while out.

Homework ([Policy 2330](#))

Homework will count for no more than 10% of a student’s grade. Although the component of a long term assignment, project/ research paper may count toward the homework grade, the overall assignment may count for an additional portion of the student’s grade.

Report Cards

Report cards are issued at the end of each marking period. Refer to the school district website for specific dates on report card/interim report distribution. They may be viewed through the Parent Portal.

Grading Report Schedule

2024-2025 ABIS Important Dates

Marking Period Dates

	Start	End
MP1	09/03/2024	11/05/2024
MP2	11/06/2024	01/27/2025
MP3	01/28/2025	04/04/2025
MP4	04/07/2025	06/19/2025

5th ,6th & 7th Grade Cycle Classes: Art, Music, Chorus, Technology, World Language & STEM

	Start	End	Post Grades MP
C1	09/03/2024	10/15/2024	MP1
C2	10/16/2024	12/03/2024	MP2
C3	12/04/2024	01/27/2025	MP2
C4	01/28/2025	03/14/2025	MP3
C5	03/17/2025	05/05/2025	MP4
C6	05/06/2025	06/19/2025	MP4

8th Grade Cycle Classes: Art, Music, Chorus, Technology, World Language & STEM

	Start	End	Post Grades MP
S1	09/03/2024	01/27/2025	MP1, MP2
S2	01/28/2025	06/19/2025	MP3, MP4

Report Card Schedule

Report Card Schedule 2023-2024				
Marking Period Ends	November 05, 2024	January 27, 2025	April 04, 2025	June 19, 2025
Available to view online	November 13, 2024	February 04, 2025	April 14, 2025	June 20, 2025

Honor Roll

The Honor Roll is designed to recognize student achievement in the instructional program at Alexander Batcho Intermediate School. Placement on the honor roll is determined after each report card period. Grades 6-8 utilize all subject area courses to determine honor roll; Grade 5 utilizes only the four core subjects (Language Arts, Mathematics, Science, and Social Studies).

- **Honor Roll** – must attain an average of eighty four (84), with no grade lower than eighty (80) in all of their courses
- **High Honor Roll** – must attain an average of ninety four (94), with no grade lower than ninety (90) in all of their courses

PART V GENERAL INFORMATION

Dating Violence At School (Policy #5519)

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

School administrators shall implement discipline and remedial procedures to address acts or incidents of dating violence at school consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and alleged aggressor have been involved.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or central detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Field Trips

Pupil attendance on a field trip is a privilege. Therefore, a student's privilege may be revoked from participating by either the teacher facilitating the trip or the administration. The teacher will make the recommendation to the Principal or designee. Reasons for barring a pupil include behavior problems, poor attendance, or poor academic record. The teacher, however, must provide an alternate assignment for the pupils not permitted to go on the trip. Pupils may use the regular appeals process when barred from a trip. If a child is excluded from a trip for academic, discipline, or attendance reasons there will not be a refund.

1. Attendance on supplemental field trips (Board policy #2340) is voluntary. Parents/guardians must complete a written agreement and permission slip and may have to bear transportation/admission costs.
2. If applicable -- no field trip refunds will be issued until after a full financial accounting is submitted to the School Business Administrator and reviewed. It may be possible that a refund will not be issued if a person doesn't attend a field trip or, if the money has already been encumbered, and/or spent to pay for trip costs.
3. If a pupil is unable to participate in a trip for economic reasons, arrangements will be made for trips that are directly related to the curriculum

Students are expected to dress according to the nature of the field trip. Teachers will advise students on appropriate clothing and footwear for the day's activities.

Students are expected to travel with their class to and from the destination on the bus. Field trips are an extension of the school day. As such, behavior must be in line with the student code of conduct. Failure to follow school rules will incur administrative action, which can include refusing permission to attend any other trip (District Policy # 5850). Students are not guaranteed a refund if they are not allowed to attend a trip or function in or out of school (for example: a dance or evening event).

Fire Drills/Emergency Drills

Fire drills/emergency drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Flag Salute

New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required to act respectfully.

Harassment, Intimidating and Bullying (HIB) (Policy #5512)

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 student'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.

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

Harassment, Intimidation, and Bullying Definition

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

1. Is reasonably perceived as being motivated by 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
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of the 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 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 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' ability 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 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.

Factors for Determining Consequences

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

Student Valuables

Students are cautioned not to bring electronic devices, especially those that are prohibited from being used in school during the course of the school day, or large amounts of money to school. If they wear glasses or watches, it is their responsibility to keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, students may leave it at the office for safe keeping. Valuables should not be left in your hall locker or gym locker. If any item is missing, you must report it to the main office immediately.

Electronic Surveillance In School Buildings And On School Grounds Policy (7441)

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds. The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulation regarding confidential student records.

If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video.

PART VI STUDENT SERVICES

Computer Technology

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. Pupils that are provided technology devices are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, and/or unauthorized use of such technology devices. These appropriate measures and precautions for school district provided technology devices to pupils shall include, but are not limited to the following:

- a. Keep the technology device in a locked and secured environment when not being used;
 - b. Do not leave the technology device in a vehicle for prolonged periods of time, especially in extreme temperatures;
 - c. Keep food and drinks away from all technology devices and work areas;
 - d. Do not leave the technology device unattended at any time in an unsecured location (e.g. an unlocked empty classroom or office); and
 - e. Keep the technology device in sight at all times while in public places, such as public transportation, airports, restaurants, etc.
5. The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
 6. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
 7. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
 8. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
 9. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
 10. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit

the completed Loss Form and a copy of the police report to the Principal or designee;

11. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
12. The pupil shall have the technology device in their possession in school as required; and
13. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

E-Mail/Internet

Parents/guardians may request that a student be taken off the users list for Internet and/or E-Mail. However, parents/guardians are advised that the use of E-Mail and the Internet may be used within the classroom for learning applications.

Abuses of Internet and E-Mail access such as harassment, illegal activity, etc. will incur administrative action including possible suspension from school.

Special Services

Child Study Team Services

Students experiencing educational, emotional or adjustment problems may be referred to Special Services. This team is composed of the School Psychologist, Social Worker, and the Learning

Disabilities Teacher-Consultant. It may also include the school nurse and the speech teacher and other specialists who might be needed. Evaluation by the Child Study Team may result in providing the student with a special education program of instruction.

Counseling Department

The Manville School District provides counseling facilities and services to assist students and their parents in educational, vocational, and personal decision making. The counseling staff consists of two School Counselors, and a Student Assistance Counselor. Their responsibilities are as follows:

School Counselor

The School Counselor assists students to understand themselves and their world. The goal of this process is to improve the everyday functioning of young people through developing an increasing awareness of who one is and who one can become. Counselors also help individuals to eliminate self-defeating behaviors, develop a truer sense of reality and achieve more comfortable personal and social relationships. The School Counselor is responsible for students to strive and succeed academically.

Student Assistance Counselor

The Student Assistance Counselor (SAC) guides students through a prevention-oriented approach to dealing with problems. This aspect of counseling services includes consideration of interests, past performance, present potential, and future opportunities. The program encompasses both personal and crisis counseling.

Students can be referred to the Counseling Department by their teachers, school nurse, administration, parents/guardians or through self-referral.

Intervention And Referral Services (I&Rs) Team

I&RS is a process available to assist teachers and faculty members to better meet students' needs with academic, emotional, or behavioral concerns. I&RS is a multidisciplinary team which may consist of the principal, school social worker, general education and special education teachers, support service professionals and the school nurse. The I&RS Team provides the classroom teacher with strategies to best support students who are experiencing difficulties. In accordance with N.J.A.C. 6A:16-8.1. & 8.2, the goal of the committee is to see measurable student improvement in the identified target areas.

I&RS is not an automatic route for Child Study Team involvement - I&RS is a continual process. This process helps support teachers to increase the achievement of students who are experiencing academic, emotional or behavioral difficulties during their academic day. The continued support of parents/guardians during this process is imperative to achieving student success.

Section 504: An Overview

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities. Section 504 guarantees the right to full participation and access to a free appropriate public education (FAPE) as enforced by the Office for Civil Rights (OCR). Section 504 ensures that students with medical or other disabilities have equal access to an education. Qualified students may receive accommodations and modifications planned by persons knowledgeable about the students. Section 504 is designed

to provide equal access and fairness in general education to students with disabilities through an accommodation plan. It is not a plan designed to enhance a student's performance, or modify the general education curriculum expectations, but rather a way to provide fairness and equal access to education.

Health Office

It is the goal of the Health Office to provide services which will aid each student in achieving their optimum health potential, thereby enabling them to benefit from the educational program. Student physical forms can be found on the school website.

Illness – If you become ill at school, obtain a pass from your teacher and report to the Health Office. Parents will be notified if you must go home. Students are not allowed to use their cell phones to call parents to come pick them up. All illness dismissals must be done through the Nurse's Office.

Absence – If you are absent, please have your parents notify the Health Office.

Accidents – All accidents, no matter how minor, are to be reported immediately to the supervising teacher who will give only emergency treatment. The supervising teacher will then send the student with the proper referral note to the nurse who will administer first aid and notify parents if additional treatment is needed. If the nurse is not in the Health Office, the student will report to the Main Office.

Gym Excuses – The school nurse issues gym excuses that are warranted by temporary disability or other circumstances. A student may also be excused by the school nurse upon written request from his/her parents, but for no longer than one week. Longer excuses are permitted only on a doctor's authorization. Excuses from a doctor must be filed with the school nurse as a part of the student's permanent health record. The nurse will then notify the physical education teacher.

No student is permitted to resume gym after a serious illness, or after an injury requiring medical care without a doctor's permission. This includes surgery, stitches and fractures. The doctor's note must be filed with the school nurse who will notify the physical education teacher.

A student who is injured during a physical education class must report the incident to both the physical education teacher and the school nurse.

All doctor's notes are to be brought to the nurse's office.

Medication – All medications whether prescribed or over the counter shall be administered by the school nurse or the parent/guardian. If you must have medication during the school day, special forms are available to be completed by both parent and physician. Return the completed forms with the medication in the original pharmacy container to the school nurse.

Screening Procedures – Every student will have his/her vision and hearing tested per state guidelines. Parents will be notified if follow-up care is needed.

All students are screened annually for scoliosis. Parents are notified if follow-up care is needed.

PART VII EXTRA-CURRICULAR ACTIVITIES

Athletics

Manville High School is a member of the New Jersey Interscholastic Athletic Association (N.J.S.I.A.A.) and the Skyland Conference and subscribes to their philosophy and their by-laws. ABIS will follow suit.

The Interscholastic Athletic Program at ABIS offers a variety of sports during each season. ABIS students within grades 6th - 8th can participate in:

Fall - Boys and Girls Soccer, Cross Country
Winter - Boys and Girls Basketball; Wrestling, Cheerleading
Spring - Boys Baseball and Girls Softball, Spring Track

To be eligible for participation in Interscholastic Athletic Programs at ABIS, a student must be enrolled in the school and have a valid physical for the school year. ***You must also be in good academic and behavioral standing in order to participate.***

Clubs

Alexander Batcho Intermediate School encourages students to participate in afterschool school. The following afterschool enrichment/clubs are offered:

Art Club
Band
Chorus Enrichment
Environmental Club
Intramurals
Newspaper
STEM Enrichment
Student Council
Tabletop Game Club
Yearbook

PART VIII SUGGESTED READINGS

The following Board of Education Policies may be of some help to you and are available on the District Website for your review (www.manvilleschools.org):

Policy #	Title
2624	Grading
5111	Eligibility of Resident/Nonresident Pupils
5200	Attendance
5230	Late Arrival/Early Dismissal
5250	Excused from Class or Program
5308	Pupil Health Records
5320	Immunization
5330	Administration of Medication
5350	Pupil Suicide
5410	Promotion and Retention
5500	Expectations for Pupil Conduct
5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying
5513	Care of School Property
5516	Remotely Activating Communication Devices-Pagers & Cellular Telephones
5530	Substance Abuse
5533	Smoking
5570	Sportsmanship
5600	Pupil Discipline/Code of Conduct
5700	Pupil Rights
5701	Plagiarism
5710	Pupil Grievance
5770	Pupil Right of Privacy
5843	Before/After School Program
5850	Social Events and Class Trips