Egg Harbor Township School District

Alder Avenue Middle School
Fernwood Avenue Middle School

Student Handbook

Embrace - Engage - Educate

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DISTRICT ADMINISTRATION

Dr. Kimberly A. Gruccio, Superintendent
Mr. George West, Assistant Superintendent
Ms. Lily Moss, Assistant Superintendent
Daniel Smith, Business Administrator/Board Secretary
Dr. Terry Charlton, Director of Human Resources
Mr. John Toland, Director of Early Childhood Education
Ms. Pam Hennelly, Director of Special Education
Dr. Carmelita Graham, Director of Vocational Ed. and Career & Technical Ed.

ALDER AVENUE MIDDLE SCHOOL **(609) 383-3366** **25 Alder Avenue** **Egg Harbor Twp., NJ 08234** ***Egg Harbor Township School District***	**FERNWOOD AVENUE MIDDLE SCHOOL** **(609) 383-3355** **4034 Fernwood Avenue** **Egg Harbor Twp., NJ 08234** ***Egg Harbor Township School District***
BUILDING ADMINISTRATION Mrs. Tatiana Cunningham, Principal Ext. 1408 Mr. John Mason, Assistant Principal Ext. 1404 Mrs. Elizabeth Feld, Assistant Principal Ext. 1404	**BUILDING ADMINISTRATION** Mr. Frank Locantora, Principal Ext. 1501 Ms. Nicole Perone, Assistant Principal Ext. 1504 Mr. Timothy Vliet, Assistant Principal Ext. 1504

BOARD OF EDUCATION

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Mr. Louis Della Barca
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Mr. Nicholas Seppy
Ms. Barbara Szilagyi

Welcome to Alder Avenue and Fernwood Avenue Middle Schools.

This handbook is filled with details and important information about our school, including the discipline policy. Organization is key to your success. Please review the information below.

Truthfulness, trustworthiness, active listening, respect, and self-esteem are life skills that will be emphasized throughout the year. These life skills are practiced district-wide and serve to promote respect and good citizenship within our school community and beyond.

We wish you a positive **2026-2027** school year.

Sincerely,

EHT Middle School Staffulty

IMPORTANT EXTENSIONS

ALDER AVENUE MIDDLE SCHOOL

1408	Ms. Tatiana Cunningham, Principal
1404	Assistant Principal's Office, Mrs. Trish Smith
1402	Key Data Secretary/Main Office Mrs. Ayana Oglesby
1402	Attendance
1661	Mr. Kevin Rutledge, Athletic Director
1422	Student Assistance Counselor, Tia Tracey
1410	School Nurse, Mrs. Tina Summers
1411	School Nurse, Mrs. Melanie Charlton
1404	Homebound Instruction, Mr John Mason
1424	Ms. Stephanie Riis, Guidance Counselor 8th Grade
1421	Mr. Kareem Spence, Guidance Counselor 7th Grade
1420	Ms. Kelly Machado, Guidance Counselor 6th Grade
1490	Media Center
1450	Cafeteria
1470	Child Study Team
1701	Transportation

Middle School Fax	(609) 383-1492
Assistant Principal's Fax	(609) 407-5419

FERNWOOD AVENUE MIDDLE SCHOOL

1501	Mr. Frank Locantora, Principal
1504	Assistant Principal's Office, Ms. LouAnn Brooks
1501	Principal's Secretary/Main Office Ms. Bonnie Griffiths
1506	Key Data/Attendance Secretary Ms. Angela Dennis
1661	Athletic Director, Mr. Kevin Rutledge
1509	Student Assistance Counselor, Ms. LeeAnn Dragovits
1510	School Nurse - Ms. Jeanne Roberts
1511	School Nurse - Ms. Carey Yakita
1504	Homebound Instruction, Ms. Nicole Perone
1520	Ms. Errickson, Guidance Counselor 7th Grade
1522	Ms. Poupard, Guidance Counselor 6th Grade
1521	Ms. Mento, Guidance Counselor 8th Grade
1591	Media Center
1550	Cafeteria
1570	Child Study Team
1701	Transportation

Middle School Fax	(609) 383-0628
Assistant Principal's Fax	(609) 383-0563

STATEMENT OF NON-DISCRIMINATION

The Egg Harbor Township School District is committed to providing equal opportunity in education and in employment regardless of race, sex, marital or parental status, religion, age, national origin or physical/mental handicap. The District's policy of equal educational opportunity, including vocational education, is in compliance with the guidelines and requirements of Title VI of the Civil Rights Act of 1964, Title I of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. Individuals with concerns, interests or inquiries into possible complaints are encouraged to contact:

Dr. Terry Charlton, Director of Human Resources
Egg Harbor Township Schools * 13 Swift Drive *Egg Harbor Township, NJ 08234 * (609) 646-7911

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. – 1232h, requires Egg Harbor Township Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas
("protected information surveys"):

1. Political Affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes
("marketing surveys"), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled during the school year, the Fernwood Avenue Middle School will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

PROMOTION AND RETENTION POLICIES (Policy 5410)

Refer to the Egg Harbor Township School District Website for more information.

GENERAL ATTENDANCE RULES AND REGULATIONS (Policy 5200)

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Consequently, there is an impelling responsibility upon the parents and student for the student to attend school as scheduled. Therefore, the Middle Schools cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met.

ATTENDANCE

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four and a half (4) hours during the school day.

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

An Excused absence is an absence for one or more of the following reasons:

1. The pupil's illness
2. Family illness or death
3. Educational opportunities
4. Excused religious observances
5. The pupil's suspension from school
6. The pupil's required attendance in court
7. Interviews with a prospective employer or with an admissions officer
8. Necessary and unavoidable medical or dental appointments

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum. All notes must be turned in by the end of the marking period, or it will not be accepted for absence.

AN UNEXCUSED ABSENCE IS A PUPIL'S ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE. FAMILY VACATIONS ARE ALSO UNEXCUSED ABSENCES.

ABSENCES FOR MIDDLE SCHOOL (6-8)

- When a student acquires more than 18 TOTAL absences the student will be required to attend academic fulfillment in order to satisfy the attendance requirement of the classes involved. If the student does not attend academic fulfillment, they may be retained.

- Excused absences when the students receive homebound instruction will be excluded from the above total.

- A pupil who has been denied promotion for excessive absences may appeal that action in writing within five (5) school days to their respective Assistant Principal. The Assistant Principal will review the student's absences and consult with the Principal to make a determination

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant and the absence is considered unexcused.

STUDENT/PARENT RESPONSIBILITIES

- Students shall attend school daily unless the absence is excused.
- Parents shall insure that their child attends school punctually and daily and be aware of all absences.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents shall call the school the morning of the pupil's absence, and the pupil shall submit a note to the attendance office upon their return. Submit notes directly to the following email addresses as soon as possible:

Alder Middle School - chases@eht.k12.nj.us
Fernwood Middle School - dennisa@eht.k12.nj.us

PARENT NOTES

Parent notes will not be accepted to excuse any absences. Excused absences will require a doctor's note, or other written documentation needed to prove the absence.

Doctors' notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted. The school physician may be asked to review any questionable medical situations. Doctors' notes must be given directly to the Attendance Office. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to their Assistant Principal.

DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

FAMILY VACATIONS

Family vacations are not excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

ABSENCES AND INSTRUCTION

The parent/guardian of pupils who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such homework assignments.

HOMEBOUND INSTRUCTION

A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. The parent/guardian must request home instruction in writing to the school nurse. This request will be accompanied by a signed physician's note stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence.

MAKE-UP WORK

Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during that time. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension.
Note: For each school day a student is absent, he/she will be given equal time to make up missed assignments.

ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

If a student is absent from school the day of an athletic event, club meetings, or performance, the student cannot participate in that event unless the absence has been cleared in advance by the Assistant Principal.

A student must be in school in order to attend a practice or activity that day by 9:18 a.m. in order to attend a practice or activity that day.

A student must not be signed out early if they are planning on attending an athletic event, club meetings, or performance after school. Any student signing out for a medical appointment must return and sign into school, prior to dismissal, with a medical excuse.

Students who are on Attendance Ineligibility will be prohibited from participating in athletics, activities, and school-sponsored events. In addition, these students will be prohibited from attending trips that are not class related. This means that band trips, class trips, and the like, that cause students to be absent from school, will be off-limits to students on Attendance Ineligibility.

ABSENCES - MISCELLANEOUS

Consecutive Absences - Any pupil who misses ten (10) consecutive school days, and who is not on Home Instruction, and/or who is not medically verified as incapacitated, will be issued a written notification to report to school within five (5) school days. Failure to do so will result in the following:

- Pupils under the compulsory school age (below 16) shall have presented to their parents, a formal written notice to cause the child to attend school. Failure to comply will result in court action.

ATTENDANCE INELIGIBILITY AND ACADEMIC FULFILLMENT

A student will be placed on Attendance Ineligibility if one of the following criteria are met:

- An accumulation of more than eighteen (18) absences from school.

Any student placed on Attendance Ineligibility is in danger of losing credit for the current school year and may need to attend Academic Fulfillment for remediation. Once placed on Attendance Ineligibility, students lose all school privileges and are prohibited from participating in any athletics, activities, and school-sponsored events.

Any pupil on Attendance Ineligibility may be able to regain credit by attending Academic Fulfillment. Academic Fulfillment may run as needed during the school year and/or summer for students. Academic Fulfillment Sessions during the school year are reserved for students on a case by case basis. The following are general guidelines for Academic Fulfillment program(s):

1. A pupil will attend one (1), four (4) hour session of Academic Fulfillment for each day over the eighteen (18) day limit.

2. If a pupil does not attend Academic Fulfillment for the designated length of time, the student may not receive credit and must repeat the entire year.

3. The I&RS team will accept appeals during the beginning of the fourth marking period for students who still are on Attendance Ineligibility.

4. If the pupil continues to be absent, after being offered and attending a session of Academic Fulfillment, the pupil may be ineligible to regain the credit during the school year and will have to serve their remaining sessions AFTER school dismisses for the summer.

5. Academic Fulfillment Program during summer (if offered):
    - Summer Academic Fulfillment may be offered to students.
    - An assistant principal will notify students of the date(s) of the program.

6. Transportation to Academic Fulfillment sessions are the responsibility of the parent/guardian of the student involved.

7. When a student receives discipline for an assigned Academic Fulfillment day, the discipline will override the Academic Fulfillment. The student is NOT guaranteed a make-up day if this occurs.

EARLY DISMISSAL

Requests to sign out early will be granted for confirmed medical and dental appointments, as well as for driver's tests, etc. In case of illness, a student must report to the Nurse's Office and may be sent home by the nurse after a parent is contacted. Students may not sign themselves out of school. If a student is being signed out, the following procedure will be followed

1. The parent/guardian responsible will report to the Front Desk and ask for the student. Students will not be released to anyone except the legal parent or guardian unless prior arrangements have been made with the appropriate Assistant Principal in advance.
2. Parent/Guardian must present a valid photo Identification Card (ID).
3. The student will report to the Front Desk and officially sign out. Students who do not officially sign out will be marked as truant.
4. Students are responsible for all missed work.
5. Students must be present 4.5 hours to receive credit for the day.

MIDDLE SCHOOL BELL SCHEDULE

School Day

The school hours are 8:15 a.m. to 2:45 p.m. for a full day of school. Abbreviated day hours are 8:15 a.m. to 12:45 p.m. Lunch is also served on abbreviated days. Students who do not report to homeroom on time are considered tardy and must sign in at the front desk. Delayed Opening start time will be 10:15 a.m. Dismissal times will remain the same.

Daily Schedule			
Pd. 1	Convocation 8:15-8:55		
Pd. 2	8:57- 9:47		
Pd. 3	9:50-10:40		
Pd. 4	1st Lunch 1043-1113	10:43-11:33	10:43-11:33
Pd. 5	11:16-12:06	2nd Lunch 11:36-12:06	11:36-12:26
Pd. 6	12:09-12:59	12:09-12:59	3rd Lunch 12:29-12:59
Pd. 7	1:02-1:52		
Pd. 8	155-2:45		

2-Hour Delay	
Pd. 1	Convocation 10:15-10:55
Pd. 2	10:57-11:27
Pd. 3	11:30-12:00
Pd. 4	12:03-12:33 (1st Lunch) 8th
Pd. 5	12:36-1:06 (2nd Lunch) 6th
Pd. 6	1:09-1:39 (3rd Lunch) 7th
Pd. 7	1:42-2:12
Pd. 8	2:15-2:45

Early Dismissal	
Pd. 1	Convocation 8:15-8:54
Pd. 2	8:57-9:27
Pd. 3	9:30-10:00
Pd. 4	10:03-10:33 (1st Lunch) 8th
Pd. 5	10:36-11:06 (2nd Lunch) 6th
Pd. 6	11:09-11:39 (3rd Lunch) 7th
Pd. 7	11:42-12:12
Pd. 8	12:15-12:45

CONVOCATION ADVISORY TIME

Vision Statement: Convocation is a time for community-building, where students can form relationships with each other and their advisor while also developing a set of skills to be successful in middle school, and life in general.

Every student starts their day with their Convocation Group. Each Convocation group has a daily Convocation Advisory Time that will meet for lessons, student support, and relationship-building. The goal of Convocation is to see measurable improvement in attendance, behavior, and student engagement while also strengthening our school community and morale.

WINGS of Achievement & Character

This framework is designed to foster a culture of shared values and expectations by systematically recognizing and rewarding behaviors aligned with our SOAR principles. Through intentional recognition and rewards, we aim to build a strong, cohesive community where every member is motivated to contribute to an environment of success for all. By highlighting and celebrating these values and behaviors, we reinforce our commitment to creating a positive, safe, and supportive environment.

Opportunity + Effort + Recognition + Persistence = SUCCESS

GRADES, GPA, HONORS, INFINITE CAMPUS, & GENERAL INFORMATION

***District Grade Equivalent Scale, K-12*:**
*** A = 90 to 100 * B = 80 to 89 * C = 70 to 79 * D = 60 to 69 * F = Below 59**

ACADEMIC INELIGIBILITY

Students will be considered Academically Ineligible for sports, clubs, activities, and any other school privilege if the student failed two or more classes the previous marking period. The student will remain Academically Ineligible until the next report card that reflects less than two failing courses.

GRADING PERCENTAGES

ALL CLASSES

Application of Content	70 %
Practice & Process	30 %

HONOR ROLLS

HONOR ROLL - All A's in academics and special areas.

MERIT ROLL – All A's and B's in academic and special areas.

ACADEMIC CHEATING/PLAGIARISM

Students who plagiarize academic work in any way will receive an *automatic "0"* for that particular assignment, and may face further discipline from the Assistant Principal.

INTERIM REPORTS

- All student Interims Reports and Report Cards are communicated through the Parent Portal.

REPORT CARDS

- Report cards indicate grades, the number of absences, and comments for each course.
- Report cards will be reported on Infinite Campus at the end of each marking period.

CONFERENCES

All parents are requested to call the school for an appointment if they wish to have a conference with a teacher, administrator, or school counselor. Counselors will assist in facilitating this process.

HOMEWORK POLICY (#2330)

Research has shown that parental involvement in a child's learning is a key factor in school achievement and that students who complete homework assignments have higher test results. To provide your child with the best possible education, homework assignments must be completed to the best of your child's ability. This is an important extension of the school day and will cultivate an appreciation and prowess for learning. These are the guidelines we follow in Egg Harbor Township and the expectations for ourselves and for our students.

TEACHERS ARE EXPECTED TO:

- Prepare the students for assignments with instructions, materials, and explanation.

- Consider the capabilities of the students.

STUDENTS ARE EXPECTED TO:

- Submit assignments to teachers on time.
- Check with the teachers promptly for assignments missed and turn them in as directed.
- Take pride in the quality of work passed on to the teachers.
- Follow the district acceptable use policy when completing work on the computers or school laptops.

PARENTS ARE EXPECTED TO:

- Provide a study area free from distractions.
- Encourage children to do their best, be organized, and pass their work in on time.

INFINITE CAMPUS PARENT PORTAL

As a parent or guardian you have access to current information regarding your student's schedule, attendance, and grades. In addition, this portal provides you with information from the superintendent, building principal, and your child's teacher to keep you up to date with district, school, and classroom issues. If you have any questions or concerns regarding Infinite Campus Parent Portal please log onto the district website at www.eht.k12.nj.us and click on the icon which can be found on the right side of the homepage.

ADVANCED SCIENCE/MATHEMATICS

Criteria to be considered for the Advanced Science/Mathematics Program:

- Class Performance
- Benchmark Assessments
- Teacher Recommendation
- Math Diagnostic Assessment
- Standardized Assessment
- Earn an 80 average in both Science and Mathematics from the previous year.
- Receive parent permission for placement in the Middle School Advanced Program.

If a student receives a grade of 80 or below for the academic year the parent/guardian may be contacted about potentially exiting the program.

CRITERIA FOR SPANISH I AND FRENCH I (7th & 8th GRADE)

In order to take Honors French or Honors Spanish in grades 7&8, 6th graders need to meet the following:

- An A average in 6th grade Spanish and 6th grade English
- A recommendation from the 6th grade Spanish and ELA teachers

Every effort will be made to accommodate all recommended students, but placements in Honors World Language is not guaranteed. MAP scores may be considered when determining placement in the world language course.

PATHWAY TO BILITERACY

All 8th graders are eligible to receive recognition for being on the "Pathway to Biliteracy". The goals of the Pathway program are (1) to recognize 8th graders who demonstrate Novice High Proficiency and (2) to encourage middle school students to continue improving both their English proficiency and their Language proficiency through all four years in high school so that they can graduate EHTHS with the Seal of Biliteracy. In order to receive the Pathway recognition, students must meet the criteria below. Students who meet both criteria will be recognized at the 8th grade Awards Ceremony.

- English Proficiency: Score Partially Meeting Expectations or better on the 7th grade NJSLA for ELA. ML students must demonstrate English Proficiency by scoring 2.5 or higher on ACCESS for ELs.
- Language Proficiency: Demonstrate Novice-High proficiency on state-approved speaking and writing prompts in French or Spanish. ML students will demonstrate this proficiency in their home language.

CHROMEBOOK DAMAGE OR NEGLECT

All parents/guardians are responsible for full payment for loss, intentional damages and/or neglect to the Chromebook. Students will receive one charger with the Chromebook and are responsible for purchasing a replacement if broken or missing. 45 watt USB-C chargers are widely available and support fast charging on Chromebooks. The administration also reserves the right to charge the following for Chromebook Damage or Neglect:

First Damage Incident	$50 repair/replacement fee
Second Damage Incident	$150 repair/replacement fee
Third Damage Incident	$280 full replacement fee

Lost Chromebooks are considered an obligation. Replacement Chromebooks may be issued solely at the discretion of the administration and will not be issued until a damage fee is paid. If a device is stolen, you must provide a police report to avoid the replacement fee.

In addition, students are subject to discipline based on the EHTHS student code of conduct.

EXPECTATIONS FOR THE USE OF STUDENT CHROMEBOOK COMPUTERS

Every student is responsible for the appropriate use of his or her Chromebook. The Chromebook is to be used for educational purposes only.

- Students are responsible for keeping track of the Chromebook and taking precautions to keep it safe.
- Make certain the Chromebook is stored in a safe and secure location while not in use.
- To extend the longevity of your Chromebook the Egg Harbor Township School District recommends the following:

- Do not place anything on the keyboard before closing the lid (i.e., pen, pencil, headphone cables).
- Wrap the power cord properly.
- Do not eat or drink while using your Chromebook.
- When using USB storage devices or connecting the power cord to the Chromebook, carefully remove and attach these devices.
- Chromebooks may not be disassembled, repaired, hacked, jail-broken, or subverted in any way.
- Cords, cables, and removable storage devices should be inserted carefully into the Chromebook.
- Students should not carry Chromebooks while the screen is open.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the District.
- Downloading unauthorized games, applications, or software by students is NOT permitted.
- Downloading purchased music or loading music from a purchased CD and/or personal photos onto the Chromebook is permitted. However, any personal information or material on the Chromebook is the sole responsibility of the student and should not interfere with Chromebook usage or schoolwork. The student is responsible for backing up any personal information, data, music, and photos.
- All software on District Chromebooks will be licensed, approved, and installed by a District Computer Technician. Students should not loan the Chromebook to anyone (including family members) and should not share login or password information for any website or services.
- Do not lean on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Clean dirty screens with an anti-static cloth. Do not use tissues, paper towels, or any other kinds of material that will scratch the Chromebook screen.
- Do not remove the device from the protective casing for any reason.
- Be careful not to drop or throw backpacks or Chromebook sleeves. The Chromebook will get damaged.
- When closing and storing the Chromebook in the sleeve/case, put the computer in sleep mode or turn it off to prevent overheating.
- Inappropriate language and materials used as screensavers and/or desktop images are not permitted.

CHROMEBOOK DAMAGE OR NEGLECT

Students who intentionally abuse and/or neglect a school issued Chromebook will also be subject to disciplinary action.

NATIONAL JUNIOR HONOR SOCIETY

Seventh and eighth grade students are eligible for NJHS membership consideration. New membership requirements include the following:

- Academics: To be eligible, students must earn a cumulative grade point average of 92% or higher based on the fourth marking period of the previous school year and the first two marking periods of the current school year. Cumulatives averages are based on a 75% contribution from the core four classes (English, Social Studies, Math and Science) and a 25% contribution from all other classes.
- Service: To be eligible, students must belong to and participate in at least one school club, school sports team, or community service organization. Students are required to provide a letter of participation.
- Leadership: To be eligible, students must take a constructive leadership role in the classroom or hold an elective position.
- Citizenship: To be eligible, students must have respect for staff members, peers and school property.
- Character: To be eligible, students must demonstrate a cooperative attitude and volunteer to assist when needed. Students also must not have a discipline or truancy record.
- Discipline: To be eligible, students cannot have more than two discipline infractions or a consequence of a Saturday detention or greater.
- Attendance: To be eligible, a student must not be considered truant per the district attendance policy.

If a student meets the academic requirement, their name is submitted to administration for discipline and attendance record review. Next, students will be evaluated in the areas of service, leadership, citizenship and character by their teachers. Then, a panel of staff members will review the teacher evaluation scores. If a student qualifies, his/her name will be submitted for final review and approval to be inducted.

After a student becomes a member, their quarterly averages, attendance and discipline record will be reviewed each marking period. A member of the NJHS is expected to continue to demonstrate all of the above membership criteria. Any member who does not uphold the academic, behavior and/or attendance requirements, may result in the termination of his/her membership in NJHS.

WINGMEN

Wingmen are student leaders who demonstrate integrity and honor. To this end, all Wingmen are expected to keep an open mind and always listen, to learn from mistakes to improve the future, and comply with all requirements to maintain participation in the Wingman Program. This includes but is not limited to having no significant discipline events (suspension, Saturday Detention, Harassment, Intimidation, Bullying, etc.) as determined by the administration, remain eligible in both Academics and Attendance, and fully participating in activities/meetings/guidance peer guides as directed by the advisor.

INTERNET POLICY

The Network Supervisor will report inappropriate behaviors, violations, or complaints to the employee's supervisor or student's teacher who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Computer access is granted to students for their sole use only. Violations may result in a loss of access as well as other disciplinary or legal action. Each user will be given copies of this regulation and procedures and will sign an acceptable use agreement before establishing an account or continuing use.

The following are not permitted:

- Sharing of accounts, IDs, or Passwords
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Trespassing in another's subdirectories, work or files
- Intentionally wasting limited resources, including but not limited to as streaming music and video
- Employing the network for commercial purposes

DISTRICT NETWORK, E-EMAIL, AND INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right. Access entails responsibility. Parent permission is required.

VIOLATIONS

Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policies and Regulations No. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Use of Privately-Owned Technology, No. 2363, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion, as well as possible legal action and reports to the legal authorities and entities.

Determination of Consequences for Violations
The particular consequences for violations of this policy shall be determined by the Principal in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent, or designee, and the Board shall determine when school

expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but is not limited to:

- Use of Computer Network/Computers only under direct supervision
- Revocation of network privileges
- Revocation of computer privileges
- Suspension of network privileges
- Suspension of computer privileges
- Detention to Saturday Detention

5516 REMOTELY ACTIVATING COMMUNICATION DEVICES AND ELECTRONIC DEVICES

The Board of Education recognizes the rapid advancement of technology and its changing role, application and integration into the modern day school. Technology devices are available to every student in the district. The use of privately-owned technology, including cell phones, iPad, tablets, watches etc., by a student in the educational setting during the school day is limited. See Regulation 5516.

During the school day, students in grades Pre K-12, cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by building administration or an exception applies. Upon completion of the activity for which the approved use was granted, cell phones and other devices are to be turned off for the remainder of school hours.

The Board of Education recognizes students may have in their possession while in school, at a school-sponsored activity, or on a school bus an electronic tracking device that uses a Global Positioning System (GPS), or smart watch in school mode, or any other similar system. A tracking unit is a device, normally carried by a moving vehicle or person, that uses a GPS or similar system to determine and track its precise location, and hence that of its carrier, at intervals. The recorded location data can be stored within the tracking unit or it may be transmitted to another location, including, but not limited to, a central location database or Internet-connected computer, using a cellular, radio, or satellite modem embedded in the unit. This allows the tracking unit's location to be displayed against a map backdrop either in real time or when analyzing the tracking path later, using tracking software. A tracking unit may be a device designed just for tracking or may be an application installed on any other electronic device.

A tracking unit may also have the ability to transmit in real time through electronic communications to another location. These electronic communications may be one-way or two-way audio or video communications between the student and a person with a device at another location or audio/or video feature that enables a person remote from the student, with or without the permission of the student, to listen-in or have communications with the student and/or access video through the unit either in real time or by taping such communications.

The Board of Education permits the use of a tracking unit or an application on an electronic device that can track the location of the student while in school, at a school-sponsored event, or on a school bus. However, to protect the privacy rights of all students and to maintain the school district's legal

obligation to maintain confidential student information in accordance with Federal and State law regulations, the use of a tracking device or an application on an electronic device that enables any type of one-way or two-way audio and/or video communication recordings is not permitted.

Students may not be in possession of large headphones and/or speakers while on campus. If so, headphones/speakers may be confiscated and held by the Assistant Principal for 30 days or until a parent picks them up.

The Board recognizes that the use of communication and electronic devices, headphones and accessories may be used by students as per an Individualized Education Plan, 504 accommodation plans, medical health plan, or through express written permission by the building principal or designee.

Students may only utilize audio or video recording equipment while in school, while on school property, or while engaging in school activities when:

1. provided by the school district administration to record a school or Board of Education approved activity or co-curricular event and only with Board of Education equipment or devices;

All other use of recorded audio or video while in school, while on school property or while engaging in school activities is not permitted and any document, file, or recording, however made or maintained contrary to this policy, shall be subject to confiscation. Failure to comply with this policy shall also result in the recording device used being confiscated and returned to the parent/guardian. In addition, the Board of Education takes no responsibility for the corruption of any other file contained on any device or memory device or medium subjected to confiscation. A person who discovers a student in possession of a recording device in violation of this policy shall report the violation to the Principal or designee, who shall confiscate the device.

Students will be disciplined for violations of this policy in accordance with the Student Handbook. Nothing in this policy minimizes or is intended to minimize the board of Education's ability to discipline students according to Board policy, including but not limited to discipline for off- campus behavior.

The school district assumes no responsibility for any privately-owned technology brought to school by a student. The student shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of, or damage to, any privately-owned technology brought to school by a student. Students are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the student brings to school.

SCHOOL HEALTH SERVICES

SCHOOL COUNSELING DEPARTMENT

The Counseling Department exists to help students and parents cope with the many adjustments, which are normally found in the middle school population. Permanent record files are maintained

and updated under the supervision of the counselors. Students who seem to have a problem of social, emotional or academic nature are free to avail themselves of the services of their counselor. The department sponsors groups to address student needs. Students should obtain a pass from one of their teachers before reporting to the Counseling Office. If parents/guardians do not wish for their child to participate in the activities of the program, please send a letter to the building principal. Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. Egg Harbor Township Schools comply with the Family Educational Rights and Privacy Act (FERPA), which address rights to privacy and access to student educational records. If you have any questions, please call Fernwood or Alder Middle School. See page 7 in the handbook for extensions.

HEALTH SERVICES

School health services are conducted for the following purposes:

1. Care of emergencies, sickness or injury in school.
2. Prevention and control of communicable disease.
3. Determination of health needs for students.
4. Follow-up and interpretation of health needs for parents.
5. Height, weight, and scoliosis screenings are conducted the 1st week of school. Please notify the school health office if you DO NOT want these screenings done in school.
6. Scoliosis screenings – state mandated screening for curvature of the back as per state guidelines.
7. Vision and hearing screenings for all 8th grade students.

We strongly encourage you to take your child to your primary physician for a yearly physical exam. You can also use that physical exam for your child's participation in after school athletic activities or for working papers. Your child will NOT be permitted to participate in athletic activities unless you provide proof of a physical exam from the office of your primary care physician.

MEDICATIONS

Any medication, prescribed, or over-the-counter, to be taken by a student during school hours must be kept in the school nurse's office in the properly labeled container. A note must accompany it from the physician naming the medication, dosage and diagnosis, as well as a note from the parent or guardian granting permission for the nurse to dispense the medication.

Students who use inhalers for treatment of asthma may carry and self-administer their medication if they have their physician's permission. Forms for this privilege can be obtained in the health office and must be filled out by both parents/guardians and the physician. These will be kept on record in the nurse's office.

Physicians/parent notes for medication distribution MUST be updated yearly. Medical notes CANNOT be carried from year to year.

Students are not permitted to have medication in their possession (including aspirin/Tylenol/Motrin, cough drops or cough syrup). If a student is found carrying any type of medication in school, disciplinary action will be taken.

INTERVENTION AND REFERRAL SERVICES (I&RS) & NEW JERSEY TIERED SYSTEMS OF SUPPORTS (NJTSS)

Intervention and Referral Services (I&RS) in addition to a Multi-Tiered System of Supports (NJTSS)

— are two powerful frameworks that aim to foster an inclusive and supportive learning environment for all students. This is a comprehensive guide to understanding and implementing I&RS and NJTSS effectively. By utilizing these evidence-based frameworks, we can ensure that every student receives the support they need to achieve their full potential, cultivating a positive and inclusive educational journey for all. All requests for assistance are considered confidential, and federal regulations are strictly followed.

Intervention and Referral Services (I&RS):
At its core, I&RS is a collaborative, proactive approach designed to address academic, behavioral, and social-emotional challenges faced by students. By bringing together educators, administrators, parents/ guardians, and support personnel. I&RS creates a dynamic team that assesses individual student needs, identifies barriers to success, and develops personalized intervention plans. These plans are tailored to meet the unique strengths and weaknesses of each student, ensuring they receive the necessary assistance to thrive academically and personally. I&RS emphasizes early intervention and continuous monitoring to provide timely and effective support, promoting student achievement and well-being.

New Jersey Tiered Systems of Supports (NJTSS) :
NJTSS is a comprehensive and integrated framework that aims to meet the diverse needs of all learners through a tiered support system. It recognizes that students have varying levels of readiness and require different levels of assistance. NJTSS comprises three tiers:

1. Tier 1 (Universal): This tier represents the core instructional and behavioral strategies provided to all students within the general education setting. High-quality instruction and positive behavior supports are key components of Tier 1, fostering a nurturing learning environment for everyone.

2. Tier 2 (Targeted): For students who require additional support beyond the universal level, Tier 2 offers targeted interventions and strategies. These interventions are evidence-based and designed to address specific areas of concern, providing a boost to students who may be struggling but have not yet shown significant challenges.

3. Tier 3 (Intensive): At the highest level of support, Tier 3 focuses on individualized and intensive interventions. This tier caters to students with significant academic, behavioral, or emotional difficulties, requiring more specialized assistance to progress effectively.

NJTSS promotes a data-driven approach, continually assessing students' progress and adjusting interventions accordingly. By fostering collaboration between educators, support staff, families, and community resources, NJTSS creates a cohesive support network to enhance student outcomes

STUDENT ASSISTANCE COUNSELOR (SAC)

A primary goal of the Student Assistance Program is to work in conjunction with the school counseling services to address issues related to the prevention of alcohol and drug abuse. In addition, the Student Assistance Program recognizes that young people face many challenges, which may impact on their ability to achieve success in school and is therefore designed to address a wide range of high-risk behaviors and situations.

The Student Assistance Program has four major components:

- 1. Student (individual/small group) support
- 2. Classroom support
- 3. Intervention and Referral Services (I&RS)
- 4. Parent Education

The Student Assistance Coordinator (SAC) may see a student individually to assess social or behavioral problems. Students may also participate for a limited number of weeks in a small group that deals with topics of specific concern to adolescents. Participation in these groups is voluntary unless mandated by school administration.

The services of the Student Assistance Program are available to all students. If you do not wish for your child to participate in the activities of the program, please send a letter to the building Principal.

GUIDELINES FOR RESPONSIBLE STUDENT BEHAVIOR

In order to provide a safe, positive educational environment for the student body the following expectations are required and expected from all students:

- All students will attend school regularly and be on time to all of their classes.
- All students are to walk to their right in the hallway and on the stairs while moving from class to class, lunchroom, or for any other special events or assemblies.
- Students are to stop walking in the halls during the flag salute.
- All students are to be prepared for class with their books, notebooks, pens or pencils, and agenda books, to record homework assignments for each subject.
- All students are expected to respect themselves, all staff members, and other students. All students are expected to ask questions, set goals for themselves, and ask for help when needed.
- All students are to follow rules established by their teachers on a regular basis.
- All students are to remain seated in class unless told differently by their teachers.
- All students are to dress appropriately.
- Display pride and respect.

GENERAL POLICIES AND PROCEDURES

CAFETERIA

Hot or cold lunch is available every day in the school cafeteria. Monthly menus are available on the district webpage. Everyone should go to his/her table quickly and quietly.

- Once a decision is made for seating, students are not to get up and walk around the cafeteria without permission from the supervising teacher.
- Tables will be sent to the food lines when each one becomes quiet and orderly.
- Students should follow the traffic patterns set by the teachers. Only five students are permitted inside the food service area at one time.
- No throwing food or other objects.
- No loud shouting or screaming.
- No personal contact including pushing, fighting or horseplay of any type.
- No running in the cafeteria.
- No student will leave the cafeteria without a hall pass or bathroom pass and permission from the supervising teacher.
- Teachers will dismiss students when table and floor areas are clear.
- There will be assigned seating when necessary.

All students are expected to follow the school rules in the cafeteria and respect the teacher/staff members on duty during the student's scheduled lunch. Fast Food Restaurant foods, pizza, etc. are not permitted to be brought in to students. No parent should bring in any of the above for a student at any time during the day. Any student who does not comply with the above rules will be subject to school discipline.

CELEBRATORY FLOWERS/BALLOONS

These items are NOT ALLOWED to be in school for any reason.

EMERGENCY CLOSING

When the school is closed for inclement weather or other emergencies, School Messenger will notify you via telephone. You may also refer to the Egg Harbor Township School District website , Channel 2, or your local radio station for emergency closing.

FIRE/EMERGENCY/SECURITY DRILLS

Fire and security drills are conducted at least twice a month during the school day. Students are to follow the directions for evacuation given by the teacher and written on the poster on the wall near the door. Students are to leave and re-enter the building in an orderly manner.

LOST AND FOUND

Students who have lost articles should check the lost and found in the cafeteria during lunch, the gym during gym classes, or the front desk. Students who find articles should turn them into the office for safekeeping until the proper owner has been identified. After two weeks, unclaimed articles will be donated to charity or discarded.

OFF LIMITS AND UNAUTHORIZED AREAS

To ensure safety and security for all students and staff, students are to remain in the building at all times with the exception of specified classroom activities. Additionally, students and staff are not permitted to prop open or open any outside doors to allow unauthorized entrance. Essentially a student may be in an area only if he/she has specific permission or is supervised directly by a staff member. Specific off-limits areas include:

- Stairwells except for normal traffic
- All copy rooms
- Gymnasium unless supervised
- Teacher mailboxes
- Faculty dining room and lounges
- Corridors during activity period
- School wide intercom system
- Auditorium including the stage area
- Cafeteria unless supervised
- Construction areas

PARTIES

Classroom time is valuable. All parties must be approved by the principal.

PERSONAL PROPERTY

Students are advised not to bring personal property and/or money to school. Any personal property that is lost or stolen must be reported to the office immediately. Middle School administration and staff are not responsible for any lost or stolen items.

RESTROOMS

Students are permitted to use the restrooms during designated times with permission from the classroom teacher. Students must have an electronic pass (i.e. SmartPass) when leaving the classroom.

SMARTPASS

Smartpass is an electronic pass system to assist students and staff in scheduling classroom visits, going to the bathroom, and anywhere else in the building during the school day. Students can make and end some passes while others require teacher approval. All students must use the pass system when moving throughout the building during a time other than the passing time between classes. Students can review how to get started on Smartpass at their website here.

SELLING ARTICLES IN SCHOOL

Students are not permitted to sell items in school to other students and teachers for outside organizations, for community sports leagues, or for personal gain.

STUDENT IDENTIFICATION CARDS

- Each student shall be issued a first identification card at no cost. If a student reports that he/she has lost his/her ID card, he/she must make arrangements with the building principal or their designee for a replacement.
- Each student may be expected to have his/her ID card in his/her possession at all times when he/she is on Board property, including transportation vehicles, or when participating in a Board sponsored activity. A student's ID card is and remains the property of the Board of Education and is non-transferable.

STUDENT REGISTRATION/TRANSFER

- All students registering in the district or changing addresses must report to the Registrar located behind Swift School for processing.
- Students transferring out of the middle school must obtain a transfer card from the registration secretary.
- An appointment must be made with the registration secretary in order to receive a transfer card.

TELEPHONES

In case of an emergency, or under the direct supervision of a teacher or administration, students may use school phones located in the main office, assistant principal's office or planning centers. Phones located in the nurse's office, gym offices, child study team office, and other office locations are not to be used by students.

TEXTBOOK, FINES, AND RECORDS

Every student is responsible for the textbooks issued to him or her. In the event a book is lost or damaged, charges will be assessed to the student. The principal or his designee will determine the cost based on the condition and the price of the book. Replacement books, grades, report cards and student records will be withheld until payment for lost or damaged textbooks, library books, instructional materials and other debts are paid.

VISITORS

All visitors are to report to the secretary located in the lobby area or the main office. Visitors must sign in and obtain a "visitor's badge" before going to another location in the building. No one is to go directly to a classroom without first checking in and obtaining permission from the administration.

DRUG AND ALCOHOL POLICY AND PROCEDURES (Policy 5530)

SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

- The student will serve a ten-day out of school suspension for substance use or for a positive drug/alcohol screening. The Substance Awareness Coordinator (Student Assistance Counselor) will meet with the student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up.
    - Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will warrant referral for more intense treatment. Failure to comply will result in an appearance before the Superintendent.
    - A diluted, altered or contaminated specimen will result in further testing and suspension for not following Board Policy.
    - Students who test positive for drugs or alcohol as a result of a second administrative referral or use again will be suspended and may have to appear before the Discipline Review Committee of the Board of Education and may be sent to Eagle Academy (alternative school).
- In addition to the District's Drug/Alcohol procedures, the following stipulations will be in effect for students who meet the above criteria:
    - Any student found to be in possession of drug paraphernalia will be suspended out of school for up to ten (10) days. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
    - Any student found to be in possession of controlled dangerous substances and/or alcohol will be immediately suspended ten (10) days out of school. The police will be notified and complaints will be signed. A parent or guardian conference is mandatory, and students must meet with the SAC after they return. The student may also have to appear before the Discipline Review Committee of the Board of Education
    - Any student found to be distributing controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs will be immediately suspended up to ten (10) days out of school. The police will be notified and complaints may be signed. A parent or guardian conference is mandatory, and students must meet with the SAC when they return. The student may also have to appear before the Discipline Review Committee of the Board of Education.
    - Any student found to be in possession of counterfeit drugs, over the counter medications and/or prescription drugs not registered with the school nurse will be suspended a minimum of four (4) days out of school. A parent or guardian conference

is mandatory before the student returns to school. Subsequent offenses will result in further disciplinary action.

- Any pupil suspected of being under the influence of any of the above on school property or at any school sponsored event shall immediately be taken through the mandated steps as outlined in the New Jersey Administrative Code, Title 6A: 16-6.1 and the E.H.T. Board of Education Policies and Procedures. These include immediate notification of the Administration, parents, and Superintendent and immediate referral to a medical facility for examination and drug screening.

- When a pupil is suspected of being under the influence, staff must notify the nurse or SAC, who will then notify the Principal or designee, who immediately contacts a parent, the Superintendent and the physician or medical examiner for a drug screening by use of a urine sample. Parent may select a physician other than the school physician or medical examiner, but such an examination shall not be at the expense of the district Board of Education. If available, parent may accompany pupil to medical facility for examination. Parent will be given a copy of the chemical screening form, NJAC 6:29-6 and medical readmission form. If there is a positive diagnosis of alcohol or other drugs, the pupil shall not resume attendance at school until a written report has been submitted to the Principal from a physician who has examined the student, and can certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

- Refusal or failure by a parent or guardian to comply with the provisions of the Code and Policy shall be deemed a violation of the compulsory education and/or the child neglect laws. Sanctions will be the same as those imposed for students who test positive for drugs or alcohol.

- For additional information on Policy # 5530, please refer to website

STUDENT DRESS AND GROOMING (Policy 5511)

The administration of Fernwood and Alder Avenue Middle Schools believes that personal appearance begins with cleanliness, tasteful dress, and common sense. Appropriate dress is instrumental in creating a feeling of pride among the students of Egg Harbor Township. This results in better behavior, greater school spirit, and higher academic achievement.

Students are expected to look neat and clean at all times for school and for school sponsored activities, such as concerts, plays, talent shows, dances, etc. The dress code also remains in effect for students attending a school-sponsored trip, unless the trip's sponsor has requested and received specific modifications from the administration due to the nature of the outing.

Any form of attire or style of grooming that is immodest or sloppy, or which adversely affects classroom atmosphere, or which creates a behavioral problem, will be considered unacceptable. Students are welcome to express their individuality and/or ethnic pride through clothing, provided that it meets the following guidelines developed by faculty and administration. All clothing must be clean, neat, and modest.

Students who violate the dress code will be referred to the appropriate administrator for appropriate action. This may include the student changing his/her dress, or being sent home from school. If you have any doubt as to whether or not a specific article of clothing may be a violation of the dress code, do not wear it until you are certain it is acceptable. Not all circumstances are necessarily covered by

this dress code. Teachers who question the appropriateness of a student's attire should send that student to an administrator. Students who continually violate the dress code will receive progressive discipline.

Students will NOT wear:

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs (one-inch leeway)
- Clothing (i.e. skirts, dresses, and shorts) that end higher than mid-thigh;
- All outerwear such as jackets, coats, etc., are prohibited to be worn indoors, except when entering or leaving the building;
- Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach;
- Wearing undergarments as outer garments;
- Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor;
- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco;
- Clothing containing profanity or sexual references or innuendoes;
- Clothing which includes racial or ethnic violence;
- Hats, visors, sweatbands and other headgear; unless it falls within a religious exemption.
- Hooded sweatshirts/clothing are permitted however; students are not permitted to wear the hood in school.
- Rips in jeans are permitted as long as rips are below mid-thigh.
- Any clothing that is likely to create a material and substantial disruption to the school environment.

DATING VIOLENCE AT SCHOOL (Policy 5519)

STATEMENT BY THE BOARD REGARDING DATING VIOLENCE

The Board of Education believes a safe and civil environment in school is necessary for children to learn. 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.

DISCIPLINE FOR DATING VIOLENCE

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.

The Egg Harbor Township Board of Education adopted policy and regulation 5519 regarding Dating Violence at School as mandated by NJSA 18A:37-35a. Consequences for dating violence as outlined in policy and regulation 5519 may include, but are not limited to:

- Administrative Warning;

- Temporary removal from the classroom;
- Teacher or Administrative detention
- Saturday detention;
- Out-of-school suspension;
- Reports to law enforcement; and
- Expulsion

- Retaliation toward the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.
- Remedial procedures/interventions may include, but are not limited to, the following:
  - Parent conferences;
  - Pupil counseling (all pupils involved in the act or incident);
  - Peer support group;
  - Corrective instruction or other relevant learning or service experiences;
  - Supportive pupil intervention (Intervention and Referral Services I&RS)
  - Behavioral management plan; and
  - Alternative placements.

HARASSMENT/INTIMIDATION/BULLYING/HATE CRIMES (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 pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

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

- Is reasonably perceived as being motivated by either any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that
- 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 other pupils; and that
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or groups of pupils; or
- Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.
- "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, intimidation, bullying, fighting, or hate crimes of any kind will not be tolerated in school or on school property. The severity of the disciplinary action will be based upon the circumstances of the infraction. Consequences and appropriate remedial action for pupils who commit these acts may range from positive interventions up to and including suspensions or expulsion. The appropriate consequences will be consistent with the case law, Federal and State Statutes, and district/school policies and regulations. In addition, complaints may be referred to the police.

TRANSPORTATION AND PARENT PICK-UP

SCHOOL BUS

Bus transportation is a privilege. To insure the safety of students traveling to and from school, the following bus conduct rules have been established:

- Remain seated at all times while the bus is moving and until you reach your destination. Each student will receive a seat assignment. Only the administration or transportation coordinator may change this assignment. Keep books, coats and all other objects out of the aisles.
- Walk towards a waiting bus without pushing. Board the bus in an orderly manner.
- Keep all body parts inside the bus and never out the window.
- Loud talking, yelling, inappropriate language and playing of music by students on the bus is distracting to the driver and is prohibited. Radios, docking stations, or speakers are also prohibited.
- Smoking on the bus or bus stop will result in disciplinary action. Matches and lighters are prohibited.
- Transportation is provided for all students attending the Middle School. No student is to walk or ride a bicycle unless the principal upon written request from the parent/ guardian has granted permission.
- If you have received prior permission from building administration, helmets must be worn if riding bikes to school.
- No throwing, acquiring, or dropping of any objects in the bus or out of the windows at any time.
- No eating of food or drinking of beverages on the bus. No gum chewing.
- Skateboards may not be brought on the school bus to school. Drivers will not transport students with skateboards.
- Students may not under any circumstances ride any bus other than their assigned bus to or from school. Parent permission will not be accepted for students riding another bus and if a student does, discipline consequences will follow.
- Students are required by law to wear seat belts if they ride a bus equipped with this safety equipment. Failure to "buckle up" is in violation of NJSA 39:3B-11 and will result in disciplinary action.

Continued misbehavior may result in your immediate exclusion from riding the bus. Please note that should you be excluded, P.L. 18A: 25-2 states that your parent or guardian must provide transportation to and from school during the period of exclusion.

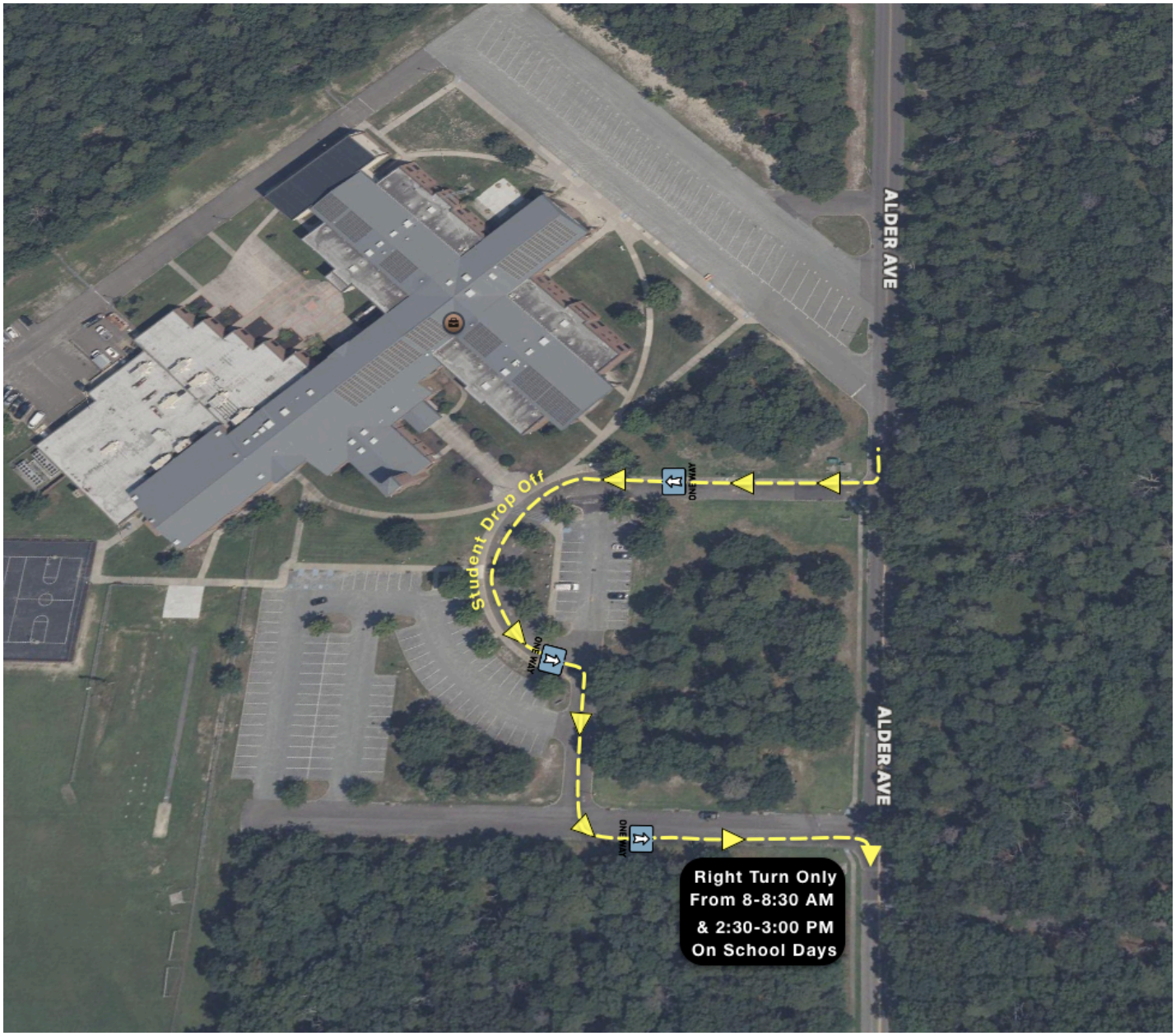
PARENT PICK-UP

Bus transportation is provided for all students for safety and security. Students may be picked up only by a custodial parent or legal guardian when leaving school by automobile. Any other person transporting the student will need written verification from the parent or guardian and

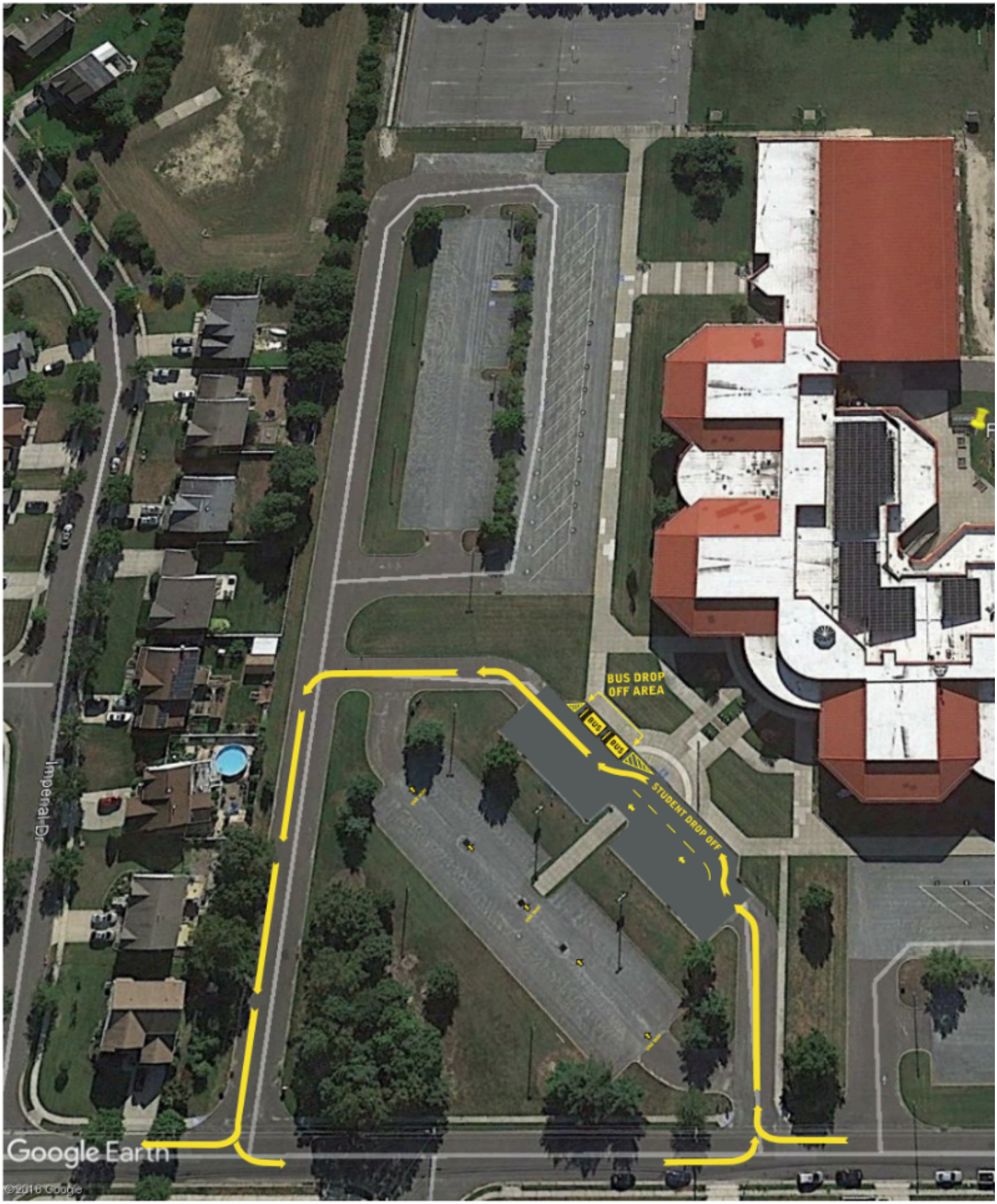
identification. Students must be signed out in the main office after identification is verified. Parents are to use the main entrance only when transporting students. Do not park in the fire zones, bus slots, or handicap spaces in front of the school.

STUDENT DROP OFF MAPS

ALDER AVENUE MIDDLE SCHOOL

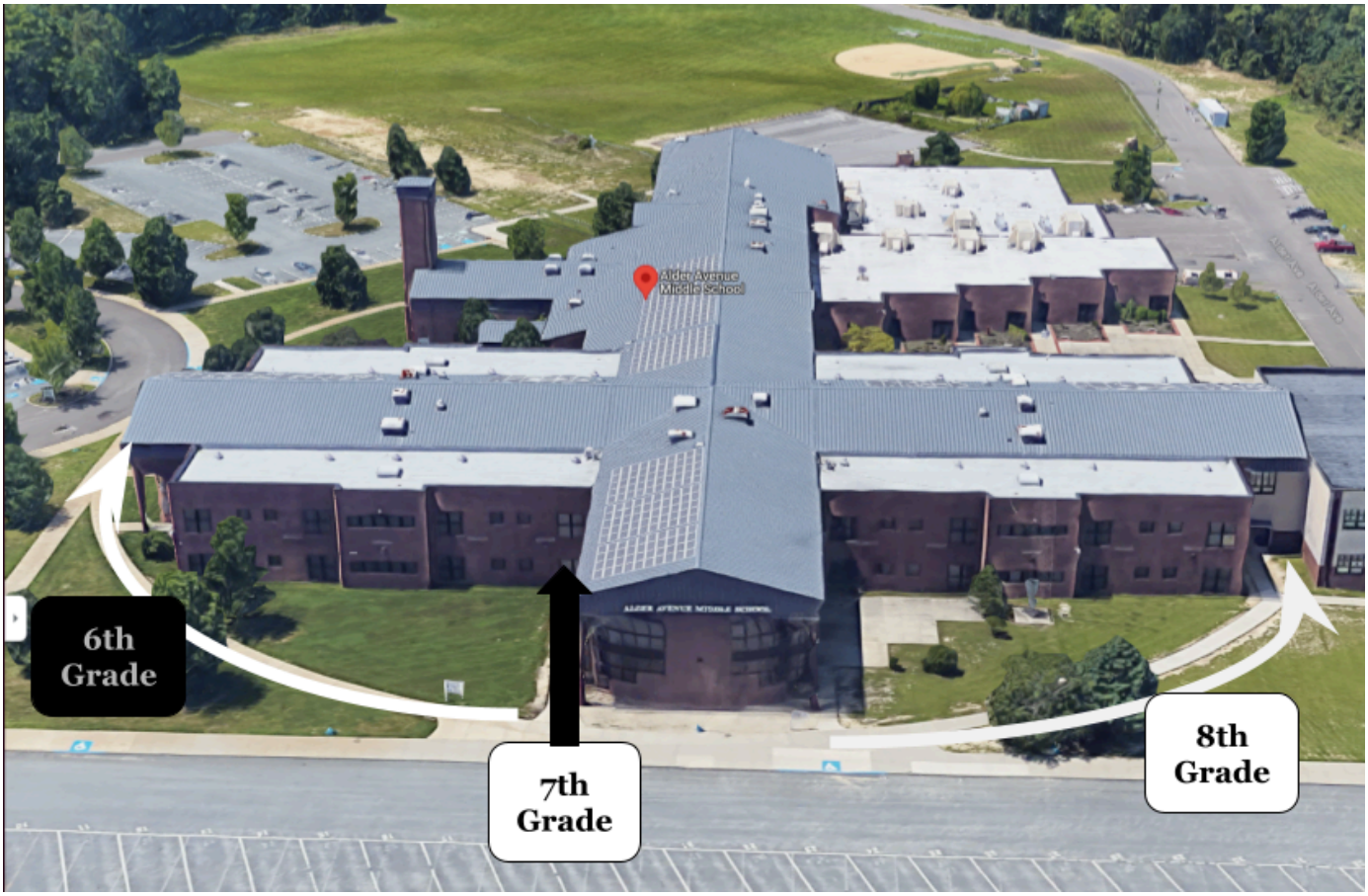


Fernwood Middle School

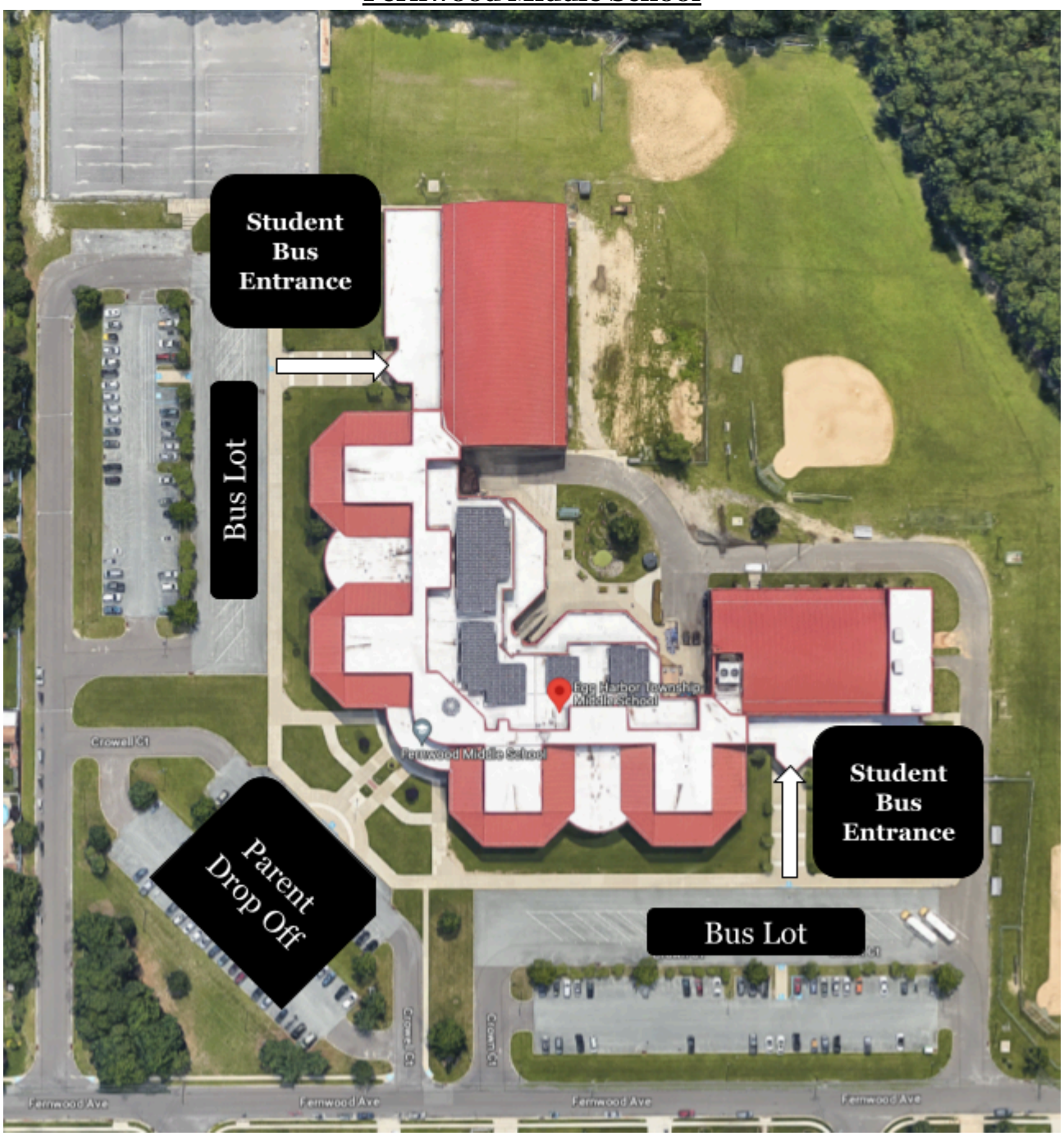


Student Bus Drop off Maps

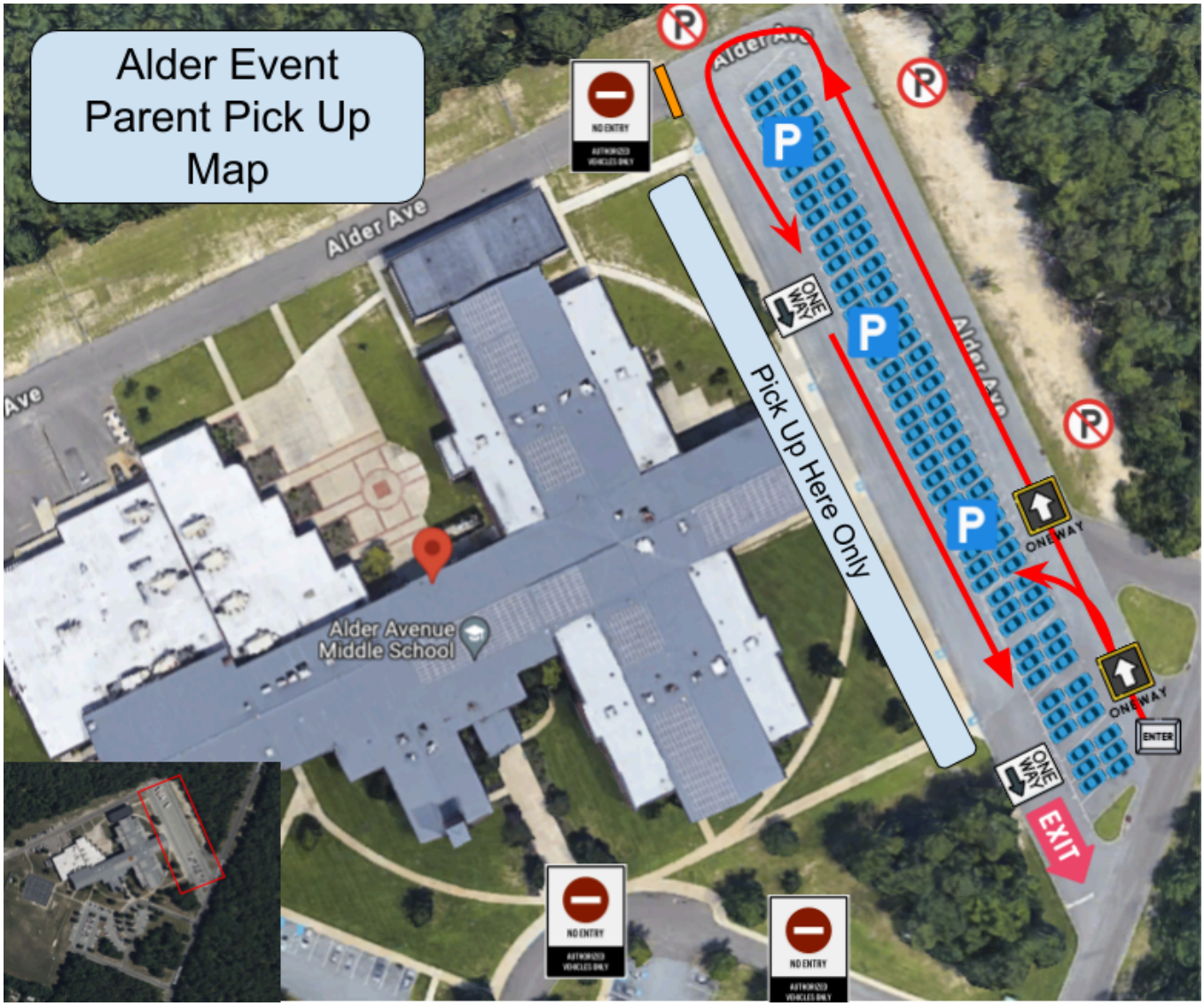
Alder Ave Middle School



Fernwood Middle School



ALDER DANCE/EVENT PICKUP MAP



OFF-CAMPUS DISCIPLINE POLICY (Policy 5600.1)

It is the mission of the Egg Harbor Township Board of Education to provide a safe, healthy and positive learning environment for all students attending the Egg Harbor Township schools. The Board of Education has implemented this mission through its student discipline code and other policies that protect the health, safety and welfare of the students of Egg Harbor Township School District and ensure an atmosphere conducive to learning such as its no tolerance policies regarding fighting, school violence, use, possession and/or distribution of controlled dangerous substances, and the use of or possession of weapons. Furthermore, Title 18A of the New Jersey Statutes grants local school districts broad statutory powers to administer and supervise the free public schools in this State, including the authority to determine discipline policies and rules and regulations governing student conduct within the context of the overall operation of the School District.

In addition, the New Jersey courts have recognized the authority of the public school officials to impose discipline for misconduct that occurs after school hours and off school grounds, so long as such discipline is reasonably necessary to protect the safety and well-being of the student involved in the misconduct, as well as other students, teachers and public school property R.R. vs. Board of Education of Shore Regional High School, N.J. Super 337 (Ch. Div. 1970).

In furtherance of these goals, and in recognition of its authority to adopt rules and regulations for the conduct and management of the School District, it is the policy of the Egg Harbor Township School District to impose, on a case by case basis, its disciplinary code on egregious, violent and/or illegal activity that occurs off school grounds or outside of any school related activity. Moreover, the Board of Education finds that there are certain offenses committed by students in the community, which by their very nature are detrimental to the education, safety, welfare, well-being and/or morals of the students of Egg Harbor Township School District such that application of the discipline code warranted. More specifically, when these offenses are committed, a student disciplinary hearing will be scheduled to determine any appropriate disciplinary action, up to and including expulsion, notwithstanding that the misconduct was committed off school property or after school hours.

Therefore, it is the policy of the Egg Harbor Township Board of Education to apply its Discipline Policy [Code] and procedures to student misconduct that occurs off school property, after school hours (including any recess), and/or unrelated to any school function (referred to collectively as "off campus misconduct") where the misconduct is of such nature that continuation of the student in school community. The application of the Discipline Policy [Code] to off campus misconduct includes but is not limited to detentions, suspensions, and expulsions from the regular educational programs in Egg Harbor Township School District, as well as participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms and graduation ceremonies.

ACTIVITIES AND SPORTS

As a meaningful complement to the academic programs at the Middle Schools, a variety of co-curricular activities are offered. Students are encouraged to participate in these worthwhile programs, which promote leadership, good sportsmanship and responsible citizenship.

SPORTS

The Middle Schools offer a comprehensive sports program throughout the three seasons. Teams play other middle schools inside and outside the district in the immediate Atlantic, Cumberland, and Cape May County area. Students who play sports are required to have a physical conducted by the school physician or by a private doctor before trying out for any of these programs. Students' academics and attendance must also meet the eligibility criteria in order to participate.

Field Hockey	Boys' and Girls' Soccer	Boys' and Girls' Cross Country
Boys' and Girls Basketball	Wrestling	Unified Sports
Baseball	Softball	Boys' and Girls Track & Field
Volleyball		

Students participating in a sport are expected to follow the Athletic Code of Conduct provided for each athlete by his/her coach and to follow all school rules during any sporting event.

TRANSPORTATION

The Egg Harbor Township School District will not be providing transportation home from daily sporting events: practices, games, or activities. Parents/Guardians must secure transportation home for students involved in athletics and activities.

If a student wishes to leave an away game with a parent rather than take the bus back to the school, written permission by the parent must be given to the coach 24 hours in advance to transport the student home from the game. If a player is going home with someone else's parent, written permission from that player's parent must be given to the coach 24 hours in advance.

Student spectators may only attend a game if accompanied by an adult. Students may not wait after school to attend a game. This is considered loitering.

INELIGIBILITY FOR SPORTS/AFTER SCHOOL ACTIVITIES

- If students have failed for the previous academic year and summer school was not passed successfully, they will not be eligible for the fall sport/ activity season.
- The student must be eligible based on the grades on their most recent report card and current Attendance records
- At report card time, if the student has more than one (1) failure on their report cards they are then considered Academically Ineligible until the next marking period.
- If a student accumulates more than 10 unexcused absences or more than 20 total absences they will be on Attendance Ineligibility and not permitted to participate in after school activities or sports

MUSIC PROGRAM

Once the student has demonstrated appropriate skill level, as determined by Egg Harbor Township Middle Schools' music staff, all students receiving instrumental lessons are encouraged to participate in our after-school ensembles of band/strings. Regular attendance to lessons is mandated. Unexcused absences will reflect on the student's marking period grade. The school district does not accept any liability for repair, damage, or theft of student/rental instruments.

Availability to music instruction and concerts will be prioritized to students participating in the appropriate after-school program.

STUDENT COUNCIL

Student Council is a club consisting of 5 elected school officers –President, Vice President, Secretary, Treasurer, and Historian. The primary goal of the Student Council is to be a service organization.

Students must have a "C' average in all subject areas and have no Saturday Detention or suspensions on their discipline record.

AFTER-SCHOOL CLUBS

Membership is open to any student who qualifies by grade. Membership may be limited, however, because of large numbers of students interested in the activity. The advisors will determine the number of students and how they will be chosen for membership.

String Ensemble	Chorus	Band	Renaissance	Drama Club
Yearbook	Garden Club	Art Club	STEAM Club	Media Club
Student Council	Brain Bowl	Coding/Robotics Club	eSports	
American Sign Language Club		Unified Clubs/Sports		

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA): NOTICE OF DIRECTORY INFORMATION

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

1) The right to inspect and review the student's educational records within 45 Days of the day the school receives a request for access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. The school official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2) The right to request the amendment of the student's educational records that the parent or eligible student believes inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal or designee, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel; a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
4) Upon request, the school discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirement of FERPA are:

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

Egg Harbor Township School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Egg Harbor Township School District to include this type of information from your child's education records in certain school publications. Examples include:

● A playbill, showing your student's role in a drama production	● Honor roll or other recognition lists
● The annual yearbook	● Graduation programs, and;

Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Elementary Act of 1965 (ESEA) to provide military recruiters, upon request, three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent!

If you do not want Egg Harbor Township School District to disclose directory information from your child's education records without written consent, you must notify the District in writing by December 1 of this school year. Egg Harbor Township School District has designated the following information as directory information: *Student's name; Address; Telephone number; Email address; Photograph; Date & Place of birth; Grade level, Dates of attendance.*

These laws are: section 9538 of the ESEA (20U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for the Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the nation's armed forces.

Notification of Rights under FERPA For Elementary and Secondary Schools

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

1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon

request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Egg Harbor Township School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

DISCIPLINE (Policy 5600)

The consequences of disciplinary action stated in the following chart will be imposed. In the daily operation of a school it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination by an administrator other than that listed below may be imposed.

Please note that any major infraction during the school year, particularly in the Fourth marking period, may lead to the loss of end of the year activities that may include, but are not limited to: end of year picnics, school trips, award ceremonies, and school dances.

It is the responsibility of the student to become familiar with all information in the student handbook.

The Board of Education of the Egg Harbor Township School District will ensure the safety and welfare of students while in school, on school property, or attending/participating in any school-sponsored event or activity, they shall be turned over to the designated administrator, personnel, or civil authority, and are subject to discipline issued by Administration. Each student is expected to conduct himself in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

SEARCH AND SEIZURE

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. A principal or designee may find it necessary to search students and remove from their possession, items, which may be potentially harmful, or may implicate them in an investigation. School lockers and desks remain the property of the school district even when used by pupils. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

TYPES OF DISCIPLINE

TEACHER DETENTION

Teachers may issue detention after school during days/times in which transportation would be provided. Pupils must report for detention in their classroom immediately after school. Parents will be notified in advance of their child staying for detention.

LUNCH/ RECREATION DETENTION

Teachers and the administration may issue detention during the day for lunch and/or recreation time. Pupils must report for the detention in the designated area at the beginning of lunch and/or recreation time. Any violations of rules during this time may result in serious disciplinary action.

ADMINISTRATIVE DETENTION

This form of detention is issued to students involved in a serious offense. These detentions are conducted after school and are issued by the Principal and Assistant Principal. Students must report for detention on the day assigned and will be expected to bring work or reading material to the detention.

SATURDAY DETENTION

This form of detention is issued to students involved in a serious offense. These detentions are held on Saturday mornings from 8 a.m. to noon, and will be held at the Egg Harbor Township High School. Students are to report for detention on the day assigned and will be expected to bring work or reading material. The district does not provide transportation of students to and from Saturday Detention.

Students and parents/guardians will be notified of the scheduled date by the Assistant Principal or designee.

The purpose of Saturday detention is to provide a positive, worthwhile, educational experience and a meaningful misbehavior deterrent for students who have violated school rules.

Saturday detention may be used as a disciplinary tool in lieu of Alternative Educational Placement/ Suspension. This option will keep students from losing instructional time and keep them in school Monday thru Friday. Refusal to attend or tardiness without an acceptable excuse will result in an additional detention and/or suspension.
Detention Rules

- Assistant Principal assigns students for disciplinary reasons, as per the Student Handbook.
- The parent notification will be the responsibility of the Assistant Principal.
- If an emergency arises and the student cannot attend, the parent must contact the Assistant Principal before the scheduled reporting time (8:00 a.m.). If the reasons are acceptable, the detention will be rescheduled.
- The doors will open at 7:45 a.m. and close at 8:00 a.m.
- Students must have some type of assignment to work on. (Homework, make-up work or remedial work is allowed.) There are no electronic devices, food, beverage, candy, etc. allowed in the Saturday Detention Room.
- There will be no talking.

- Breaks for a drink or restroom use are at the discretion of the detention supervisor.
- Students will complete work at the discretion of administration.
- If a student finishes all of his or her work, the detention supervisor will assign additional work.
- If a student refuses to work, he/she will be removed by the site administrator.
- Should a student have an unexcused absence from a Saturday Detention, he/she will be assigned one day of Alternate Educational Placement, A second unexcused absence to an assigned Saturday Detention will result in two days of Alternate Educational Placement beginning on the following school day.
- Students will be expected to work the entire time while there. Any student not working may be removed from the room and referred to the building administrator. No student is permitted to sleep during Saturday Detention.
- Any student acting disruptively will be removed from the Saturday Detention and be referred to the building administrator for further disciplinary action.
- Any student arriving late to Saturday Detention may be asked to reschedule the detention or issued additional discipline to make up missed time.

Operational Procedures

- The Saturday Detention Program operates at the Egg Harbor Township High School, 24 High School Drive
- The program runs from 8 a.m. to noon.
- The District is not responsible for transportation of student to or from Saturday Detention.
- Assistant Principals may assign students from Monday through Thursday. No assignments will be made on Friday for that Saturday.

ALTERNATIVE EDUCATIONAL PLACEMENT (AEP)

In-school suspension is a serious disciplinary consequence. Students should report to the Assistant Principal's Office with schoolwork for the day during homeroom. Pupils are not to participate in after school activities and sports the day of an AEP.

BUS SUSPENSION

Any violation of the school bus rules may result in a bus suspension. Pupils will not be able to ride the bus during the designated time. Parents/guardians are responsible for transporting the pupil to and from school during the time of bus suspension. If a parent/guardian cannot provide transportation to and from school, this day is not an excused absence.

OUT-OF-SCHOOL SUSPENSION

This is the most serious disciplinary action, which may be imposed by the Principal or Assistant Principal. The pupil may not be permitted to return to school until a parent conference is conducted. Pupils are not to participate in after school activities or return to school for after-hours events the day of suspension. Pupils who come on school grounds during a suspension will be subject to possible arrest and charged with trespassing. When a pupil is suspended from school, he/she may not be in the building or on any school district grounds, including other schools, at any time during the length of the suspension.

BEHAVIORAL INTERVENTIONS

Based on consultations with Intervention & Referral Services and the Child Study Team other interventions may be put in place. The goal of these interventions is to change behavior and improve outcomes. Interventions include but are not limited to:

- Behavior Contracts
- Check-In/Check-Out
- Mentorship
- Attendance Contracts
- Social & Privilege Probation (SAPP)

SOCIAL & PRIVILEGE PROBATION (SAPP)

In addition to our code of conduct, a student may be placed on SAPP if one or more of the following criteria have been met:

- A student is failing three or more classes
- A student has a financial obligation which remains outstanding
- A student has failed to fulfill a disciplinary obligation: i.e. did not serve a detention and/or suspension
- A student has been involved in a disciplinary matter which includes: possession/use/sale of drugs or alcohol, possession/use/sale of weapons, engages in an act of violence or aggression, and/or is involved in an act of theft or damage to school property
- A student returning from a 10 day out of school suspension
- A student with 2 or more out of school suspensions

SAPP will prohibit a student's ability to participate in extra-curricular activities which include, but are not limited to:

- Club/Organizational sponsored trips, activities or performances
- Sports
- Non-Curricular field trips, etc.
- Dances requiring the purchase of a ticket

School-Sponsored Events, Dances, and Field Trips

School-sponsored events include, but are not limited to dances, pep rallies, assemblies, etc. Following are general guidelines for school-sponsored events, prom, and senior privileges:

- Students will NOT participate in school-sponsored events, field trips, or dances if they are on Academic Ineligibility, Attendance Ineligibility, or Disciplinary reasons (more than 10 days of out of school suspension).

- Students that commit serious disciplinary infractions, including, but not limited to fighting, assault, violence, threats of violence, weapon offenses, drug/alcohol offenses, harassment, intimidation, bullying, hate crimes, etc., will be subject to losing privileges, and/or may not participate in school-sponsored events.

- Students that consistently require disciplinary intervention by the assistant principal and subsequently amass a lengthy discipline history will be subject to losing privileges, and/or may not participate in school-sponsored events.

- Dances are for our middle school students only. Students may only attend dances at the school which they currently attend. The 8th Grade Dance, with Alder and Fernwood, is the only dance in which students from both schools may attend simultaneously.

- Students will not be permitted to enter school dances a half hour after the start time.

- Students leaving any event will not be readmitted.

- Students may not enter any athletic event after half time.

- The building will be closed to students fifteen minutes after the event.

- Any student who is on homebound may not attend or participate in extracurricular activities without prior authorization from a medical professional.

PLEASE NOTE: *Administration holds the discretion to exclude any student from any school-sponsored event, function, or privilege. Possible privileges lost include, but are not limited to the following: Participation in school activities, athletics, clubs, after school events, trips, and/or attendance at 8th grade activities (such as picnic and field trip) and moving up celebration.*

CODE OF INFRACTIONS AND CONSEQUENCES

The consequences of disciplinary action stated below will be imposed on a case-by-case basis. In situations where extraordinary circumstances exist, a determination other than that listed below may be imposed.

The administration reserves the right to exercise discretion in determining appropriate disciplinary actions, including the use of interventions as alternatives to or in conjunction with traditional consequences. When deemed appropriate, alternative activities, interventions, or other corrective measures may be implemented in order to promote accountability, repair harm, and support student growth. These decisions will be guided by the individual circumstances of each case, with consideration given to the nature of the behavior, the student's history, and the overall goal of fostering a safe and supportive school environment.

Tier	Infraction	Definition	Examples/Descriptors	6-8
3	Assault	Actions involving serious physical contact where injury may occur. Actions are one sided in an incident involving physical violence.	Including but not limited to hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.	Up to 10 days out-of-school suspension, possible complaints filed with the EHTPD, parent/guardian intake meeting, and possible Central Office Administrative Review
1	Bus Misconduct	Action causing a disruption to the orderly and efficient operation of transporting students to and from school.	Yelling, standing while bus is in motion, moving from seat to seat, not sitting in assigned seat, throwing items/food.	1st Offense: Minimum of Admin Warning 2nd offense: Minimum of 2 lunch detentions, possible loss of riding privileges
3	Computer or Electronic Device Misuse - Major	Actions using an electronic device that significantly interrupts operation of the school day.	Using AI to create fakes and/or impersonate others, viewing/sharing of violent or sexual material on school issued devices.	Minimum of 4 day out-of-school suspension, possible loss of computer privileges
1	Computer or Electronic Device Misuse - Minor	Actions using any electronic device against the expectations and procedures of classroom and/or school.	Sharing passwords, chatting through Google Docs, playing games, taking pictures, use of A.I. to create fakes of others	Minimum of 1 Administrative Detention to a 2 day out-of-school suspension, possible loss of computer privileges

2	Conduct Impeding an Investigation	Student delivers message that is untrue and/or intentionally witholds information.	Lying, covering the truth, refusal to identify oneself, and/or withholding information	Minimum of a Adminstrative Detention to a Saturday Detention
1	Conduct Potentially Dangerous	Any behavior that creates, or has the potential to create, a significant risk of injury or harm to oneself or others, even if no injury ultimately occurs.	Including but not limited to pushing, shoving, throwing objects, wrestling, play fighting. Conduct that may be dangerous to oneself or others	Minimum of 1 Administrative Detention to up to 10 days out of school suspension.
1	Creating an Unsafe or Dangerous Situation	Actions creating conditions for an environment that may lead to significant physical injury	Tripping, pulling a chair from under someone, putting a slippery substance on the floor, etc	Minimum of an Administrative Detention to 10 days out of school suspension
2	Cyber Instigation	Actions using electronic communication to intentionally provoke others.	Electronic communication with the purpose of threatening physical harm, instigating conflict, sharing inappropriate material which can emotionally harm, or making threats against a person or their property, recording altercations	Minimum of an Administrative Detention to 4 days out-of-school suspension
3	Dating Violence in School Policy 5519	Acts or incidents of dating violence at school, whether they are verbal, sexual, physical, or emotional, will not be tolerated.	Policy 5519	Discipline commensurates with similar code of conduct infractions at administrative discretion, May notify EHTPD
3	Defiance/Disrespect - Major	Inappropriate verbal messages, gestures, or drawings directed towards a staff member	Explicit, profanity, sexual, harassment	Minimum 4 day out-of-school suspension

1	Defiance/Disrespect of Authority - Minor	Behaviors or language that demonstrate a lack of regard for the authority, rights, or feelings of others.	Includes mocking, rude gestures, inappropriate tone, dismissive attitudes, or comments that undermine a positive and respectful school environment	Minimum of 2 lunch detentions
3	Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs	See BOE Policy 5530	Selling or handing alcohol, tobacco or vape pen to another student	10 day out-of-school suspension. EHTPD will be notified and complaints will be filed. Mandatory parent/guardian conference. Student must meet with SAC. Possible Central Office Administrative Review or change of educational placement.
1	Dress Code Policy 5511	Any student in violation of the school's dress code policy will be required to change and receive the corresponding discipline.	Extremely low-cut, tight fitting or transparent clothes, bare midriffs (one-inch leeway) Clothing (i.e. skirts, dresses, and shorts) that end higher than mid-thigh; Clothing, apparel and/or accessories which indicate affiliation with any gang or have references to alcohol, controlled dangerous substances, or tobacco; Clothing containing profanity or sexual references or innuendoes; Clothing which includes racial or ethnic violence; Hats, visors, sweatbands and other headgear; Hooded sweatshirts/clothing are permitted however; students are not permitted to wear the hood in school.	Minimum of an Administrative Warning (change of clothes) to Administration Detention. Continued violations will be handled with progressive discipline.
3	Failure to Comply with Search and Seizure	Actions involving a student's noncompliance with established school expectations, classroom	Refusing to let an Administrator search a bookbag that they believe has weapons or drug paraphenalia	10 day out-of-school suspension, possible EHTPD notification, Parent/Guardian Meeting

		routines, handbook procedures, and/or staff directions not explicitly defined in the handbook.		
1	Failure To Follow Procedure	Actions involving a student's noncompliance with established school expectations, classroom routines, handbook procedures, and/or staff directions.		Minimum of 1 Lunch Detention 2nd Offense: Progressive Discipline
2	Failure to Identify Oneself	Failure to carry or wear an ID badge or identify oneself could result in discipline		Minimum of 2 lunch detentions to Saturday Detention
2	False Alarm	Purposely and intentionally causing public alarm	Pulling the fire alarm, bombs, false 911 calls, shouting out 'fight' during the school day when one doesn't exist	10 day out-of-school suspension, possible EHTPD notification, Parent/Guardian Meeting
3	Fight	Actions involving serious physical contact where injury may occur. Students are involved in mutual participation in an incident involving physical violence.	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.	1st Offense: Minimum of 4 day out-of-school suspension, possible EHTPD notification, possible change in educational placement 2nd Offense: 10 day out-of-school suspension, possible EHTPD notification, possible change in educational placement
3	Fireworks	The possession and/or use of fireworks is prohibited.		Minimum of 4 days out of school suspension and complaint may be filed with EHTPD
2	Forgery/Possession of School Forms	Falsifying Documents	Signing permission slips or paperwork without parental permission	Minimum of 1 Administrative Detention
3	Harassment/Intimidation /Bullying/Hate Crimes Policy 5512	Disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability,	Name-calling, physical intimidation, crimes against a specific population	Minimum of positive behavioral interventions up to 10 days out-of-school suspension, possible

		physical features, or other protected class.		EHTPD notification, referral to counselor, parent conference, possible change in placement See BOE Policy 5512
2	Inappropriate Conduct	Conduct not appropriate to a school environment	Including but not limited to inappropriate verbal or electronic messages, gestures, drawings, pulling someone's pants down, or other inappropriate actions	Minimum of 1 Saturday Detention up to 4 days out-of-school suspension Possible EHTPD notification
3	Inappropriate Touching of a Staff Member	Inappropriately Touching a Staff Member		Minimum of a 4 day out-of-school suspension, possible complaint filed with EHTPD, possible change of placement, possible Central Office Administrative Review
2	Inappropriate Display of Affection	sexual contact with mutual consent between two parties.	Intentional touching, kissing, or other sexual contact with mutual consent	Minimum of 2 Lunch Detentions to Saturday Detention
2	Insubordination/ Continued Willful Disobedience	Willful refusal to follow a reasonable directive or request made by a school staff member.	Not identifying oneself, refusing to leave an area when told to, etc.	Minimum of Saturday Detention to 10 day Out-of-School suspension
1	Lateness to Class	Arriving to class after passing time has ended without a pass; present for almost entire class period.	Arriving after the bell rings or after the teacher begins class	1st Offense: Administrative Warning 2nd Offense: Minimum of 2 lunch detentions 3rd Offense: Administrative Discretion
1	Leaving Class without Permission	Student leaving class without permission from their supervising staff member.	Walking out of class before the bell rings or without permission from the teacher.	Minimum of 2 lunch detentions to Saturday Detention

1	Misconduct/ Disruptive Behavior	Behavior causing an interruption in a class or activity.	Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Minimum of 2 lunch detentions
1	Misuse of hall pass	Using a pass for reasons other than its written intent.	Failing to check-in to the designated area using an electronic hall pass, running overtime, making multiple stops	Minimum of 1 Lunch Detention, possible Pass Restriction
3	Off-Campus Discipline	See BOE Policy 5600.1	Student gets arrested and charged by police outside of school.	See BOE Policy 5600.1
2	Physical Aggression/Physical Contact	Physical contact or attempted physical contact where injury may occur.	Wrestling, pushing, horseplay, throwing objects, slapping, etc.	Minimum of 1 Saturday Detention up to 4 days out-of-school suspension
1	Possession of a Cell Phone/Electronic Device	Possession or use of cell phone or , headphones, or other electronic device against the expectation and procedure of classroom and/or school.	Sending/receiving messages, taking phone out of pocket/bag, recording others, possession of augmented technology such as smart glasses	1st Offense: Administrative Warning 2nd Offense: Minimum of 2 lunch detention 3rd Offense: Administrative Discretion
3	Possession of controlled dangerous substance and/or alcohol	See BOE Policy 5530	Possession of drugs, THC, synthetic drugs, or alcohol at school.	See BOE Policy 5530

3	Possession of counterfeit drugs, over the counter medications, supplements and/or prescription drugs not registered with the school nurse	Possession of any legal medication, drugs, or supplements not approved for use by the school nurse See BOE Policy 5530	Bringing tylenol, advil, caffeine tablets, CBD	See BOE Policy 5530
3	Possession of drug paraphernalia	Possession of any tools, materials, or equipment used to use drugs, controlled dangerous substances, alcohol, or prescription drugs See BOE Policy 5530	Lighters, matches, rolling papers, empty vaporizers	See BOE Policy 5530
3	Potentially Dangerous Objects	Possession of an object to threaten and/or cause physical injury to another.	Inappropriate use of with a pencil, scissors, or improvised weapon	Minimum of a Saturday Detention to 4 day out-of-school suspension. Complaint may be filed with EHTPD Parent conference
1	Profanity/Inappropriate Language	Use of unacceptable or offensive language.		Minimum of 2 lunch detentions to Saturday Detention
3	Racial/Ethnic Slurs	Racial or ethnic slurs are derogatory, offensive, or insulting words, phrases, gestures, or actions directed at an individual or group based on their race, ethnicity, national origin, or cultural background.	This includes any language or behavior that demeans, stereotypes, or promotes hostility or discrimination toward a person's racial or ethnic identity.	Minimum Saturday Detention to 10-day Out-of-school Suspension

3	Removal from Saturday Detention	Removed from/asked to leave early from Saturday Detention		Minimum of 1 day of AEP. Administrative discretion.
3	School Safety Threat	Verbal messages, gestures, drawings explicitly threatening the safety and security of school community.	A student repeatedly making unwanted and inappropriate comments about another student's appearance despite being asked to stop.	Up to a 10 day out-of-school suspension, EHTPD will be notified, possible referral to Psychiatric Intervention Program (P.I.P.) or Mobile Response. Referral to principal and Central Office Administrative Review for possible further disciplinary action.
3	Sexual Contact	Actions involving any intentional touching, whether directly or through clothing, of a sexual or intimate nature without clear and mutual consent, or in a context that is inappropriate for the school environment.	kissing, holding hands, inappropriate gestures or touching without consent	Minimum of a Saturday Detention to 10 days out-of-school suspension. Possible EHTPD notification.
3	Sexual Harassment	Sexual harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened.	A student making unwanted and inappropriate comments about another student's appearance despite being asked to stop.	Minimum of 2 day out-of-school suspension, possible EHTPD notification

1	Tardy to School	Arriving to school after start of the school day without approved documentation excuse.	This includes being late to Zero Period or Convocation	4th Late: Administrative Warning Letter 5th & 10th Late: Lunch Detention 15th Late: Administrative Detention 20th+ Late: Administrative Discretion
2	Truancy/Leaving School Without Permission	Not present in the school building due to being unlawfully absent and/or leaving without permission.		Minimum of 1 Saturday Detention
2	Theft - Major	Student is in possession of, having passed on, or being responsible for removing someone else's property.	Above $100	Minimum of a an Alternative Educational Placement (AEP) Parent/Guardian responsible for financial reimbursement, possible EHTPD Notification
1	Theft - Minor	Student is in possession of, having passed on, or being responsible for removing someone else's property.	Under $100	Minimum of 1 Administrative Detention, Parent/Guardian responsible for financial reimbursement
1	Unauthorized/ Off Limits Area	A student in an area unsupervised by a staff member and/or noted as being a staff only area	Being in stairwell not during passing, copy rooms, closets, faculty dining area or teacher's lounge, custodial areas, etc.	Minimum of 1 Saturday Detention
1	Unauthorized Sales	Unauthorized sales or trading	Buying, selling, or trading items, food, etc. during school hours; sales without permission from the school	Minimum 1 administrative detention. Continued violations will be handled with progressive discipline.

2	Unserved Teacher/Administrative Detention	Not attending a scheduled teacher or administrative detention.		Minimum of 2 Administrative Detentions
2	Unserved Saturday Detention	Not attending a scheduled Saturday Detention		1 Day AEP
3	Under the influence of CDS and/or alcohol (Positive Drug/Alcohol Screening Results)	See BOE Policy 5530	Using drugs, THC, or alcohol at school.	See BOE Policy 5530
3	Use/ Possession of Nicotine Products or Paraphernalia	See BOE Policy 5530	Smoking in school or having cigarettes in school.	Minimum of a 4 day out-of-school suspension, parent/guardian conference, items will be confiscated and complaint may be signed with EHTPD
3	Vandalism - Major	Student participates in an activity that results in significant destruction or disfigurement of property.	Breaking glass, electronics, doors, soap dispensers, toilets, cutting bus seats etc.	Minimum of 1 Saturday Detention up to 10 day out-of-school suspension Parent/Guardian responsible for financial reimbursement
2	Vandalism - Minor	Student participates in an activity that results in destruction or disfigurement of property.	Drawing on desks, sticking gum under tables, scratching furnture	Minimum of 1 Administrative Detention, Parent/Guardian responsible for financial reimbursement
3	Violence and/or Threats Directed Toward a Staff Member	Any instance where a student in violent or threatening to a staff member directly or indirectly		10 day out-of-school suspension. Staff member may file a complaint with the EHTPD. Possible Central Administrative Review.
1	Verbal Aggression	Including but not limited to verbal altercations, the use of words that may provoke others, spreading rumors.	Yelling, name-calling, derogatory remarks, verbal threats	Minimum of Administrative Detention to a maximum 4-day out-of-school suspension