



Hamilton Township School District

90 Park Avenue

Hamilton, NJ 08690

609-631-4100

Parent/Student Handbook

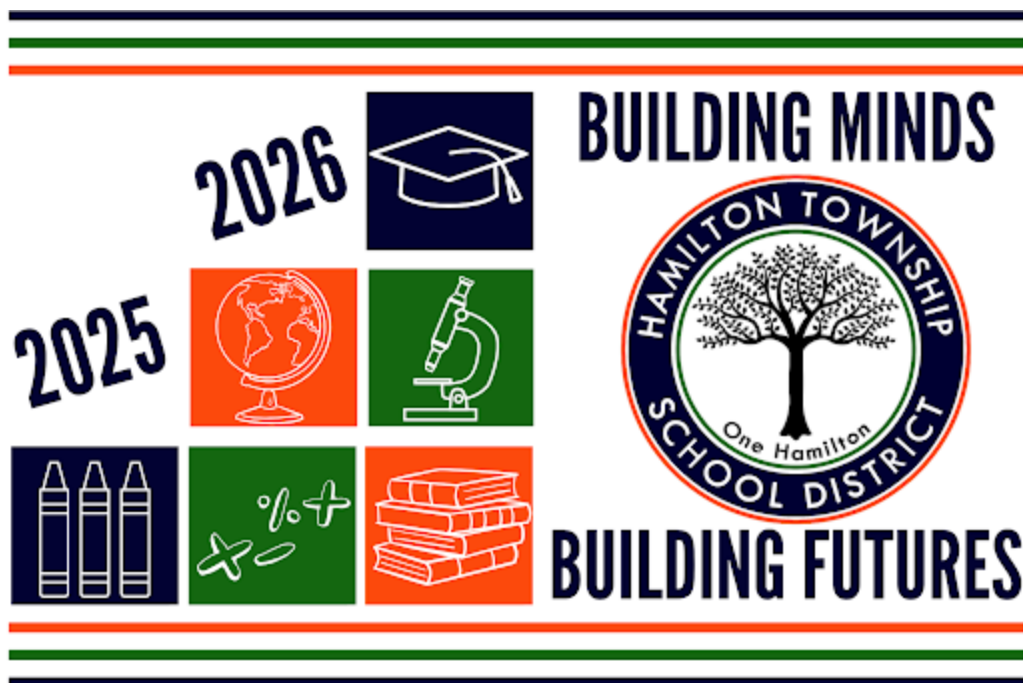
MIDDLE SCHOOL

2025 - 2026



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Chain of Communication / How to Effectively Communicate with School Officials

Parents are often discouraged when they attempt to communicate with central office administrators and are directed back to building-based administrators in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the Chain of Communication, or where to begin the communication process regarding their concerns.

Most parental questions are completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at the level the initial action was taken, with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email. (Email format: first initial, last name, @htsdnj.org). A phone call would be the next preferable way to communicate.

DISTRICT CHAIN OF COMMAND	
Dr. Scott Rocco	Superintendent
Katherine Attwood	Business Administrator / Board Secretary
Dr. James Altobello	Director of Administration
Marta Audino	Director of Student Services
Anthony Scotto	Director of Curriculum & Instruction
Dr. Dennis Copeland	Director of Human Resources
James O'Boyle	Director of Technology
Dr. Suzanne Diszler	Director of School Counseling

SCHOOL CHAIN OF COMMAND			
School:	Crockett Middle School	Grice Middle School	Reynolds Middle School
Principal:	Matthew Finacchio	Dwayne Walker	Patricia Landolfi-Collins
Vice Principal:	Erick Shio	Cheryl Piotrowski	Christine Hart
Vice Principal:	Jennifer Hutchinson	Mijah Christie	Anthony Belfiore

SCHOOL CONTACT INFORMATION			
School:	Crockett Middle School	Grice Middle School	Reynolds Middle School
Phone:	609-631-4149	609-631-4152	609-631-4162
E-MAIL:	mfinacchio@htsdnj.org	dwalker@htsdnj.org	pcollins@htsdnj.org
Main Office:	Option 1	Option 1	Option 1
Guidance Office:	Option 2	Option 2	Option 2
Attendance Office:	Option 4	Option 4	Option 4
Nurse's Office:	Option 3	Option 3	Option 3
Transportation:	Ext. 4174	Ext. 4174	Ext. 4174

School Calendar & Arrival/Dismissal Times

Necessary updates are made to the school calendar throughout the school year. This link to the [school calendar](#) contains the most current version of the school calendar. This link is to [arrival and dismissal times](#).

Full Day Bell Schedule		
HR	8:25 AM	8:32 AM
Period 1	8:35 AM	9:15 AM
Period 2	9:18 AM	9:58 AM
Period 3	10:01 AM	10:41 AM
Period 4	10:44 AM	11:24 AM
Period 5	11:27 AM	12:07 PM
Period 6	12:10 PM	12:50 PM
Period 7	12:53 PM	1:33 PM
Period 8	1:36 PM	2:16 PM
Period 9	2:19 PM	3:00 PM

One Session Day Bell Schedule "A"		
HR	8:25 AM	8:33 AM
Period 1	8:35 AM	9:01 AM
Period 2	9:03 AM	9:29 AM
Period 3	9:31 AM	9:57 AM
Period 4	9:59 AM	10:25 AM
Period 5	10:27 AM	10:53 AM
Period 6	10:55 AM	11:21 AM
Period 7	11:23 AM	11:49 AM
Period 8	11:51 AM	12:17 PM
Period 9	12:19 PM	12:45 PM

Ninety Minute Delayed Opening		
HR	9:55 AM	10:03 AM
Period 1	10:05 AM	10:36 AM
Period 2	10:38 AM	11:09 AM
Period 3	11:11 AM	11:42 AM
Period 4	11:44 AM	12:15 PM
Period 5	12:17 PM	12:48 PM
Period 6	12:50 PM	1:21 PM
Period 7	1:23 PM	1:54 PM
Period 8	1:56 PM	2:27 PM
Period 9	2:29 PM	3:00 PM

Pupil Arrival/Departure

Students are permitted to enter the building at 8:10 a.m. All school rules are in effect prior to homeroom period.

8:25 a.m.	HR period begins
after 8:25 a.m. to 10:25 a.m.	tardy to school
after 10:25 a.m.	½ day absent

During drop-off, please do not enter the parking lot or bus loop between 7:45 and 8:20 AM.

Students are not permitted in the building after 3:00 p.m. unless supervised by a faculty member. At the end of the school day students should leave the school property as soon as possible, unless they are remaining at school for a legitimate reason. These reasons include: staying with a teacher for extra help, make-up work, or detention; participation in a school-sponsored club or school-sponsored activity; participation in a sport. Students will be directed to leave the building by a staff member or a police officer, if the student is unable to substantiate the reason he/she is in the building after school hours.

Pupil Supervision After School Dismissal

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent/guardian or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal may prohibit the parent/guardian or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent/guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent/guardian or designated escort arrives. If determined by the Principal that the reasons for a frequency of emergencies causing the parent/guardian or designated escort to be delayed in picking up the pupil excessively, the local police, or if appropriate, the Division of Youth and Family Services will be contacted.

Transportation—Delayed Opening/Emergency Closing

1. The bus stop schedule on delayed opening days will be delayed 1 ½ hours from the regularly scheduled pick-up time (Example: If regular pick-up time is 6:45 a.m., delayed opening pick-up time will be 8:15 a.m.).
2. In the event of an emergency school closing after the students have already arrived at school, please note that the students who do not use bus transportation will only be released to their parents or legal guardians or those persons who are listed as an emergency contact.

Attendance

Attendance is vital to student performance in school. Bedside instruction is available for extended illness. Contact the Health Office for the forms. Students or parents who have any questions, concerns, or problems related to attendance should feel free to contact the Attendance Office.

Tardy to Class

Three minutes are permitted for passing from one class to the next. Those arriving late to class are reported to the Attendance Office for appropriate action.

Class Absence

If a student is absent from class and not on the absentee list, his/her name is noted on a slip and sent to the Attendance Office. The Attendance Office will investigate all cases of cutting class. Students are responsible for making up all work and/or exams when they are absent from school. All excused absences are included in a student's total number of absences. Students will be allowed the same number of days to make up the work as they were absent.

Excused Early

If a student is to be excused early, he/she must bring a note signed by his/her parent or guardian. The note must be presented in the Attendance Office before 1st period the day the student is to be excused. It is recommended that students not make dental, doctor, or other appointments. Including driver's permits, during the school day. All early dismissal notes will be verified by contacting the parent or the physician's office.

Doctor's Note

All doctor's notes should be brought to the Nurse's Office and they will be reviewed at the end of the year by the Principal and Guidance Counselors. These absences may not be excused. Medical notes should be faxed directly from the doctor's office to the nurse's attention. The note should include the reason and length of time to be excused.

Absentee Notes

If a student is absent from school, a robo-call will automatically be sent to the phone number on the student's account, regardless of notification. Parents are requested to report a student's absence on the morning of the day of the absence. If no call is made, the parents should send a note to explain the absence. Any student who has a doctor's note to be excused from physical education is to present the note to the school nurse. A doctor's note must be received by the Health Office within 2 weeks.

Equity in Education Programs - [BOE Policy #5755](#)

School and Classroom Practices

- A. No student shall be denied access to or benefit from any educational program or activity solely on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.
- B. There shall be no differential requirements for completion of course offerings or course of study solely on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.
- C. There shall be no discrimination against students because of pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family or marital status. Students shall not be excluded from any educational program or activity because of pregnancy or related conditions unless she so requests or a physician certifies that such exclusion is necessary for her physical, mental, or emotional well-being. If she is excluded for these reasons, she must be provided with adequate and timely opportunities for instruction to continue to make up her schoolwork without prejudice or penalty.
- D. Public school students shall not be segregated on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.
- E. No course offering, including but not limited to physical education, health, industrial arts, business, vocational or technical courses, home economics, music and adult education, shall be limited on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.
- F. The athletic program, including but not limited to intramural, extramural, and interscholastic sports, shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The athletic program as a whole shall be planned to ensure that there are sufficient activities so that the program does not deny the participation of large numbers of students of either sex.
 - a. The activities comprising such athletic programs shall receive equitable treatment, including but not limited to staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season and all other related areas or matters.
 - b. A school may choose to operate separate teams for the two sexes in one or more sports and/or single teams open competitively to members of both sexes, so long as the athletic program as a whole provides equal opportunities for students of both sexes to participate in sports at comparable levels of difficulty and competency.
- G. School personnel shall not use tests, procedures or other guidance and counseling materials that are differentiated or stereotyped on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. When informing students about possible career, professional and/or vocational opportunities, school personnel shall in no way restrict or limit the options presented to

students on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

- H. Hamilton Township Public Schools complies with applicable State and Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex, which includes discrimination on the basis of gender identity, sexual orientation, and pregnancy, in its programs and activities and provides equal access as required by law.

Equal Education Opportunity - BOE Policy #5750

The Board of Education directs that all pupils enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, color, creed, religion, national origin, ancestry, age, marital status, or sexual orientation or sex, social or economic status, or disability. The Board shall assure that all pupils are free from harassment, sexual or otherwise. The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula will include Multi-cultural Education content and practices, instruction on African American History in the teaching of U.S. History and instruction on the Holocaust and Genocide. Affirmative action shall be taken to ensure that pupils are protected from the effects of discrimination, in accordance with Policy No. 2260. Pupils who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

Affirmative Action Program for School and Classroom Practices - BOE Policy #1140

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedure to ensure continuing compliance with anti-discrimination laws and regulations.

The Director of Human Resources shall serve as Affirmative Action Officer for Schools and Classroom Practices and shall coordinate all activities designed to implement his policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, sex, social or economic status, handicap, or disability. He or she shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contributions of both men and women and various racial and ethnic groups in the development of human society;
2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school programs;
3. Review current and proposed programs, activities, and practices to ensure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under regulations of the State Board of Education;
4. Ensure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Ensure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parents, pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the affirmative action office, and the procedure by which an affirmative action grievance may be filed and processed. The affirmative action officer shall report, as required to the Board, on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

Grievance Process - BOE Policy #3340

Affirmative Action and Title IX Statement

The Hamilton Township School District prohibits discrimination based on the following protected categories: race; creed; religion; color; national origin/nationality; ancestry; age; sex/gender (including pregnancy); marital status/civil union partnership; familial status; affectional or sexual orientation; gender identity or expression; domestic partnership status; atypical hereditary cellular or blood trait; genetic information; disability (including perceived disability, physical, mental and/or intellectual disabilities); or liability for service in the Armed Forces of the United States. This includes equality of educational opportunities including classroom programs, curriculum development and instructional materials.

The statement confirms compliance with Title VI of the Civil Rights Act of 1954, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975. (See Board of Education Policy Nos. 1140, 1530, 1550).

Affirmative Action Officer/Title IX Officer:

Dennis Copeland, Ed. D.

609-631-4100 ext. 3082 / DCopeland@htsdnj.org

Complaint/Grievance Procedures

In keeping with state and federal anti-discrimination laws, the Board of Education has adopted and hereby publishes the Complaint and Grievance Procedure outlined in this pamphlet for the resolution of student, employee, and parent complaints.

Purpose

To provide students, employees, and parents with a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of : race; creed; religion; color; national origin/nationality; ancestry; age; sex/gender (including pregnancy); marital status/civil union partnership; familial status; affectional or sexual orientation; gender identity or expression; domestic partnership status; atypical hereditary cellular or blood trait; genetic information; disability (including perceived disability, physical, mental and/or intellectual disabilities); or liability for service in the Armed Forces of the United States.

Definitions

1. Complaint – means an alleged violation of the district's Affirmative Action Policies (or Plan).
2. Complainant – means the individual who alleges a violation of the district's Affirmative Action Policies (or Plan)
3. Grievance – A formal written complaint.
4. Grievant – Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.
5. Affirmative Action/Title IX Officer – The district employee designated to coordinate efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints and/or grievances.

Procedure: Formal Resolution

1. The grievant shall be required to present the grievance in written form to the responsible person designated as the Affirmative Action Officer.
2. The Affirmative Action Officer has fifteen (15) working days in which to investigate and respond to the grievant or indicate if more time is needed
3. If not satisfied, the grievant may appeal within fifteen (15) working days to the Superintendent or designee.
4. Response by the Superintendent or designee must respond or indicate if additional time is needed, within fifteen (15) working days from the date of the appeal, unless an informal hearing is scheduled and the response time will be fifteen (15) working days from the hearing date.
5. If the grievant is not satisfied at this level, an appeal may be made within fifteen (15) working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days of the date of the appeal. The Board hearing shall be conducted so as to afford due process to all parties involved in the complaint and provide for a written notice of hearing dates, right to counsel, right to present witnesses, and to present a written statement. The Board of Education shall respond to the grievant within thirty (30) calendar days from the date of an appeal

or thirty (30) days after the Board hearing.

6. If the grievant is not satisfied with the Board's decision, the grievant can have the matter referred to the Commissioner of Education or to the NJ Division of Civil Rights.

BYPASSING THE PROCEDURE: Any individual has the right to bypass the grievance procedure outlined in this pamphlet and submit a complaint directly to any or all of the following agencies:	
The Commissioner of Education Bureau of Controversies and Disp. NJ Department of Education PO Box 500 Trenton, NJ 08625 / 609-292-5705	Equal Employment Opportunity Commission Newark District Office 1 Newark Center, 21 st Floor Newark, NJ 07102 / 973-645-6383 or 800-669-4000
U.S. Office for Civil Rights U.S. Department of Education 32 Old slip, 26 th Floor New York, NY 10005-2500 / 646-428-3900	New Jersey Division of Civil Rights 140 East Front Street, 6 th Floor PO Box 090 Trenton, NJ 08625-0090 / 609-292-4605

Complaint - BOE Policy #2415.20

A Complaint alleging a school in the district, school district, or other agency authorized by the school district, or the NJDOE violated the administration of a program must be submitted to the Director of Human Resources. The Director of Human Resources shall be responsible to coordinate the investigation of the Complaint. The Director of Human Resources shall submit a written report regarding the outcome of the investigation to the complainant.

If the complainant is not satisfied with the outcome of the investigation, the complainant may initiate a Complaint by submitting a written Complaint to the NJDOE to the attention of the County Superintendent. The County Superintendent will coordinate the investigation of a Complaint. When the investigation is complete, the County Superintendent will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Assistant Commissioner assigned to oversee the matter shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.

A Complaint alleging the NJDOE violated the administration of a program must be submitted to the New Jersey Department of Education Chief of Staff or the United States Department of Education Secretary. The NJDOE requests the complainant first contact the New Jersey Department of Education Chief of Staff to resolve the issue. The NJDOE Office of Strategic Initiatives and Accountability will coordinate the investigation of a Complaint. When the investigation is complete, the Chief of Staff will notify the complainant in writing regarding the outcome of the investigation. If it is determined a violation has occurred, the Chief of Staff shall identify and impose appropriate consequences or corrective actions as required by regulation to resolve the Complaint. If a complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary.

Sexual Harassment - BOE Policy #5751

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment. The Superintendent shall direct the instruction of all pupils in their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to a teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent.

An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency. An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 5610.

Harassment, Intimidation and Bullying (HIB) - [BOE Policy #5512](#)

The Board of Education prohibits acts of harassment, intimidation or bullying. 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 by example, and a school's ability to educate its pupils in a safe environment; and 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. If a bullying infraction occurs you shall refer to the district's code of conduct for the appropriate consequence.

Cyberbullying - [BOE Policy #5512](#)

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The building principal or designee may report allegations of cyberbullying to law enforcement authorities.

Dating Violence - [BOE 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.

All school staff members (administrative staff, instructional staff, support staff, and volunteers) shall take all reasonable measures to prevent acts or incidents of dating violence at school involving a pupil. All acts or incidents of dating violence at school shall be reported to the Principal or designee in accordance with the provisions outlined in Regulation 5519. A verbal report shall be made to the Principal or designee as soon as possible, but no later than the end of the pupil's school day when the staff member witnesses or learns of an act or incident of dating violence at school. A written report regarding the act or incident shall be submitted to the Principal or designee by the reporting staff member no later than one day after the act or incident occurred.

Substance Abuse - [BOE Policy #5530](#)

The Board recognizes that a pupil's use 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 necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board establishes a comprehensive substance abuse intervention prevention and treatment referral program in the schools of this district.

The Board prohibits the use, possession and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion. The Board may establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent and/or designee will notify the appropriate law enforcement agency. A pupil

who violates this policy will be subject to a medical exam that includes a drug screening and medical clearance prior to re-admittance. This violation includes a 30 school day exclusion from all school related activities upon return to school from the suspension.

For the purpose of this policy, the following definitions are provided. "Substance Abuse" shall mean alcoholic beverages, controlled dangerous substance or any chemical or chemical compound that 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. "Substance abuse" shall mean the use, possession, or distribution of any substance as defined herein for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

OPT-OUT/Excusal From Class/Program - [BOE Policy #5250](#)

Dissection

Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt out" of these activities. Schools are required to notify pupils and their parents or guardians of a pupil's right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

Policy for Family Life, Human Sexuality and Relationships

All students are required to participate in health education classes which include a family life education component. Content in this area is outlined in NJ Core Curriculum Content Standard 2.4: Human Relationships and Sexuality.

Pursuant to N.J.S.A. 18A:35-4.7, any child whose parent or guardian presents to the school a signed statement that any part of instruction in health, family life education, or sex education is in conflict with his or her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course. Students excused from instruction may be provided alternative instructional content and activities aligned with the New Jersey Core Curriculum Content Standards and the local health education curriculum.

The law requires the parent/guardian to present a written, signed statement to the principal explaining how instruction in health, safety, family life education, human sexuality and/or sex education is in conflict with his or her conscience or sincerely held moral or religious educational beliefs. Once the letter has been received by the school administration, the student can then be excused without penalty from the content of the course found in conflict; however, the student must still complete the mutually agreed upon instructional activities that support achievement of the Comprehensive Health and Physical Education Core Curriculum Content Standards. Copies of the Health and Physical Education Curriculum; as well as the K-12 Human Relationships and Sexuality Opt-Out Curriculum are available on our [district website](#).

Smoking/Vaping Policy - [BOE Policy 5533](#)

"Smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff. For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited

to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student

Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

Any student found to be in violation of BOE Policy #5533 will face the following progressive consequences:

1. Any student who is found to be in possession or using a controlled substance including any alcohol or vaping products, or attempts to use a controlled substance including alcohol or vaping products will face an immediate 9 day suspension during this suspension students are not permitted to participate in any athletic or extracurricular activity. In addition, the student will be required to be screened immediately for controlled substances by a physician and upon return will have mandatory counseling. If a student is found to be in possession of, or using a controlled substance including alcohol or vaping products a second time, the student will immediately be suspended for a minimum of 9 days and an administrative hearing before the Board of Education will be held to determine if that student can continue in the Hamilton Township School District. Additionally, these students will immediately lose eligibility for sports and extracurricular activities including but not limited to formals, prom and graduation. While it is our hope that these measures never have to be taken, it is important as we begin the new school year that we are clear and consistent with our expectations. Please take a moment to review this with your children and as always if you have any questions feel free to contact your school administration. We thank you in advance for your support and cooperation.

No Smoking on School Premises - BOE Policy #7434

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences. For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

Dress Code - BOE Policy #5511

1. General Rules

- a. Pupils are expected to be clean and well groomed in their appearance.
- b. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
- c. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

2. Prohibited Clothing and Articles / The following garments and articles are prohibited in school

- a. Extreme low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing.

- b. Clothing that has revealing lengths/Any type of pajamas or night wear.
 - c. Outdoor jackets, coats, hats, and/or accessories. These items are to be placed in the student's locker upon entering the building.
 - d. Hats, caps, head coverings, sweat bands, bandanas, combs, or picks, must be removed when a student enters the building. Any head coverings that are considered distracting, are not permitted. This includes non-prescription glasses.
 - e. Bare feet, unsafe footwear, including but not limited to slippers, cleated or spiked shoes.
 - f. Apparel that may be inflammatory, offensive, obscene, or disruptive to the educational process (i.e. profane language, suggestive graphics, gang related, or drug/alcohol related printing.)
 - g. Both male and female sleeveless tank tops that have straps less than one inch in width, muscle shirts, and undergarments and undershirts worn as exterior clothing.
 - h. Sunglasses may be worn only with a doctor's note.
 - i. Rings, jewelry, and accessories deemed dangerous by the administration are not permitted to be worn on school property.
3. Physical Education
- a. Appropriate athletic-type clothing that is safe for the activity being conducted must be worn for Physical Education Class.
 - b. Jewelry and other accessories are prohibited.
 - c. Pupils must wear athletic socks and sneakers or rubber-soled athletic shoes. Slip on shoes, hard-soled shoes, and bare feet are prohibited in gym class.
4. Enforcement
- a. Teaching staff members will report perceived violations of the dress code to the building principal and/or designee who will interpret and apply the code.
 - b. Pupils who publicly represent the school or a school organization at an activity away from the district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
 - c. The principal may waive application of the dress code on a day especially scheduled for pupils' free expression in dress/grooming and in special or emergency circumstances.
 - d. Students failing to comply with these regulations may be excluded from attending class. Parents will be called and requested to bring a change of more appropriate clothing for their son/daughter. For the first offense, students will be counseled and a parent will be notified. If the student returns to school on the next day or on any subsequent days inappropriately dressed after having first been warned, he or she will receive a consequence as a result of insubordination/open defiance, and a parent will be notified.
 - e. A pupil whose dress or grooming has been found by the principal to violate this regulation may appeal the principal's determination to the Superintendent, whose decision will be final.

Discipline

Hamilton Township Schools are committed to a safe and secure environment for all students and staff. Therefore, all acts of violence or threats of violence will not be tolerated. Students will be disciplined to the fullest extent, which will include exclusion from school, police notification, and a possible recommendation for expulsion.

All students are expected to follow the rules and regulations of the middle school during the regular school day and during school approved trips or activities. Only then will we be able to meet our school goals and objectives. The middle school Code of Conduct is based on a progressive series of consequences. When a student is suspended from school he/she is NOT eligible to participate in any school activities.

The Code of Conduct Table in this handbook represents the most common infractions of school regulations and guidelines for determining penalties. These penalties may vary because of the frequency and/or the

intensity of the infraction. The detention and community service programs are designed to keep students in an educational setting while recognizing the need to offer appropriate disciplinary measures. If a student does not comply with detention or community service requirements, the student may be subject to an out of school suspension (OSS). Child Study Team or SAC notification will be made where appropriate. Severe discipline infractions may result in police notification, an administrative expulsion hearing, or alternate placement. Student behavior and conduct is subject to local, state, and federal statutes. All discipline matters will be handled on an individual basis and administrative discretion may be used in the final adjudication of any and all disciplinary consequence(s). The student's parent/guardian will be notified for each major infraction. Students are responsible for the completion of all work assigned or missed during a suspension.

Hamilton Township middle and high schools utilize a point system to track student discipline infractions and promote an environment where students may learn from their mistakes before those mistakes negatively impact their student privileges and their ability to take full advantage of all opportunities offered in the district.

CODE	DISPOSITION	POINT
AW	Administrative Warning	1 point
AD	Administrative Detention	2 points
BUS	Bus Suspension	3 points
ISS	In-School Suspension	3 points
OSS	Out-of-School Suspension	4 points
SBH	Out-of-School Suspension w/Superintendent and/or School Board Hearing	8 points

POINTS TOTAL	ACTION
12 points	Parent & Administrator goal setting meeting for Behavior Contract
22 points	Hearing before the Principal

Students will fall out of good standing if:

1. Academic Eligibility for Middle School: Student not passing two (2) classes at the close of preceding semester or end of a marking period.
2. Attendance: More than 18 unexcused absences within the school year.
3. Tardiness: Excessive tardiness has resulted in the accumulation of four or more administrative detentions or interventions within the school year.
4. Discipline: Two or more suspensions (out of school) and/or 22 accumulated points within the school year or any single offense deemed especially serious by the Principal prior to the date of the privileged event and/or participation in athletics and extracurricular activities.
5. Obligations and Fines: All obligations and fines must be paid in full prior to the privilege or event. Event tickets cannot be purchased unless all fines are paid. Please note monies paid may be nonrefundable for events like class trips and 8th grade social or events if a student is not in good standing at the time of the event and/or monies are due in full.

Expectations for student behavior:

Students, parents, school administrators, and the board of education all agree that positive student commitment and behavior are essential to effective learning. At the same time, student behavior is often a

problem in our schools. We believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of their learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the educational environment of the school and facilitate learning.

Therefore, we the students, parents, teachers, administrators, and the board of education of this school district expect all students to fulfill the behavioral expectations of the school community and to:

- Prepare themselves mentally and physically for the process of learning
- Demonstrate respect for people and property
- Take responsibility for their own behavior and learning
- Use time and other resources responsibly
- Share responsibility when working as members of a group
- Meet the unique requirements of each class
- Monitor their own progress toward objectives
- Communicate with parents and school personnel about school-related matters

Cutting Class

Not being in a classroom when assigned and without the subject teacher's knowledge and permission is considered a cut to class. Prior written permission must be obtained from the classroom teacher whose class would be missed.

Two cuts in a semester class and four cuts in a full year class will result in the loss of credit for that course and loss of eligibility for summer school in that subject.

Discipline Definitions

THE BOARD AND ADMINISTRATION RESERVE THE RIGHT TO ADJUST THE PUNISHMENT ASSIGNED TO REFLECT THE SEVERITY OF THE OFFENSE.

1. **Class Cutting:** Absent 10 or more minutes from class.
2. **Cutting Detention or Community Service:** Not attending or arriving late.
3. **Truancy:** Willful and unjustified failure to attend school by one who is required to attend.
4. **Late to Class:** Students who are not in the classroom when the bell rings.
5. **Late to School:** Middle School – Failure to report to HR period by 8:25 a.m.
6. **Leaving School Grounds:** A student who has reported to school and leaves the school's property during the school day without school administrator permission.
7. **Rules of Conduct for Student Activities:** The established school rules of conduct apply to after school, evening, and off-campus activities.
8. **Gambling:** Games of chance of any kind are not allowed at Hamilton Township Schools.
9. **Destruction and Defacing of School Property/Vandalism:** Any student found to be guilty of destroying school property, including damage to the school bus. The student or parents are required to pay for the damages. N.J.S.A. 18:35-3 states: "Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of suit."
10. **Misbehavior on the Bus:** Disruptive behavior on the bus may result in suspension and/or removal from the bus. N.J.S.A. 18A:25-2 reads in part, "A pupil will be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of expulsion."
11. **Theft:** Any student who steals the property or possessions of another student, staff member, or the

school may be suspended and subject to action according to state law.

12. **Insubordination:** Refusing to comply with a staff member's instructions or showing disrespect for a staff member. The punishment varies with the nature of the incident. This includes refusal to identify oneself and/or fleeing from a staff member.
13. **Suspected Use, Possession, Selling, or Transferring of Illegal Drugs:** (See Substance Abuse Policy No. 5531)
14. **Use, Possession, Selling or Transferring of Alcoholic Beverages:** (See Substance Abuse Policy No. 5531)
15. **Smoking:** Possession or use in school, on school grounds, and on the school bus.
16. **Fighting:** Suspension will be assigned to a student found fighting or committing a verbal assault. Circumstances leading to the incident will be investigated to determine if there is an instigation or a mutual responsibility. Punishment will be assigned when a determination is made.
17. **Assault and Battery, Staff/Student:** Action will be taken according to state law and a suspension will be assigned.
18. **Terroristic Threats/False Public Alarms:** A person is guilty if he/she threatens to commit any crime of violence with purpose to terrorize/harass another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.
19. **False Fire Alarms:** A pupil who intentionally pulls a fire alarm when there is no cause to do so.
20. **Use, possession, selling, of firearms, weapons, fireworks, or explosive devices:**
 - a. **Firearms:** Guns
 - b. **Weapons:** Any object that may inflict bodily injury and place another person in fear of his/her safety.
 - c. **Fireworks:** Firecrackers, rockets, cherry bombs, etc.
 - d. **Explosive Devices:** Any device which acts by force of gunpowder or other explosive material. This will include any "look alike" device that causes disruption in a school building.
21. **Use of Profanity, Obscenity, and/or Gestures:** Vulgar, irreverent, or coarse language. Conduct tending to corrupt the public morals by its indecency or lewdness. Motion of the body calculated to express a thought or used for emphasis.
22. **Forgery/Cheating:** Altering any writing of another without authority or makes, completes, executes, authenticates, issues or transfers any writing so that it purports to be the act of another who did not authorize such act. Cheating is the use of materials/equipment by a pupil, not approved by the teacher, and giving a student an unfair advantage over the other students in the class.
23. **Aggravated Assault:** Attempting to cause serious bodily injury to another, or causes such injury purposely or knowingly or, under circumstances manifesting indifference to the value of human life, and recklessly causes such injury (e.g., injury which creates a substantial risk of death, or which causes permanent disfigurement, or protracted loss or impairment of the function of any bodily member of organ).
24. **Arson:** Purposely starting a fire or causing an explosion in or on the grounds of a school whereby purposely or knowingly the victim or group of specified victims are in danger of death or bodily injury; or with the purpose of destroying or damaging the victim's or group of specified victims' property that is in the school or on school grounds, a building or a structure of another. Arson does not include a simple act of lighting a match.
25. **Bias Incident:** An act of verbal or written denigration directed against a person, private or public property where the motive for the act is based upon contempt for gender, race, religion, ethnicity, or sexual-orientation.
26. **Burglary:** An individual or group entering, or surreptitiously remaining in, a school district facility or property, or someone's personal property, (e.g., automobile) with the purpose to commit an offense

therein.

27. **Cost to LEA:** The estimated cost of the incident to the district of materials and labor, (include costs reimbursed by insurance or payment of the offender). Do not include costs of vandalism incurred by individual students or staff.
28. **Damage to Property:** Purposely, knowingly, or recklessly destroying or defacing school, contracted, or personal property, causing an economic loss due to repair or replacement. Knowingly setting off a fire alarm when no fire exists is entered in this category. Serious incidental damage to property occurring during an act of violence should be reported. cellular
29. **Endangering the Safety of Others:** When a student irresponsibly and or intentionally engages in behavior, which causes or has the potential to cause physical harm to him/herself or others. Another condition of endangerment may occur when an injury is the result of a student's "tantrum type" behavior.
30. **Extortion:** Obtaining money or other material things (regardless of value) from another by means of stated or implied threat of future violence.
31. **Harassment, Intimidation, or Bullying (includes Bias Intimidation):** Any gesture or written verbal, or physical act that is reasonably perceived as being motivated either 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 handicap, or by any other distinguishing characteristic, that take place on school property, at any school-sponsored function or on a school bus and that:
 - a. A reasonable person should know, under the circumstances, will have the effect of harming students or damaging the student's property.
 - b. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial interference with the orderly operation of the school.
32. **Robbery:** Obtaining money or other material things (regardless of value) from another by means of violence or threat of immediate violence.
33. **Sex Offense:** Subjecting another to sexual contact or exposure without consent. The offender must intentionally touch, either directly or through clothing, the victim's intimate parts for the purpose of degrading or humiliating the victim, or sexually arousing or sexually gratifying himself or herself in view of the victim whom the offender knows to be present for the incident to be considered a sex offense.
34. **Trespassing:** Entrance onto school property or into school by an individual without permission, who knows he/she is not privileged to be on property.
35. **Vandalism/Damage to Property:** Purposely, knowingly, or recklessly destroying or defacing school, contracted or personal property, and causing an economic loss due to repair or replacement. Damage to property occurring during an act of violence.
36. **Parent Notification:** By phone and/or letter mailed home (copy hand carried).
37. **Parent Conference:** Person to person; face to face.
38. **Community Service:** Time and duties to be determined by administration. Examples: picking up trash, cleaning the café, or other services to school and community.
39. **Social Consequence:** Students may be denied participating in trips, school dances, proms, graduation exercises, athletic, or other school activities.
40. **Cyber-Bullying:** The use of electronic information and communication devices, to include but not be limited to e-mail messages, instant messaging, text messaging, cellular telephone communication, internet blogs, internet chat rooms, internet postings, and defamatory websites.

Discipline Chart

Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations which

shall be approved by the Board and included in each school's student handbook.

**Violations - In all cases, the administrator's judgment will be exercised in determining the level of severity of any one instance of misconduct in the Hamilton Township Schools and the enforcement of appropriate disciplinary actions.*

VIOLATION	OFFENSE	DISCIPLINE
MIDDLE SCHOOL ONLY		
Arson or Attempted Arson	1st	1-9 OSS, Superintendent or Designee Hearing & Police Notification, Not in Good Standing
	2nd	9 OSS, Superintendent or Designee Review & Police Notification, Not in Good Standing
	subsequent	OSS, BOE Hearing & Police Notification
Assault or Attempted Assault	1st	1-9 OSS, Possible Superintendent or Designee Review, Police Notification, Not in Good Standing
	2nd	9 OSS, Possible Superintendent or Designee Review, Police Notification, Not in Good Standing
	subsequent	OSS, BOE Hearing, Police Notification
Assault with Weapon or Attempted Assault with Weapon	1st	OSS, BOE Hearing & Police Notification, Not in Good Standing
	2nd	OSS, BOE Hearing & Police Notification; Not in Good Standing
	subsequent	OSS, BOE Hearing & Police Notification
Cheating or Attempted Cheating	1st	Teacher Detention, Community Service, Possible Loss of Credit for Assignment, Parent Notification
	2nd	Loss of Credit, Parent Notification, ISAP or Community Service
	subsequent	Loss of Credit, Parent Notification, Building Admin Review, ISAP or OSS, Not in Good Standing
Cutting/Leaving Class, or Leaving Assigned Location w/o Permission or Attempted Cutting/Leaving Class or Leaving Assigned Location w/o Permission	1st	Teacher Detention, Community Service
	2nd	Parent Notification, ISAP or Community Service, Possible Loss of Credit, Not in Good Standing
	subsequent	ISAP or OSS, Not in Good Standing
Cutting Detention or Attempted Cutting Detention	1st	ISAP or Community Service
	2nd	ISAP or OSS, Community Service
	subsequent	1-9 OSS, Parent Meeting
Dating Violence or Attempted Dating Violence	1st	Policy #5519, 1-9 OSS, Police Notification
	2nd	Policy #5519, 1-9 OSS, Police Notification, Building Admin Review, Not in Good Standing
	subsequent	Policy #5519, 9 day OSS, Superintendent or Designee Review, Police Notification, Not in Good Standing
Defiance of Authority or Attempted Defiance of Authority	1st	ISAP Possible, 1-9 OSS Possible, Police Notification
	2nd	1-9 OSS, Police Notification, Building Admin Review, Not in Good Standing
	subsequent	OSS, Police Notification, Possible Superintendent or Designee Review, Not in Good Standing
Destruction of School, Staff, or Student Property or Attempted Destruction of School Staff, or Student Property	1st	ISAP Possible or 1-9 OSS, Restitution with Possible Community Service, Police Notification
	2nd	1-9 OSS, Restitution with Community Service, Police Notification, Building Admin Review, Not in Good Standing
	subsequent	OSS, Restitution & Police Notification, Superintendent or Designee Review, Not in Good Standing
Disobedience or Attempted Disobedience	1st	ISAP and/or Community Service
	2nd	ISAP or 1-9 Day OSS, Building Admin Review, Not in Good Standing
	subsequent	9 Day OSS, Building Admin Review, Not in Good Standing
Disruption or Attempted Disruption	1st	ISAP and/or Community Service
	2nd	ISAP or 1-9 OSS, Building Admin Review
	subsequent	9 Day OSS, Building Admin Review, Not in Good Standing
Extortion or Attempted Extortion	1st	ISAP or 1-9 OSS, Building Admin Review, Possible Police Notification
	2nd	1-9 OSS, Superintendent or Designee Review, Police Notification, Not in Good Standing
	subsequent	9 Day OSS, Superintendent or Designee Review, Police Notification, Not in Good Standing
Failure to wear Seatbelt on School Bus or Attempted Failure to Wear Seatbelt on School Bus	1st	Administrative Warning
	2nd	1-3 Day Bus Suspension
	subsequent	3-5 Day Bus Suspension
Falsifying A Fire or Security Alarm or Attempted Falsifying A Fire or Security Alarm	1st	ISAP or 1-9 OSS, Building Admin Review, Police Notification
	2nd	1-9 OSS, Superintendent or Designee Review, Police Notification, Not in Good Standing
	subsequent	OSS, BOE Hearing & Police Notification, Not in Good Standing
Fighting or Attempted	1st	1-9 Days OSS with Possible ISAP, Police Notification, Counselor and/or SAC Notification

Fighting	2nd	3-9 Days OSS with Possible ISAP, Police Notification, Counselor and/or SAC Notification, Not in Good Standing, Parent Conference
	subsequent	5-9 OSS with ISAP, I&RS, Possible CST Review, Police Notification, Not in Good Standing, Superintendent or Designee Review
Harassment, Intimidation, & Bullying or Attempted	1st	HIB Referral, Consequences According to Behavior Exhibited, I&RS
	2nd	HIB Referral, Consequences According to Behavior Exhibited, I&RS, Building Admin Review, Not in Good Standing
	subsequent	HIB Referral, 1-9 OSS, Superintendent or Designee Review, Not in Good Standing
Inappropriate Language or Attempted Inappropriate Language	1st	ISAP and/or Community Service
	2nd	ISAP or 1-9 OSS Community Service
	subsequent	1-9 OSS Community Service, Not in Good Standing
Inappropriate Dress or Attempted Inappropriate Dress	1st	ISAP and/or Community Service
	2nd	ISAP or 1-9 OSS Community Service
	subsequent	1-9 OSS Community Service, Not in Good Standing
Inappropriate Behavior on School Bus or Attempted Inappropriate Behavior on School Bus	1st	Administrative Warning-possible 1-5 day Bus Suspension
	2nd	5-10 days Bus Suspension, Possible Police Notification
	subsequent	15 days Bus Suspension, Possible Police Notification, Not in Good Standing
Littering or Attempted Littering	1st	ISAP and/or Community Service
	2nd	ISAP or 1-9 OSS Community Service
	subsequent	1-9 OSS Community Service, Loss of Computer Privileges, Building Admin Review, Police Notification, Not in Good Standing
Misuse of Computer Networks/Computers or Attempted Misuse of Computer Network/Computers	1st	1-5 days ISAP, Community Service, Possible Police Notification
	2nd	1-9 OSS Community Service, Loss of Computer Privileges, Police Notification, Not in Good Standing
	subsequent	1-9 OSS Community Service, Loss of Computer Privileges, Building Admin Review, Police Notification, Not in Good Standing
Sexual Harassment or Attempted Sexual Harassment	1st	Police Notification, Community Service, 1-4 Days OSS, Counseling, Parent Meeting w/Building Admin Review, I&RS
	2nd	Police Notification, Community Service, 4-9 Days OSS Counseling, Superintendent or Designee Review, Possible CST Review, Not in Good Standing
	subsequent	Police Notification, BOE Hearing, 9 days OSS, Counseling, Parent Meeting w/Building Admin Review, Program & Placement, Not in Good Standing
Smoking and/or Possession of a Tobacco Product on School Grounds including E-Cigarettes or Attempted Smoking and/or Possession of a Tobacco Product on School Grounds including E-Cigarettes	1st	1-4 Days ISS, Police Notification, Summons for Court, SAC Referral
	2nd	2 Days OSS & 3 days ISS, Police Notification, Summons for Court, Parent Conference, SAC Referral, Building Admin Review
	subsequent	4 days OSS & 3 days ISS, Police Notification, Summons for Court, Parent Conference, Not in Good Standing, SAC Referral, Building Admin Review
Possession of Controlled Substance with the intent to distribute or Attempted Possession of Controlled Substance with the intent to distribute	1st	OSS, BOE Hearing and Police Notification
	2nd	OSS, BOE Hearing and Police Notification
	subsequent	OSS, BOE Hearing and Police Notification
Substance Abuse and/or Possession, to include Vaporized Liquid or Attempted Substance Abuse and/or Possession, to include Vaporized Liquid	1st	3 days OSS and 2 days ISAP, Not in Good Standing, Police Notification, Summons for Court, SAC Referral
	2nd	5 days OSS and 3 days ISAP, Not in Good Standing, Building Admin Review, Loss of Extracurricular Participation for remainder of the year, Police Notification, Parent Conference, SAC Referral
	subsequent	7 days OSS and 3 days ISAP, Superintendent or Designee Review, Police Notification, Not in Good Standing, Indefinite Loss of all Extracurricular Activities, Parent Conference, SAC Referral
Terroristic Threat or Attempted Terroristic Threat	1st	1-9 days OSS with Possible ISAP, Police Notification, Building Admin Review, Counselor and/or SAC Notification, Parent Conference, I&RS
	2nd	3-9 days OSS with Possible ISAP, Police Notification, Counselor and/or SAC Notification, Not in Good Standing, Superintendent or Designee Review, Indefinite Loss of all Extracurricular Activities, CST Review
	subsequent	OSS, BOE Hearing & Police Notification
Theft/Damage or Attempted Theft/Damage	1st	Depending on the Severity, 1-9 days OSS and 2 days ISAP, Community Service, Police Notification, Restitution of Stolen or Damaged Property, Counselor/SAC Notification, Parent Conference
	2nd	3-9 days OSS and 2 days ISAP, Community Service, Not in Good standing, Police Notification, Restitution of Stolen or Damaged Property, Parent Conference, Counselor/SAC Notification
	subsequent	5-9 days OSS and 3 days ISAP, Not in Good Standing, Superintendent or Designee Review, Loss of Extracurricular Participation for reminder of the year, Police Notification, Restitution of Stolen or Damaged Property, Parent Conference

Truancy or Attempted Truancy	1st	Administrative Detention or ISAP, Community Service
	2nd	Parent Notification ISAP or Community Service, Possible Loss of Credit, Not in Good Standing
	subsequent	ISAP or OSS, Not in Good Standing, I&RS
Use or Possession of an Exploding Device or Attempted Use or Possession of an Exploding Device	1st	1-9 days OSS with Possible ISAP, Police Notification, Parent Notification, Building Admin Review, I&RS, SAC Notification
	2nd	9 days OSS with Possible ISAP, Police Notification, Superintendent or Designee Review, Counselor and/or SAC Notification, Not in Good Standing, Parent Conference, I&RS
	subsequent	OSS, BOE Hearing & Police Notification
Vandalism or Attempted Vandalism	1st	1-9 days OSS and 2 days ISAP, Community Service, Police Notification, Restitution of Damaged Property, Parent Conference, Building Admin Review
	2nd	3-9 days OSS and 2 days ISAP, Community Service, Not in Good Standing, Police Notification, Restitution of Damaged Property, Parent Conference, Counselor/SAC Notification
	subsequent	5-9 days OSS and 3 days ISAP, Not in Good Standing, Superintendent or designee Review. Loss of Extracurricular Participation for remainder of the year, Police Notification, Restitution of Damaged Property, Parent conference
Weapon Possession or Attempted Weapon Possession	1st	1-9 days OSS depending on the severity and intent and/or Exclusion from the Regular Program while provided an Alternative Program pending a Superintendent or Designee Review and/or Court Resolution, CST Review & Police Notification, Not in Good Standing
	2nd	Mandatory 9 days OSS and Exclusion from the Regular Program pending a Superintendent or Designee Review Results and/or Court Resolution, while provided an Alternative Program with CST Input, Police Notification, Not in Good Standing, Exclusion from all Extracurricular Activities
	subsequent	OSS, BOE Hearing & Police Notification
Wrongful Entry or Attempted Wrongful Entry	1st	Depending on the severity, 1-9 days OSS and 2 days ISAP, Community Service, Police Notification, Restitution of Damaged Property, Parent Conference
	2nd	3-9 days OSS and 2 days ISAP, Community Service, Not in Good Standing, Police Notification, restitution of Damaged Property, Parent conference, Building Admin review, Counselor/SAC Notification
	subsequent	5-9 days OSS and 3 days ISAP, Not in Good Standing, Superintendent or Designee Review, Loss of Extracurricular Participation for remainder of the year, Police Notification, Restitution if Damaged Property, Parent Conference
*Attempt Defined	1st	Purposely engages in conduct which would constitute the violation if the circumstances were as a reasonable person would believe them to be.
	2nd	Purposely does or does not do something with the purpose of causing a violation to occur.
	subsequent	Purposely does or does not do something that a reasonable person would believe is a substantial step toward the commission of a violation.

In-School Alternative Program (ISS)

Regulations

1. Students must come prepared with necessary books and materials for their designated times.
2. Students will work on assignments during the period in which they normally have the class. The pink ISAP slips must be completed and turned in on the date of the ISAP. No pink ISAP slips are to be removed by a student for completion at home or any other place.
3. Students may not sleep, rest with their heads down, or lounge in ISAP.
4. Students may not talk in ISAP. They are to remain in their assigned seat.
5. Students may NOT leave to go to their locker; they may NOT see a teacher; they may NOT leave ISAP during change of class.
6. Students may NOT leave ISAP before the end of their scheduled time. If they are dismissed early by the nurse or Attendance Office, they must make up the time the next school day.
7. Visits or notes from friends will NOT be permitted.
8. Lavatory passes will ONLY be issued for an emergency.
9. Students must bring a bagged lunch or have money for the purchase of a cold lunch. Lunch will be delivered to the ISAP room.

Administrative Detention and Community Service

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. After school community service can be assigned to students as a disciplinary consequence worth two code of conduct points. A teacher is assigned to supervise and direct the students during their community service time. Students may be required to perform community service inside or outside of the school.

Teacher Detention

Detention may be issued by a teacher for various student classroom irregularities.

P.M. Detention will be held after school starting at 3:05 p.m. and lasting until 3:35 p.m.

A.M. Detention will be held before school starting at 7:45 a.m. and lasting until 8:15 a.m. Students will be given one day's notice to arrange for his/her transportation needs. Students who fail to take their assigned detention will be referred to the administration and be subject to administrative disciplinary action.

School Bus Conduct

Any student with questions regarding bus pass problems should report these difficulties to the Main Office before homeroom period. New Jersey Law provides that students who violate the regulations concerning conduct on school buses may be denied the privilege of utilizing bus services. They may also be subject to out-of-school suspension.

Students must observe the following regulations:

1. Students may ride only their assigned bus.
2. Smoking is prohibited on the bus.
3. Students must not extend arms, hands, or heads out of the windows and must be seated when the bus is in motion.
4. Aisles of buses should not be cluttered and buses must be kept clean.
5. Students will not distract the driver's attention with loud talking or unnecessary confusion.
6. Vandalism is prohibited on the bus or at the bus stop.
7. Objects are not to be thrown within the bus or out of the bus windows.
8. All rules of school conduct are in effect on buses and at the bus stops.

General Rules and Regulations

1. A student may not leave class without first getting permission from his/her teacher. The bell ends the period and the teacher dismisses the class. Those who leave without permission or leave early will be subject to disciplinary action.
2. To be excused from a class period, students must request permission to be absent from the teacher of that class. Do so before the period begins. If you do not follow this procedure, the teacher will alert the Attendance Office.
3. Students are not permitted to go on a field trip without a permission slip signed by a parent and the classroom teachers.
4. Any student who utilizes an illegal note or pass will be subject to disciplinary action.
5. Students on out-of-school suspension may not attend classes, participate in school activities, or visit school grounds.
6. Do not throw paper on the floors and hallway or on the grounds outside. Take pride in keeping your school clean.
7. Hats, hood, durags, and other headgear are not to be worn in school, with the exception of head covering worn for religious purposes.
8. For security reasons students are not allowed in a locker room or team room without teacher supervision.
9. Textbooks, sports equipment, chromebooks, chargers, or other items on loan to students are the property of the Board of Education. Students must pay for lost or damaged items.
10. Students are to conduct themselves in a manner that is not distractive, disruptive, or offensive to staff and other students.

Cell Phones

Students are prohibited from using (either seen or heard) cell phones, beepers, recording devices, or other communication devices during school hours. A communication device is one that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Cell phones are prohibited from being out or on from 8:25 a.m. – 3:00 p.m. Failure to remove devices may result in ISAP or OSS.

Electronic Devices

No personal listening devices, I-pods, audio or video recorders, video games, and/or headsets are permitted during class hours. Unauthorized use of recording devices of any kind (audio or video) on school grounds or at school activities is prohibited. If a student is seen with a listening device or video device during class hours, it will be confiscated and released at a later date. Failure to remove devices may result in ISAP or OSS.

Pupil Grievance Procedure

Any individual pupil shall have the right to question and/or appeal the application of policies and administrative decisions affecting him/her through appropriate channels.

The following procedures are available to initiate the problem solving process:

1. Consult with a guidance counselor or other preferred professional staff member. Misunderstanding of policies will frequently be cleared up at this point.
2. Seek parental guidance and support.
3. Seek an appointment with the principal or a vice principal. This procedure is recommended where time or magnitude of the problem are critical factors.
4. If the problem is not resolved at the principal or vice principal level, appropriate guidelines will be recommended for further appeal.

Use of Computer Network/Computers and Resources

The Board recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred, that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, media centers, Internet sites, and the like while exchanging information with individuals throughout the world. The Board supports access by pupils and staff to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. The Board directs the Superintendent to ensure training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board, therefore, adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action.

The Board provides access to computer network/computers for educational purposes only. The Board authorizes the Superintendent to close the system as needed for security reasons. Computer use shall not be construed in any way as an extension of the students' right to free speech. The internet shall be accessed for supplemental instruction and informational purposes only. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. There shall be no expectation of privacy in the use of school technology for either staff or students.

Standards for Use of Computer Networks

Any individual engaging in the following actions when using computer networks/ computers shall be subject to discipline or legal action:

- A. Using the computer network(s)/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for

use of publicly owned and operated communication vehicles.

- B. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using the computer network(s) in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud;
 - d. Steals data or other intellectual property; Gains or seeks unauthorized access to the files of others or vandalizes the data of another user;
 - e. Gains or seeks unauthorized access to resources or entities;
 - f. Forges electronic mail messages or uses an account owned by others.
 - g. Invades privacy of other;
 - h. Posts anonymous messages;
 - i. Possesses any data which is a violation of this policy; and/or,
 - j. Engages in other activities that do not advance the educational purposes for which computer network/computers are provided.

Consent Requirement

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed with the principal or designee a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

Violations

Individuals violating this policy shall be subject to discipline which reflects the severity of the offense and includes but is not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges.
4. Suspension of computer privileges;
5. Revocation of computer privileges;

If the activity violates other code of conduct rules, the appropriate discipline shall be imposed.

Course of Study - Grades 6th-8th

6th Grade

Core Subjects: English Language Arts; Mathematics; Science (90 Day Block); Social Studies (90 Day Block)

Cycle Courses: Physical Education (135 days); Health (45 days); Applied Technology 6 (45 days); Spanish (45 days)

Electives: Choice of: Art (90 days); Music (90 days); Band (90 days); Orchestra (90 days); or Vocal (90 days)

7th Grade

Core Subjects: English Language Arts; Mathematics; Science (90 Day Block); Social Studies (90 Day Block)

Cycle Courses: Physical Education (135 days); Health (45 days); Applied Technology 7 (45 days); Spanish (45 days)

Electives: Choice of: Art (90 days); Music (90 days); Band (90 days); Orchestra (90 days); or Vocal (90 days)

8th Grade

Core Subjects: English Language Arts; Mathematics; Science (90 Day Block); Social Studies (90 Day Block)

Cycle Courses: Physical Education (135 days); Health (45 days)

Electives: Choice of: Art (Full Year); Band (Full Year); Orchestra (Full Year); or Vocal (Full Year); Spanish (Full Year); Applied Technology (Full Year)

Grade Numeric Equivalent GPA

The purpose of grades is to report clearly to the parent(s) or legal guardian(s), pupils, teachers and other institutions a pupil's progress. Numeric grades shall be used to report pupil progress in grades 6-12 only. The letter grade, numeric equivalent and GPA will be the following:

A+	97-100	4.3
A	94-96	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

Honor Roll

All students are eligible for the Honor Roll. To be on the Honor Roll, a pupil must receive a "B" or better in all subjects taken for credit. A senior whose cumulative grade point average is 3.50 or better shall be listed as an "Honor Graduate."

Guidance

Each student is alphabetically assigned a Guidance Counselor. Your counselor is especially trained to help you make important personal and educational decisions. Counselors are available to you throughout the day. They practice an open door policy whenever possible. You may come to the Guidance Office between classes to see your counselor; however, upon your arrival, check in with the guidance secretary. If your counselor is not available, you can make an appointment by filling out a required form with your name, 1st period room number, and reason for the appointment. Leave the form with the guidance secretary. Your counselor will get in touch with you. Your counselor will also help you to plan your middle school academics. The Guidance Department meets with students in groups and individually for both college and career planning.

Guidance services available to you

1. Individual counseling
2. Individual scheduling
3. Group counseling
4. Testing interpretation
5. Dissemination of information
 - a. College Board of Examinations (PSAT, SAT, ACT)
 - b. Mini-College & Mini-Career Conferences
 - c. Career Information/Computer Software
 - d. Financial Aid Information & Workshop
 - e. Pre-Scheduling/Course Offerings
 - f. Scholarships
6. Consultation with parents and teachers
7. Referrals to Child Study Team
8. Provide information on community agencies

Student Assistance Counselor

A counselor is available to help students who are having difficulties with issues such as family problems, drugs, alcohol, anger management, and depression.

24 Hour Youth Emergency Hotlines

There are three 24/hour telephone HOTLINES available in Mercer County.

YES (Youth Emergency Services)	609-396-6722
ANCHOR HOUSE	609-396-8329
CONTACT of Mercer County	609-896-2120/609-585-2244

*ALL HOTLINES are free of charge and are there to help you sort through your problems.
The HOTLINES are also there if you are worried about your friends.*

Intervention and Referral Service

The State Board of Education provides standards for the delivery of Intervention and Referral Services. The requirements set forth in the State code are intended to provide schools with direction in formulating coordinated services and team delivery systems to address the full range of student learning, behavior, and health problems within our student population. Our school has an Intervention and Referral Service team that meets regularly to address specific student needs. Any parent or staff member can make a student referral to the I&RS team through the child's guidance counselor. The guidance department or an administrator may be contacted for more information.

Nurse's Office

Pupils are not allowed to enter the nurse's office without a pass from a teacher. The nurse cannot give aspirin or any type of medication to students without an order from the primary doctor. The office checks on pupils who use the nurse's office as an escape from a test or an incomplete assignment. STUDENTS ARE NOT TO GO TO THE NURSE UNLESS THEY ARE REALLY SICK. When a student is ill, he/she must get a pass to the nurse. If it is necessary for the student to be sent home, the parent/guardian must come into the nurse's office for the exclusion slip. Under no circumstances are students to decide on their own to leave school because they are ill. Only the nurse can excuse students for that reason and leaving without the nurse's permission will result in disciplinary action. Students leaving without the permission of the nurse or Attendance Office are considered cutting. If students are ill, they cannot receive proper medical care and attention by staying in the lavatory.

Home Instruction

Students who expect to be absent for more than two weeks should have their parent/guardian contact the school nurse so arrangements can be made for home instruction. In rare instances during a pupil's career there may be an injury or illness that confines the student to home or hospital for a long period of time. A pupil can and should attempt to maintain a work level with the class despite any class absences. However, it is recognized that long-term confinement may pose a special problem such that the student cannot keep up with the regular program without tutorial assistance. Promotion or graduation may be jeopardized. Students may be deemed eligible for Home Instruction when long-term confinement to home or hospital is required because of severe illness or injury. The pupil's absence must be expected to last at least two weeks (10 ACTUAL CONSECUTIVE SCHOOL DAYS) from the time a completed application is received by the school. The approval process includes review by the school nurse, the principal, and the district consultant for School Health Services. Eligibility will be determined by the Chief School Medical Inspector. A full report by the attending physician must accompany the application. A follow-up contact will be made with the doctor before approval. A doctor's report will be necessary to release the student to return to school.

Physical Education

1. Students must wear athletic clothing, i.e., loose fitting T-shirts and appropriate length shorts or athletic pants, socks, and sneakers when participating. Jeans, jean shorts, cut-off shirts, boots, slip-on-shoes, hard-soled shoes, and bare feet are NOT permitted. Additionally, physical education attire must be different from clothes worn to school.

2. Rings, jewelry, and accessories deemed dangerous by the physical education teacher are prohibited.
3. All medical notes must be received within the two weeks of completion of the unit. All students who receive a medical note for physical education will be required to write a report.
4. Being “unprepared” five times for class within a marking period constitutes a failure for that marking period.

Eligibility for Sports

The violation of any eligibility rule may result in sanctions by the NJSIAA. If there is any doubt concerning the eligibility of an athlete, consult the Athletic Director.

Library

The Hamilton Township School District Libraries empowers our students to be critical thinkers, effective and ethical users and producers of ideas and information, as well as lifelong readers and learners in order to provide the tools for our students to become productive citizens in a changing society.

- The library is open daily from 8:25 a.m. – 3:00 p.m.
- During the school day, a library pass, issued by a teacher, is required to sign in the library.
- Students who use the library during lunch must stay until the end of the period and may NOT leave until the bell rings.
- All books and magazines must be checked out and returned within the prescribed time.
- If the materials are not returned within the time listed, they are subject to fines if they are late or lost.
- A new digital catalog and other digital resources may be accessed through the Library website or through our online reading app, called Sora.
- The library is an active learning space, please respect other students who are utilizing the library and respect and take responsibility for the library space.

Book Fines

Book fines for lost or damaged books are as follows:

- Books 1-2 years old will necessitate a lost/damaged book fee that must cover full replacement cost.
- Books 3-4 years old will cost 75% of the replacement value.
- Books older than that will be 50% of the replacement cost.

Lockers

Lockers will be assigned to students by their first period teachers. A new locker assignment will be given to students each year of Middle School. Lockers are property of the Board of Education and are subject to inspection by school officials.

The following conditions should be maintained when using hall lockers:

1. All lockers must remain locked when not in use. Do not share your combination.
2. Students are responsible for the care and condition of their lockers at all times.
3. Each student is required to use his/her own assigned locker.
4. Any locker which is not functioning properly should be reported to the Attendance Office.
- 5.

Locker Security

Student lockers are the property of the school district. As part of our “Locker Protection Program,” the school administration or designee will inspect student lockers at various times during the school year. The locker searches are meant to be suspicionless searches utilized as a deterrent in the school setting. The school district may engage canine detection to assist with the locker search. Any illegal evidence that is discovered during a locker inspection must be handled either by school administration and/or in accordance with N.J.A.C.6A:16-6.1, et seq., which requires school officials to notify local law enforcement.