

***Commitment to Life-Long Learning
in a Caring Environment***



2019-2020

**Thomas Jefferson Middle School
Parent/Guardian/Student Handbook**

655 Teaneck Road
Teaneck, NJ 07666
(201) 833-5470
Fax (201) 833-3983
www.teaneckschools.org

FULL-DAY SCHEDULE

Grades 5/6	Period	Grades 7/8
8:30-8:35	HR	8:30-8:35
8:35-8:45	Mindfulness	8:35-8:45
8:45-10:00	1	8:45-9:37
10:04-11:20	2	9:40-10:32
	3	10:35-11:27
11:23-12:14	4	11:30-12:22
12:17-1:07	5	12:25-1:17
1:10-2:00	6	1:20-2:12
2:03-2:53	7	2:15-3:07
2:56-3:00	HR	3:10-3:14



HALF-DAY SCHEDULE

Grades 5/6	Period	Grades 7/8
8:30-8:35	HR	8:30-8:35
8:35-8:45	Mindfulness	8:35-8:45
8:45-9:40	1	8:45-9:22
9:43-10:38	2	9:25-10:02
	3	10:05-10:42
10:41-11:15	4/5	10:45-11:22
11:18-11:52	6	11:25-12:02
11:55-12:28	7	12:05-12:42
12:28-12:30	HR	12:45-12:48

What we want to see is the child in pursuit of knowledge, not knowledge in pursuit of the child.

- George Bernard Shaw

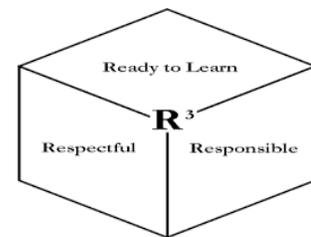
Fall 2019

Dear Thomas Jefferson Parents/Guardians and Students,

Welcome to Thomas Jefferson Middle School and to the 2019 – 2020 academic year. New beginnings, new opportunities and infinite possibilities await each of us. Our motto at Thomas Jefferson Middle School continues to be ***Life-Long Learning in a Caring Environment*** – and each of you, the students, as an important and integral member of this community, is called to learn both within and beyond your classrooms, and to care for, respect and value each person with whom you come in contact.

Our Student Pledge of Respect:

- I promise to be Respectful to myself, other people and all living things.
- I promise to be Responsible for my choices and actions.
- I promise to come to school prepared and Ready to Learn.



Kindness and Respect is the Thomas Jefferson way!

The administrative team here at Thomas Jefferson Middle School, Ms. Nina Odatalla, Principal, Mr. Ramon Ortiz, Assistant Principal for Grades 5 and 7 and Mr. Enoch Nyamekye, Assistant Principal for Grades 6 and 8, and your teachers are committed to helping you progress seamlessly from middle school to high school. This student handbook will help you understand your rights and responsibilities as the entire Thomas Jefferson community strives toward maintaining a safe, clean, healthy school environment. It is important that you read and become familiar with the information about the Thomas Jefferson Middle School philosophy, expectations, activities, guidance, and rules, so that you will be well prepared to take advantage of what is offered here. If you have any questions or concerns, I encourage you to ask your teachers, school counselor, the Assistant Principals or me.

Please know that we, as Administrators and Faculty members, commit to two major goals for every student:

- To help you position yourself as a life-long and engaged learner. To this end, you are encouraged to read every day. Read and write as much as you can for school and for pleasure.
- To help you respect yourself and all others with whom you come in contact. Show this respect at all times and in all situations.

Have a wonderful year!

Sincerely,

Nina Odatalla

Ms. Nina Odatalla
Principal

This handbook is designed to help students meet their goals. The procedures contained within are to help students adjust to our school and to become successful. The expectations are in effect whether a student is in school, visiting another school within the district, before, during, or after school and for all school-sponsored activities. This handbook is designed in conjunction with District, State and federal law. **PLEASE KEEP THIS STUDENT HANDBOOK AND CODE OF CONDUCT HANDY FOR REFERENCE DURING THE SCHOOL YEAR.**

DISTRICT MISSION STATEMENT

The Teaneck Public School District educates and empowers students by providing a high-quality, rigorous educational experience which prepares students for success within a diverse, global society.

VISION

The Teaneck Advantage: *Educational Excellence for All*

THOMAS JEFFERSON MIDDLE SCHOOL MISSION STATEMENT

The mission of Thomas Jefferson Middle School is to ensure that all work to meet their highest level of academic achievement. We are dedicated to:

- Implementing the highest of standards.
- Empowering our students to become lifelong learners who can identify their own strengths, learning styles and areas in need of improvement.
- Nurturing our students' development as they become safe, responsible and respectful members of society.
- Partnering with all stakeholders in developing our students' skills in order to participate in the local and global community.

We will consistently re-evaluate and reconstruct curricula as necessary to prepare our students with the academic, interpersonal and technological skills needed to participate in the local and global community.

THOMAS JEFFERSON MIDDLE SCHOOL ALMA MATER

Music by Daniel Sullivan and Molly Frieri Neff

"TJ Pride"

*Time to learn and time to grow
Stronger and smarter every day,
Giving us chances wherever we go,
Letting us choose our own way.
Here we stand, always tall and proud,
Sharing our voices aloud,
Here and now.
Moving forward side by side,
With Thomas Jefferson pride,
Our TJ pride.*

THOMAS JEFFERSON MIDDLE SCHOOL AT A GLANCE

Thomas Jefferson is one of two Teaneck middle schools housing grades 5 through 8. The middle schools in Teaneck are geared to a population in transition from childhood to adolescence. Core subjects are: Language Arts, Social Studies, Mathematics, and Science. Technology is infused in all areas of instruction.

In the fifth and sixth grades, the teachers teach all core subjects.

Encore classes for the fifth and sixth grades include: Art, Vocal Music, World Languages, Physical Education, and Health & Wellness.

In the seventh and eighth grades, students will have a teacher per core and encore class.

In seventh and eighth grades, the encore program consists of a series of requirements and electives in the Fine Arts, Physical Education, Health & Wellness, Fitness, Remedial and Special Education, Musical Theater History, World Language, Humanities: Odyssey of the Mind, Global Concerns, Utopia and Biodiversity, Video Documentaries Technology; Language Arts: Creative Writing, Literature and Film, Forensics, Dance, Drama and the Social Sciences.

A student's program may also include: Remedial and Special Education, English-as-a-Second-Language (ESL), Junior Great Books, and Advanced Mathematics Seminar (AMS).

Thomas Jefferson Middle School Parent Teacher Organization (PTA)

All families and staff members are invited to join the Thomas Jefferson Middle School Parent Teacher Association (PTA). The PTA actively supports programs, assemblies, and activities, and is an important voice in the Thomas Jefferson Middle School community. Please get involved with the PTA!

2019-2020 SCHOOL STAFF DIRECTORY

Leadership

Ms. Nina Odatalla	<i>Principal</i>	833-5471
Mr. Ramon Ortiz	<i>Assistant Principal (5th and 7th Grades)</i>	833-5470
Mr. Enoch Nyamekye	<i>Assistant Principal (6th and 8th Grades)</i>	833-5470

Dean of Students

Ms. Valerie Johnson	<i>Dean of Students</i>	833-5477
---------------------	-------------------------	----------

Nurse

Ms. Shannon Dwan	<i>School Nurse</i>	833-5480
------------------	---------------------	----------

Child Study Team

Dr. Paul Ferbank	<i>Psychologist</i>	862-2311
Ms. Rhoda Irovia	<i>LDT/C</i>	833-5573
Mr. Evan Morrison	<i>Social Worker</i>	833-3981
Ms. Ivy Stern	<i>Speech Language Specialist</i>	833-5582

School Counselors

Mr. Robert Davis	Counselor (Grades 7 and 8)	833-5476
Ms. Meredith Martino	Counselor (Grades 5 and 6)	833-5458

Support Staff

Ms. Joanne Appel	Principal's Secretary	833-5471
Ms. Gina Geronimo	Assistant Principals' Secretary	833-5470
Ms. Kelly McMillon-Norman	School Counseling Secretary/Attendance	833-5475

Teachers

Ms. Hilary Almeida	English as a Second Language
Ms. Kristina Arocho	5 th Grade
Ms. Debbie Benitez	5 th Grade
Mr. Roland Bianchi	Language Arts
Ms. Kelly Blessing	Theater
Ms. Elizabeth Borkowski	6 th Grade
Ms. Jennie Browlewicz	Special Education
Dr. Antoinette Bush	Science
Ms. Karen Butler	5 th Grade
Ms. Lourdes Chami Hajir	Spanish
Ms. Suada Charaf	6 th Grade
Ms. Christina Chopra	Special Education
Ms. Carmen Conil	Spanish
Ms. Delores Connors	BSIP Language Arts Literacy/Literacy Coach
Mr. Andrew DeBlock	Special Education
Ms. Nina Demaio	Special Education
Ms. Lydia DeRuitter	Special Education
Ms. Brittany Eisele	Art
Ms. Lindsay Fisher	Special Education
Mr. Matthew Green	Physical Education & Health
Mr. Saah Hali	Social Studies
Mr. Joey Hochgesang	Instrumental Music
Ms. Gillian Iappelli	BSIP 5 th /6 th Grade
Ms. Heather Jacobs	Special Education
Ms. Alexa Jones	Mathematics
Mr. Spencer Jones	Special Education
Ms. Jaclyn Kiely	French
Ms. Samantha Laliker	Special Education
Ms. Danielle Lawlor	Physical Education and Health
Ms. Sue Luckman-Jacobs	Technology & Multimedia
Mr. Mark Martinez	6 th Grade
Mr. Paul Maute	6 th Grade
Ms. Megan McBryde	Special Education
Mr. Matthew McMillan	TAG/Junior Great Books/Humanities
Mr. Glen Mezzatesta	Mathematics
Ms. Mayra Munem	Special Education
Ms. Molly Neff	Choral Music
Ms. Frederica Ogletree	5 th Grade
Ms. Jennifer Oriolo	Special Education

Assignment

Mr. Thomas Papaleo	5 th Grade
Mr. Frank Piccininni	Social Studies
Mr. Reginald Pittman	Instrumental Music
Mr. George Prepis	Physical Education & Health
Ms. Jacqueline Prince	Mathematics
Mr. James Pruden	Science
Ms. Elizabeth Robbins	Mathematics
Ms. Terrie Roberts	Librarian/Media Specialist
Ms. Kerryanne Rose	Special Education
Ms. Lisa Rosen	Special Education
Ms. Brielle Rubin	6 th Grade
Ms. Rena SanGeorge	6 th Grade
Ms. Esin Sasmaz	Special Education
Ms. Aya Shabarek	Special Education
Mr. Luke Short	Instrumental Music
Ms. Allison Spadaro	Dance
Ms. Paulette Szalay	Science
Ms. Germaine Tarver	Language Arts
Ms. Angela Taylor	Special Education
Ms. Marisol Ureña	Spanish
Ms. Kelly Walsh	Special Education
Ms. Tracy Wells	Physical Education & Health
Ms. JoAnne Zahn	Social Studies
Ms. Amanda Zoran	Language Arts

School Safety & Attendance Officer

Mr. Craig Weber

In-School Suspension Coordinator

Mr. Jason Juxon Smith

Custodial Staff

Mr. Boswell Findlay
 Ms. Elba Gonzalez
 Mr. Joseph Linval
 Mr. Charles Reid
 Mr. Emmanuel Rojas

Lunch Aides

Ms. Atiqa Aleem
 Ms. Saiyeda S. Hasan
 Ms. Selina Hinds
 Ms. Zaheda Malek
 Ms. Shameem Meharum

Paraprofessionals

Mr. Andre Brown
 Ms. Bajramije Dobrushki

Central Office Administration

Superintendent's Office

Dr. Christopher Irving	<i>Superintendent of Schools</i>
Ms. Linda Kuhran	<i>Executive Assistant to the Superintendent</i>
Ms. Dorothy Singletary	<i>Executive Secretary to the Superintendent</i>
Ms. Terry Corallo	<i>Director of Community Relations/Chief of Staff</i>
Ms. Melissa Simmons	<i>School Business Administrator / Board Secretary</i>
Ms. Aneesa Baig	<i>Executive Assistant to the Business Administrator</i>

Curriculum & Instruction

Ms. Christine Jimenez-Johnson	<i>Assistant Superintendent of Schools for Curriculum and Instruction</i>
Ms. Deborah Thompson	<i>Executive Secretary to the Assistant Superintendent</i>
Ms. Patricia Dent	<i>Director of School Innovation, ELA & ESL</i>
Mr. David Deubel	<i>Supervisor of Teaneck Academically Gifted (TAG)</i>
Ms. Keshia Golding-Cooper	<i>Director of Guidance & Counseling</i>
Dr. Marisa King	<i>Supervisor of Social Studies, Business and Practical Arts</i>
Mr. Rolando Monserrat	<i>Supervisor of Science, Engineering & Technology</i>
Mr. David Murphy	<i>Supervisor of Physical Education / Athletic Director</i>
Mr. Enoch Nyamekye	<i>Supervisor of Fine Art</i>
Mr. Ramon Ortiz	<i>Supervisor of World Languages</i>
Ms. Margot Todman-Mack	<i>Supervisor of Band & Chorus</i>
Ms. Marina Williams	<i>Supervisor of Theater & Dance</i>
Ms. Lisa Zucker	<i>Supervisor of Early Childhood</i>

Specialized Services

Ms. Angela Davis	<i>Assistant Superintendent of Educational Services</i>
Ms. Erica Cerilli-Levine	<i>Director of Special Education & Nursing Services</i>
Ms. Shellian Mirander	<i>Assistant Director of Special Education</i>
Dr. Maura Tuite	<i>Child Study Team Coordinator</i>

Technology Department

Mr. Mohammed Saleh	<i>Director of Technology</i>
Mr. Ahmed Hanafy	<i>Systems Engineer</i>
Ms. Sandy Muro	<i>Coordinator of Information Systems</i>

Operations & Maintenance

Mr. Cameron Cox	<i>Public Safety Coordinator</i>
Mr. Anthony D'Angelo	<i>Director of Facilities & Grounds</i>
Mr. Colin Burke	<i>Manager of Operations & Maintenance</i>

Teaneck Board of Education

Dr. Ardie D. Walser, President	Mr. Gerald Reiner, Trustee
Ms. Clara Williams, Vice President	Mr. Sebastian Rodriguez, Trustee
Ms. Victoria Fisher, Trustee	Mr. Howard Rose, Trustee
Mr. Martin Ramirez, Trustee	Ms. Denise Sanders, Trustee
Ms. Sarah Rappoport, Trustee	

A Word to Parents/Guardians—How You Can Help Your Child

- Volunteer in the classroom or on field trips.
- Arrange for parent-teacher conferences.
- Call the teacher. Point out your child’s strengths, likes and dislikes. Share observations. Help the teacher get to know your child so that instruction can be tailored to his/her needs.
- Respond promptly when the teacher asks you to call or visit.
- Be actively involved in your child’s course selection.
- Find out about tests. Find out when tests are given and how you will be informed of the results.
- Come to Parent-Teacher Organization, Building Quality Management Team, and Back-to-School meetings.
- Attend special performances.
- Encourage a minimum of thirty (30) minutes of reading per day.
- Establish and adhere to a regular bedtime.
- Establish time for homework and maintain a schedule. Emphasize the positive to encourage your child’s best work.
- Know how much homework is assigned and what your child is expected to accomplish.
- Provide a quiet place to study. Turn off the distractions. Limit access to social, media and computer use.
- Encourage positive peer-helping relationships through group study. Help organize a study group in your home, community center, church, temple or mosque.
- Identify your child’s strengths and weaknesses. Praise good performance; get help when there are difficulties.
- Reinforce learning with visits to museums, theaters, parks, and special events. Learning can occur anywhere!
- Monitor grades. Be informed of tests and quiz scores. Check teachers’ eBoards and grade books.
- Be a role model. The school can help develop a child’s talents but it is the parent/guardian and other involved adults who shape the child’s attitudes and opinions about learning.
- Emphasize the positive things your child does.

School Hours

Breakfast Club	7:20 a.m. (<i>The entrance to the Breakfast Club is through the cafeteria doors, which can be accessed through the Fycke Lane parking lot</i>)
Bell to Enter T. J.*	8:20 a.m.
Late Bell	8:30 a.m. (<i>All students must be in Homeroom by 8:30 a.m.</i>)
Dismissal (Grades 5 & 6)	3:00 p.m.
Dismissal (Grades 7 & 8)	3:14 p.m.
Detention (Grades 5 & 6)	3:00 p.m.-3:15 p.m.
Detention (Grades 7 & 8)	3:20 p.m.-3:45 p.m.

***Students are not permitted to be on school grounds or in the school building before 8:20 a.m. unless they have a pass to work with a teacher or are going to the Breakfast Club. There is no outdoor or hall supervision until 8:20 a.m.**

- At dismissal, all students are expected to leave the building immediately and go directly home,*** unless they are in the School-Age Child Care (SACC) program, are receiving extra help from a teacher, are participating in a school-sponsored event under the direct supervision of a teacher or must remain for disciplinary reasons.
- Half-days end at 12:30 p.m. for grades 5 & 6 and 12:48 p.m. for grades 7 & 8.

Emergency Closings

If the Superintendent of Schools decides, due to inclement weather or a serious condition, to close the school, the Fire Department will sound five short siren blasts at 7:00 a.m. and again at 8:00 a.m. School closings are also broadcast over radio stations WOR (710) and WINS (1010) in the morning. (Be sure to listen for “Teaneck Public Schools,” not “Bergen County.”) If the weather is clearing, there may be a delayed opening. If so, the school will open at 10:30 a.m. and end at the regular time. There will be no Breakfast Club. The SACC program will be open after school.

Breakfast Club and Extended Day Program

- ❑ You may bring your child to the Thomas Jefferson Middle School cafeteria for the Breakfast Club at 7:20 a.m. **The entrance to the Breakfast Club is through the cafeteria doors accessed through the Fycke Lane parking lot.** There, they may buy breakfast until 8:00 a.m., eat breakfast brought from home, work on a project with a friend, catch up on homework, study, or just chat with friends. Students must stay in the Breakfast Club once they enter. The only exception to this regulation is if a student has a pre-arranged appointment with a member of the faculty.
- ❑ Breakfast costs \$1.65 (Students who are eligible for free or reduced lunch are entitled to free or reduced breakfast).
- ❑ **School-Age Child Care (SACC)** is provided after school until 6:15 p.m. every day for a fee. You may call the Community Education Center/SACC at (201-833-5514 for information).

Emergency Contact Forms

You will receive one (1) emergency form at the beginning of the school year. It must be filled out completely and carefully. If there is any change in the information on the form during the school year (new phone number at work or home, new address, new neighbor or relative assigned to pick up in an emergency), please write a note to Ms. McMillon-Norman, the attendance secretary, identifying the change(s).

If students need to be picked up at school for any reason by someone other than parents/guardians, we must have written authorization. A phone call authorizing us to release a student is not enough. Parents/guardians must include names of neighbors and relatives who are allowed to pick up students on the emergency forms.

Safety To and From School

- ❑ The Teaneck Police Department will enforce N.J.S.A. Title 39:4-34 prohibiting pedestrians from walking in a street where a sidewalk is provided. The message is “walk on the sidewalk, not in the street.” A summons may be issued to those who choose to violate this statute.
- ❑ We ask that students do not loiter in front of private homes, the public library, office buildings and/or stores. We also ask and remind all students to be respectful, responsible and considerate of our neighbors.
- ❑ If students are to wait for a bus, they are to stay out of the street. They should not engage in dangerous play such as chasing games or throwing snowballs at each other.
- ❑ Due to congestion in the Fycke Lane parking lot, and for safety reasons, we recommend that students be dropped off on Fycke Lane, Hartwell Street or Salem Street.
- ❑ **Wall ball, touch football, and other ball games are not permitted before or after school.**
- ❑ **SKATEBOARDS & SCOOTERS MUST NOT BE BROUGHT TO SCHOOL.**
- ❑ By law, students are required to wear a helmet when riding a bicycle. Students must bring a lock to secure the bicycle on the bike rack, located at the Fycke Lane 5th grade entrance for 5th and 6th grades and the Salem Street entrance for 7th and 8th grade students.
- ❑ **Students are not permitted to be anywhere on school grounds prior to 8:20 a.m. unless they have a pass to meet with a teacher/administrator or are going to the Breakfast Club.**

Student Supervision After-School Dismissal

In accordance with Board Policy #8601, any parent(s) or legal guardian(s) of a pupil attending a District-operated school or program in grades K-12, where the pupil is not eligible for District-provided transportation or is eligible and elects not to use District-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) may designate up to 3 escorts.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this policy and to ensure the safety and security of pupils who will be released to a parent(s), legal guardian(s) or designated escort, the parental request shall be applicable for every school day, early dismissal or early dismissal due to weather or other emergency. The request will apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal or Program Director indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school. The child(ren) will be dismissed in accordance with the typical dismissal protocol effective the date indicated in the rescinding request.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s), legal guardian(s) or designated escort arrives to pick up the pupil. In the event the parent(s), legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the District's emergency call procedures.

This option should not be viewed as an after-care program. The expectation is that parent(s), legal guardian(s) or designated escort will arrive to pick up their child(ren) at dismissal time, no later than 3:15 p.m. for students in grades 5 and 6, and no later than 3:30 p.m. for students in grades 7 and 8. If you require other after-care arrangements please visit the Teaneck Community Education Center. The center offers School Age Child Care (SACC) every day after school in the cafeteria until 6:15 p.m. There is a fee for students to participate in this program. Please call the Teaneck Community Education Center at (201)-833-5514 for information.

Grade Level Entrances

In the morning, students will enter through the following doors:

- Fifth Grade** – Fycke Lane Entrance (*near the bridge*)
- Sixth Grade** – Teaneck Road Entrance (*front of the building*)
- Seventh Grade** – Salem Street Entrance (*nearest the circle*)
- Eighth Grade** – Salem Street Entrance (*farthest from the circle*)

Students are not allowed to enter the building before 8:20 a.m. unless they have a pass from a teacher or are going to the Breakfast Club through Fycke Lane.

- Parents/Guardians:** When picking up/dropping off your children at school, you should be aware of and obey all **NO PARKING** signs. According to the Teaneck Police, sitting in a vehicle in an area posted with **NO PARKING** signs and waiting for school dismissal is a parking violation. Drivers who park on the opposite side of Fycke Lane and encourage children to cross the street to get to them are putting their children in danger. Arrange a pick-up location away from this very crowded area.

Procedures for Visiting Thomas Jefferson Middle School

These Visitor Procedures apply to all persons in the building who are not staff or professional interns.

- **Parking Procedure:** The visitor parking spots are located on the left along the fence as you enter the Salem Street lot and are designated with 'Visitor Parking' signs. Visitors are not to park in any other spots in the Salem St. or Fycke Lane parking lots. These parking spots are designated for faculty and staff. Visitors are not to park in areas designated with yellow lines.
- **Entrance Procedure:** Visitors **MUST** use the entrance to Thomas Jefferson closest to Hartwell St. on the Salem St. Circle. A visitor will be buzzed into the building and must proceed directly to the Main Office. Upon entering the office, he or she will be asked the purpose of their visit (e.g. picking up your child, volunteering in a classroom, etc.). He or she will need to provide photo identification and sign the visitor or student sign-out form. When visiting or volunteering, a visitor will be issued a visitor pass. Visitor passes must be worn and visible at all times while in the building.

No one is permitted to wander the hallways, make unscheduled classroom or activity visits, or appear in any office unannounced.

Lockers

- Lockers are the property of the Teaneck Board of Education and may be inspected by school personnel at any time and without notice.
- Do not** share your locker combination or your locker with anyone.
- Locker space is tight but sufficient, so long as you do not clutter or overfill your locker.
- Lockers must be kept locked at all times
- Locker “clean-outs” will be held at the end of each marking period.
- Items left in unlocked lockers will be placed in “lost and found.”

Bicycles

- You must, in accordance with State law, wear approved helmets and follow all traffic regulations.
 - Skateboards and scooters are not permitted on school grounds.
 - Bicycles must be parked in the bike rack and locked up with your own lock. If you do not lock up your bicycle, you are risking having it stolen. The school is not liable for stolen property.
 - Bicycles must not be ridden on school property. Walk with your bicycle in the parking lots or on the walkways.
-

Homework

- Your teachers will provide you with their guidelines and expectations regarding homework.
- Homework has several purposes: (a) to practice what has been recently taught, (b) to keep those skills and concepts you have learned fresh in your mind, (c) to challenge and expand your thinking.
- Successful students set aside at least two hours a night for homework and studying.
- When you have no assigned homework, it is wise to read ahead and to review what you have done over the past several weeks.
- Successful students always have a book on hand to read for pleasure.
- When you are absent, you should complete and turn in missed homework assignments per your teachers’ expectations.
- It is your responsibility to know your teachers’ expectations for making up missed work. You need to ask them for assignments you have missed and arrange a time to get extra help if you have missed instruction and are confused. Your teachers will help you with this if you ask.
- You will be expected to make up any work that is missing or incomplete.
- Check your teachers’ eBoards and/or Google Classroom for homework and projects.

Student Counseling Department

Guidance counselors are here to help you. Your school counselor will help answer scheduling questions and will be available to discuss personal problems and to offer advice and information regarding the many other things that are part of your life, in and out of Thomas Jefferson Middle School. Times can be difficult – with certain classes, with the loss of a friend, and during other times – so it is always a good idea to talk with a counselor when you feel the need for support and/or guidance. Your school counselor can help you handle life’s challenges.

Ms. Martino is the counselor for 5th and 6th grades.

Mr. Davis is the counselor for 7th and 8th grades

SKYWARD FAMILY ACCESS

Skyward Family Access is a web-based application that allows you to track information regarding your child's progress for the current year. You may access this program by connecting to our secured server to view assignments, attendance, report card grades, disciplinary actions and other school information. Because student information is confidential and sensitive, all parents will be required to register for this service and provide proof of guardianship or parental rights before a Family Access account can be created. For more information, please visit our website www.teaneckschools.org and click on "Family Access" under the Quick Links heading.

Google Classroom & eBoards

An eBoard is a teacher webpage that allows teachers and administrators to quickly and easily post messages, files and links on the Internet. Teachers also use Google Classroom as an informational platform to post assignments, facilitate instructional delivery and enhance the learning experiences for students. The purpose of these tools is to enable communication among teachers, administrators, parents and students that can help foster student achievement beyond the classroom walls.

Notifications on Google Classroom and teachers' eBoards are updated frequently and include valuable information such as class events, course outlines, projects, and homework. Thomas Jefferson Middle School teacher eBoards are located on the school's webpage (Select Thomas Jefferson Middle School under the "Select a School Tab" from the District's main webpage www.teaneckschools.org). Google Classroom can also be accessed through the District's main webpage or by visiting <https://classroom.google.com/>.

School Nursing Services

Ms. Dwan, our school nurse, is always available to respond to emergencies, accidents and sudden illnesses, except during her lunch period. Ms. Dwan's lunch is usually scheduled from 1:30-2:30 p.m. Students who need assistance during this time should report to the Main Office.

- If medication is brought to school, it must be in the original container and clearly labeled with the doctor's orders. It must be brought directly to Ms. Dwan and will be securely stored in her office. Only the nurse may administer medication except as set forth below in the case of life-threatening illnesses.
- If your child has diabetes and/or asthma or any other life-threatening or chronic illness, please contact Ms. Dwan regarding an individual health care plan.

Self-Administration of Medications:

Students who need to take medication during school hours and who are capable of self-administration of medication for diabetes, asthma or other life-threatening illnesses are required to:

1. Submit a written request by the parent or guardian for permission for the student to self-administer medication.
2. Submit a written certification from the physician that the pupil has diabetes, asthma or other life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
3. Submit a written statement by the parent or guardian acknowledging that neither the District nor the school shall incur liability as a result of any injury arising from the self-administration of medication by the pupil and that the parent or guardian shall hold harmless the District and its employees or agents against any claims arising out of the self-administration of medication by the pupil.
4. The permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of the above requirements.

5. In situations where a pupil is authorized to use a nebulizer to treat asthma during school hours, the pupil shall submit a treatment plan prepared by a physician, which shall identify, at a minimum, asthma triggers.
 6. **Students who require epinephrine via epi-pen for anaphylaxis during school hours are required to abide by the following regulations:**
 - a. Submit written request by the parent/guardian for the administration of the epi-pen by the school nurse or his or her designee.
 - b. Submit written orders from a physician or advanced-practice nurse that the pupil requires epinephrine for anaphylaxis and does not have the capability for self-administration of the medication.
 - c. Submit a written statement by the parent or guardian acknowledging that neither the District nor the school shall incur liability as a result of any injury arising from the administration of medication to the pupil and that the parent or guardian shall hold harmless the District and its employees or agents against any claims arising out of the administration of medication to the pupil.
-

Media Center/Library

The media center is open for student use during recess and after school until 3:45 p.m. Students need to get a pass from Ms. Terri Roberts during homeroom in order to use the Media Center during recess. Passes will be given out based on availability of resources that day.

Lunch

Students:

- In order to purchase lunch, you must have a balance in your lunch account. Otherwise, you have to bring cash.
- Lunches are cooked at Thomas Jefferson Middle School. You will have a choice each day of a hot entrée, cold deli sandwich, pizza, or hamburger. You may purchase a whole lunch, juices, or just snacks. You may choose to bring your entire lunch from home. **Please do not bring glass bottles.** If you lose your lunch money, ask to see the Principal or his/her designee.

Parents/Guardians:

- It is possible to prepay for lunch. Students can use their ID codes to purchase lunch. You or your child can add money to your child's lunch account by seeing Ms. Geronimo in the Main Office (checks payable to Teaneck Board of Education). The amount will be debited from the "lunch account" when lunch is purchased.
- Many parents find that prepaying for lunch is very convenient because it cuts down on the amount of money a child needs to bring to school, and it ensures that money will be spent on lunch and not junk food! **We encourage all parents to prepay for lunch! You can also pay for lunch through Mynutrikids.com. See Teaneck website for more information.**

Breakfast Prices

Regular	\$1.65
Reduced	\$0.30
Milk	\$.65

Lunch Prices

Regular	\$2.85
Reduced	\$0.40
Milk	\$.65

Free and Reduced Lunch

If your family qualifies for the Federal Lunch Program, parents/guardians must fill out the form distributed to students on the first day of school. Free and reduced lunch that was applicable for your child at the end of June 2019 is still applicable until September 30th, 2019. You need only to complete one application for all your children in the Teaneck Public Schools, making sure you list all your children on the one form and the school(s) they attend.

Lunchroom Procedures

- You and those with whom you share a table are responsible for the cleanliness of the table and of the floor area immediately under and around the table.
- Speak in a conversational tone of voice.
- Wait in line in single file.
- At all times, speak to the cafeteria staff respectfully.
- Always clean up after yourself!
- Place your trash in the appropriate trash can.
- When the teachers in the cafeteria signal you to pay attention, please stop talking immediately.
- If there is a fire drill during lunch, leave your lunch on the table, follow the teachers' directions, and quietly move to the exit doors.

Custodial Staff

The custodians are here to help maintain the building. The custodians assigned to Thomas Jefferson Middle School at this time are:

Mr. Boswell Findlay
Ms. Elba Gonzalez
Mr. Joseph Linval
Mr. Charles Reid
Mr. Emmanuel Rojas

Birthday Celebrations

Students in grades five (5) through eight (8) are not permitted to have cakes, cookies, donuts, soda, special lunches, etc. in school, on their birthdays or on their friends' birthdays. Food products that meet the Nutrition standards of the Healthy Hunger Free Kids Act 2010 (HHFKA) are allowed.

Class Field Trips

Each grade level is strongly encouraged to take a minimum of two field trips each year. ***By Board policy, you cannot go on any trip unless you have returned a permission slip, signed by your parent/guardian, to your teacher. Permission must be in writing. You cannot use the telephone to call your parents for permission if you have forgotten your signed permission slip.*** Please refer to District policy regarding field trips. It can be found at the back of this handbook.

Many field trips require some payment by your parents/guardians. If your family needs help with the cost of a field trip, the PTO may be able to assist. Discuss this possibility with your homeroom teacher or school counselor.

- We ask that all payments for field trips be made in **cash** or **money order**.
- Participation in class trips and other school activities is contingent upon the exhibition of good behavior in the weeks and months prior to and during the trip.

After School Clubs and Activities

In addition to offering you regular assistance before and/or after school with your school work, Thomas Jefferson Middle School offers you the opportunity to get together with friends to enjoy something special. You will be invited to join clubs and activities such as: Basketball, Soccer, Volleyball, Cross Country Jazz Band, Yearbook, 5th and 6th Grade Band, STEPS Girls Mentoring Group, TJ Achievers, Environmental Activist Club, Kids Chronicle, Student Council, Orchestra and Chorus.

Intramural Sports

Intramural sports are offered on Wednesday through Friday from 3:15pm to 4:00pm. If you are a sports enthusiast interested in non-competitive games, you may participate if you bring a signed permission slip. Varieties of activities, changing with the seasons, are offered. Intramural days are as follows:

Wednesdays	-	5 th & 6 th Graders
Thursdays	-	7 th and 8 th Graders
Fridays	-	Open Gym – all grades

School Office Telephone

The school office telephone is a business phone and is not for student use.

In an emergency, you may get a written pass from a teacher to use the phone in the school Counseling Office.

Telephone Messages from Home

In the event of an emergency, when you feel it is necessary to contact/notify your child, please call the Main Office at (201) 833-5470 or the School Counseling Office (201) 833-5475.

Electronic Devices

Electronic devices, including but not limited to radios, mp3 players, tablets, iPads, cameras, laser pointers, cd players, DVD players, electronic games (i.e. Pokemon) and systems, etc. are **not permitted in school unless specifically requested by staff for classroom use.** They create a distraction to the learning environment.

Cell Phones

A student may possess a cellular phone, but these must be kept in his/her locker during school hours. The use of cell phones in classrooms, hallways, restrooms, cafeteria, locker rooms or during recess is **prohibited.** Possession of a cell phone is a privilege, which may be forfeited by any student who engages in misuse of this privilege. Teachers are instructed to confiscate improperly-used cell phones and other devices brought in by students. Such devices will be turned over to the office. After the first confiscation, the phone will be returned to the student at the end of the school day. If the phone is confiscated a second time, a parent or guardian must come to retrieve the phone at the end of the school day.

Your Personal Property

The Board of Education recognizes that there are times when students may wish to bring property such as calculators, computers, laptops, electronic notebooks and notepads, or other electronic equipment, leather jackets, musical instruments and other valuable items to school. Students are encouraged, however, not to bring valuable personal property items to school. If students choose to bring valuable personal property to school, students should exercise appropriate supervision and control over their property. Parents are encouraged to have such valuable property insured against loss or theft. ***Students who leave personal possessions unattended on school premises do so at their own risk.*** The Board of Education shall not be responsible under any circumstances for the loss of a student's personal property in the case of loss or theft.

Lost items that are found on school premises are placed in the "Lost and Found" area, located in the back of the cafeteria. Lost articles not claimed by the end of the school year shall be given to charity or disposed of.

Lost and Found

If you lose something, check the "Lost and Found" area in the cafeteria. Labeling your belongings (backpacks, hats, jackets, notebooks, etc.) will help you find missing items. If you find clothing and/or books, they must be placed in the "Lost and Found" area in the cafeteria. Any other personal belongings (glasses, keys, etc.) found must be brought to the main office.

Auditorium Behavior

Audience behavior at assemblies and performances is different from the behavior exhibited at sporting events. People attending performances in the auditorium need to show courtesy and respect to those who take the stage. Supportive behavior is strongly urged and appreciated. These behaviors include being silent and clapping when appropriate. Inappropriate behaviors include leaving to go to the bathroom during a performance (please wait until intermission), loud talking, loud cheering, whistling, chanting, calling out students' names, or any other distracting behavior. Students who are disruptive during assemblies/performances will be immediately removed to the main office and disciplinary action may be taken. No food or drink is permitted into the auditorium at any time.

Progress Reports and Report Cards

Students:

Progress Reports serve as a mode of communication between faculty members and parents, as well as an accurate indication of students' academic progress. So too do Progress Reports allow for an open dialogue between students and teachers to enhance student academic status/progress. Students are encouraged to take advantage of Progress Reports and quickly speak with the teacher(s) in whose class(es) improvement is needed.

Parents/Guardians:

Progress reports may be viewed on Skyward midway through each marking period. Progress reports are completed by every teacher for every student to keep you and your family informed about your achievement, attitude, effort, and behavior. Progress reports will be available on the following dates:

October 18, 2019 January 6, 2020 March 11, 2020 May 18, 2020

Students will receive a report card four times per year on the following dates:

November 21, 2019 February 6, 2020 April 15, 2020 June 18, 2020

Parents of 5th and 6th graders can sign up for October conferences during Back-to-School Night and/or online. Parents of 7th and 8th graders can sign up for conferences online or by contacting the School Counseling Office at (201) 833-5475. You are encouraged to sign up as early as possible. Conferences will also be held in February.

A conference can be initiated by a teacher or you at any time during the school year. If a student is having trouble with schoolwork, homework, friends, or behavior, you can arrange a conference by writing a note to the teacher, calling the School Counseling Office at (201) 833-5475, or calling your child's school counselor.

Grading

A = superior accomplishment, outstanding achievement

B = very good accomplishment, above-grade achievement

C = good accomplishment, at grade-level average

D = below grade-level achievement, minimal accomplishment

F = failure in accomplishment

Grading scale:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-90	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	below 60

You and your family should always feel free to ask a teacher for help in understanding how a particular grade was determined.

PRINCIPAL'S HONORS:

A's in all Core subjects (language arts, math, science, social studies) and world language; and A's or Excellent, with only one B or S, in all Encore classes (electives and P.E.).

For purposes of Principal's Honors, no distinction or adjustment of grades will be made among math courses of different levels.

HONOR ROLL:

In order to achieve Honor Roll status, a minimum of two A's in any Core subject (language arts, math, science, social studies) and no other grades lower than B or S in encore subjects are required. For purposes of the Honor Roll, no distinction or adjustment of grades will be made among math courses of different levels.

Special Education and Related Services under I.D.E.A. and Section 504

Children with disabilities will not be subject to discrimination based on disability and will be provided a free appropriate public education in the least restrictive environment. Such children are provided special education and related services, which may include services such as speech, occupational and physical therapy. Children with identified learning problems may receive extra help with their classroom work and study skills. Ask your School Counselor, the building Child Study Team, or the Section 504 Officer for information.

Eligibility for Special Education and Related Services:

A student shall be determined eligible and classified eligible for special education and related services when it is determined that a student has one or more of the disabilities defined below and that the disability adversely affects the student's educational performance and the student is in need of special education and related services

Categories of Disabilities:

Auditory impaired, autistic, cognitively impaired, communication impaired, emotionally disturbed, multiply disabled, deaf/blindness, orthopedically impaired, other health impaired, preschool child with a disability, social maladjustment, specific learning disability, traumatic brain injury, and visually impaired

SECTION 504 Services and Protections Under the Americans with Disabilities Act - ("ADA")

Section 504 is a federal law prohibiting discrimination in and by educational institutions (receiving federal funds) based upon disability. The Americans with Disabilities Act is a federal law providing similar protections but this law is not limited to educational institutions. The laws are substantially similar. These laws apply to students, staff, and the general community. In order to be eligible for protection or services, an individual must have a defined physical or mental impairment which substantially impairs a "major life activity." Documentation must be provided for your child to receive 504 accommodations.

Services and Protections for Students:

A very limited number of students, who are not otherwise eligible for services as a "classified" child eligible for special education, may be eligible for Section 504 accommodations.

Intervention and Referral Services (I&RS)

New Jersey Administrative Code 6A:16-8.1 requires all school districts to have this service. The term “intervention” is used when teachers and other school personnel study and creatively problem solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified “at risk” for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand while assisting and providing support to the teacher.

The I&RS team is a multi-disciplinary team made up of administrators, teachers and staff members from diverse backgrounds who can offer expertise to the team. Parents/guardians may refer their son or daughter to the I&RS team. They should contact their child’s guidance counselor. They can help you start the process.

If the I&RS process exhausts all of the available school based regular education interventions with minimal success, the student is often referred to the District Child Study Team (CST) for a comprehensive evaluation in order to gather additional information as well as to determine if the student is eligible for special education and related services. Even in these cases, the prior period of intervention is valuable. Prior intervention will illustrate that a referral is appropriate (as required by law) and it will help inform the CST team about strategies that have or have not produced success. **It is important that I&RS interventions not be seen as merely a waiting process or a “red tape” step for special education.** The recommendation for a CST evaluation could come directly from the I&RS team or from the parent at any time during the process. Please refer to Regulation 2460.1 Special Education – Location Identification, and Referral, which is available on the Board website, for further information.

Students Identified as Academically Gifted

In the Teaneck Public Schools, students are evaluated and identified as academically gifted in the areas of mathematics and/or humanities. If you are one of these identified students, advanced courses in mathematics and special work in humanities are available. Advanced courses in the humanities are available as semester electives in grades 7 and 8.

New Jersey Student Learning Assessments (NJSLA)

The New Jersey Student Learning Assessments (NJSLA) are aligned to the New Jersey Student Learning Standards (NJSLS) and were created to measure students’ ability to apply their knowledge of concepts rather than memorizing facts.

NJ Assessment of Skills and Knowledge for Science 8 (NJASK – Science 8)

All 8th grade students are required to take the NJASK Science 8 Assessment. This test measures students’ abilities in Science.

The Thomas Jefferson Middle School Building Quality Management Team

The BQMT is a collaborative body of stakeholders (i.e. parents/guardians, teachers, support staff, administration) who oversee a process through which student achievement is promoted through the collaborative process of shared decision-making. The desired outcome is effective decision-making to guide the policies of the school, and to advance the goals developed in the School Improvement Plan. The BQMT is a vital forum for shaping school life for staff and students.

BQMT tasks include:

- Improving the building’s environment
- Implementing academic and/or curricular projects and programs
- Implementing human relations projects and programs

Parent volunteers are needed! Please call Joanne Appel at (201) 833-5471 if you would like to be a part of the BQMT.

A Parent Guide: WHAT IF...

❑ ***What if you want to find out about your child's progress or test scores?***

Call the school counselors:

Ms. Meredith Martino	(201) - 833-5458	5 th and 6 th grade
Mr. Robert Davis	(201) - 833-5476	7 th and 8 th grade

❑ ***What if you want to ask specific questions about a specific class or incident in class?***

Call that teacher first; leave a message with the Main Office at (201) -833-5470 or email the teacher. Teachers' email addresses can be found on the Teaneck Public Schools website www.teaneckschools.org under Staff Directory.

❑ ***What if you want to ask specific questions about a disciplinary action, such as detention?***

If assigned by a teacher, call or email the teacher first. If assigned by the office, call Ms. Valerie Johnson, Dean of Students at (201) 833-5477, or one of the Assistant Principals: Mr. Ortiz (5th and 7th Grades) or Mr. Nyamekye (6th and 8th Grades) at (201) 833-5470.

❑ ***What if you want to have a parent conference?***

Call the School Counseling Office at (201) 833-5475. A conference can be arranged with a specific teacher or with all four core teachers. Conferences may also be arranged with encore teachers.

❑ ***What if you have questions about Special Education services?***

You can call one of the Child Study Team members: Mr. Morrison at (201) 833-3981, Dr. Ferbank at (201) 862-2311, or Ms. Rhoda Irodia (201) 833-5573.

❑ ***What if you have concerns about health issues?***

Call the school nurse, Ms. Shannon Dwan at (201) 833-5480.

❑ ***What if you want to get homework for your child who is absent?***

Call Ms. Geronimo in the Main Office at (201) 833-5470 **no later than 9:30 a.m.**

NOTICE OF NONDISCRIMINATION

This District does not discriminate on the basis of race, color, national origin, religion, sex, affectional or sexual orientation, gender, gender identity, age, social or economic status, or disability in admission or access to its programs and activities. The District does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment is expressly prohibited. The District will not tolerate sexual harassment in any form. Title VI, 42 U.S.C. §2000d requires that all vocational opportunities will be offered without regard to race, color, national origin, sex or disability.

Section 504 of the Rehabilitation Act and the American with Disabilities Act ("ADA") apply to the District, its programs, services and activities. The District shall evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under federal law and reside within the district. Under Section 504 and the ADA, "an individual with a disability" is defined as a person who has a mental or physical impairment, which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or has a record of such impairment; or is regarded as having such impairment. Under the Individuals with Disabilities Education Improvement Act, a student may be classified as eligible for special education and related services based upon 13 categories of disabilities. For further information, contact the Child Study Team. The District will furnish auxiliary aids and services to students, employees, parents/guardians, and members of the public who have disabilities to the extent necessary for communications with other persons, unless it will result in an undue burden on, or a fundamental alteration in the program.

Any person having inquiries concerning the district's compliance with Title VI, Title IX, ADA, the New Jersey Law Against Discrimination, (NJ LAD) or Section 504, is directed to contact the Affirmative Action Officer.

The District has a grievance procedure for discrimination complaints. Please speak with the Affirmative Action Officer for a description of this procedure. She or he will also supply information as to the existence and location of services, activities, and facilities that are accessible to and usable by disabled person.

Any parent/guardian who believes that a student may be eligible for services under Section 504 should seek assistance from the Section 504 Officer.

TRANSGENDER STUDENTS

The District is committed to providing a safe, supportive and inclusive learning environment for all students. The District shall ensure that all students, including transgender students, have equal educational opportunities and equal access to the District's educational programs and activities. The District will comply with Federal and State laws and regulations regarding transgender students and no student shall be subjected to discrimination on the basis of gender identity or expression. The District will ensure the privacy of transgender students to the extent permitted by law.

The District will not question or disregard the assertion of a student's gender identity. However, the Superintendent or designee may question a student's asserted gender identity when there is credible basis for believing the student's gender identity is being asserted for some improper purpose.

The District recognizes school-related issues regarding transgender students will vary on a case-by-case basis. Therefore, the Superintendent or designee will meet with the parent and the student to discuss school-related issues, including but not limited to, names/pronouns, student records, restrooms, locker rooms, physical education classes, intramurals programs, interscholastic athletics, and dress codes.

SEXUAL HARASSMENT

The District prohibits any conduct or expression that may be construed as sexual harassment of a student by an employee of the district, another student or an outside vendor. Sexual harassment may include, but it is not limited to, unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature, tormenting, annoying, teasing, remarks, jokes, stories, cartoons, which have the purpose or effect of interfering with the person's performance or creating an intimidating, offensive or hostile environment and that would not have happened but for the pupil's gender. A violation of this provision will result in disciplinary action.

Any student who believes he or she has been the subject of harassment should tell the harasser to "stop" and should promptly complain to the building Principal or the Affirmative Action Officer, who will investigate all complaints.

DATING VIOLENCE

Please refer to Policy and Regulation #5519 Dating Violence, which is available on the Board website, for information regarding the District's dating violence policy.

HARASSMENT, INTIMIDATION, and BULLYING (HIB)

Bullying, harassment and intimidation are defined as any gesture, written, verbal, physical act, or electronic communication that is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school property and that:

1. a reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
2. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of school; or
3. creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing person or emotional harm to the student.

School employees (or contracted service providers) who have witnessed or have reliable information that a student has been subject to harassment, intimidation, or bullying must verbally report the information to the School Principal on the same day they discover the information. The school employee and the Principal must complete a written report within two school days of the initial verbal report. All staff members are immune from civil liability for reports made in good faith. Reprisal and retaliation are prohibited against any person who reports acts of student harassment, intimidation or bullying. Teachers or students may report anonymously by placing a written report in the Principal's mailbox. However, formal disciplinary action may not be based solely on the basis of an anonymous report.

The Principal shall inform the parents/guardians of all students involved that an incident of HIB has been reported. The Principal may discuss, as appropriate, the availability of counseling and other intervention services. An investigation must be initiated by the Principal within one day of incident being reported verbally and the investigation must be conducted by the school anti-bullying specialist. The Principal may appoint additional personnel to assist, if necessary. The investigation must be prompt, thorough, and efficient. The investigation will permit reports that are oral, written or electronic.

The anti-bullying specialist's investigation must be completed within ten (10) school days of the written incident report. The school anti-bullying specialist may amend the original report to reflect information anticipated but not yet received by the end of the ten (10) day period. Teachers and staff members must always monitor for further incidents of bullying, harassment or intimidation. Warn students of the consequences of continued behavior.

The school anti-bullying specialist's investigation results must be reported to the superintendent within two school days of completion. The superintendent may take or recommend appropriate action, including providing intervention services, establishing training programs to reduce HIB or enhance school climate, imposing discipline, and/or ordering counseling.

The results of the investigation and action taken or recommended by the superintendent must be reported to the Board of Education no later than its next meeting following the completion of the investigation.

Information about the investigation must be provided to parents/guardians of students who are parties to the investigation. This report must be in writing within five (5) school days after reporting the results to the Board of Education and must include the nature of the investigation, whether the District found evidence of harassment, intimidation, and/or bullying, whether discipline was imposed or if services were provided to address the harassment, intimidation, and/or bullying. A parent/guardian may request a hearing before the Board of Education after receiving the information. The Board of Education hearing must be held within ten (10) days of the parental request. The hearing is to be conducted during executive session to protect confidentiality. The school anti-bullying specialist may testify about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

The Board of Education must issue, at its next meeting following the receipt of the report, a written decision affirming, rejecting, or modifying the superintendent's decision. The parent/guardian may appeal the Board's decision to the Commissioner of Education within 90 days of issuance of the board's decision.

Please refer to Policy and Regulation 5512 Harassment, Intimidation and Bullying, which is available on the Board website, for further clarification.

CYBER-BULLYING

Definition:

1. Verbal harassment that occurs during online activities.
2. Use of electronic information and communication devices, to include but not limited to, email messages, instant messaging, text messaging, cellular telephone communications, social networks, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:
 - a. Deliberately threatens, harasses, or intimidates an individual or group of individuals; or
 - b. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
 - c. Has the effect of substantially disrupting the orderly operation of the school.

Examples:

1. Threatening email;
2. Derogatory postings on social networks
3. Harassing instant/direct messaging (IM's/DM's);
4. Repeated texts sent to the cell phone;
5. A website set up to mock others;
6. "Borrowing" someone's screen name and pretending to be that person while posting a message; and
7. Forwarding supposedly private messages, pictures, or video

Investigation of Reports of Violence/Complaints:

1. Any pupil or school staff member who believes he/she has been or is being subjected to cyber-bullying, as well as any person who knows of such conduct, shall immediately make a report to the building Principal or designee.
2. The building Principal or designee shall investigate all reports of such conduct.
3. If the investigation results indicate cyber-bullying was not committed, the building Principal or designee will inform the affected parties of the investigation results.
4. If the investigation results indicate cyber-bullying was committed by a School District pupil on school grounds and/or using School District technologies, the pupil will be subjected to appropriate discipline.
5. In the event the investigation results indicate cyber-bullying was committed by a School District pupil using non-school District technologies away from school grounds, the building Principal or designee may report the investigation results to local law enforcement.

Discipline and Consequences:

1. Some acts of cyber-bullying may be isolated incidents requiring the School District to respond appropriately to the individual committing the acts.
 2. However, other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or School District level or by law enforcement officials.
 3. **Reprisal or retaliation against any staff member or pupil who reports an act of cyber-bullying is prohibited. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the building Principal or designee after consideration of the nature and circumstances of the act in accordance with case law, Federal and State statutes and regulations, and District policies and procedures.**
-

RESPECT IN THE SCHOOL COMMUNITY POLICIES

1. STAFF MEMBER ROLE

- a. Staff members (teaching and support staff members, bus aides, paraprofessionals, secretaries, central office staff, building and grounds personnel, food service personnel, technology staff, and community education staff and providers) and pupils should have a relationship that is based on cooperation, understanding, and mutual respect.
- b. As the authority figure and role model within the classroom and school community, the staff member is expected to exercise good judgment when interacting with pupils.
- c. Staff members entrusted with the care and custody of pupils and/or working in the school environment, must ensure that their interactions with pupils remain clearly within the confines of a professional and appropriate relationship.
- d. Teaching staff members have a responsibility to provide an orderly learning environment that:
 - i. Enables the pupil to develop an open and inquiring mind; and
 - ii. Motivates each pupil to perform to his/her potential.
- e. The role of the staff member is that of a resource person, mentor, or guide through the educational process.

2. INTERACTIONS WITH STUDENTS

- a. Staff members are encouraged to take an interest in each individual pupil; such interest must remain professional and appropriate.
- b. Partiality must be avoided and professional ethics must be considered at all times.
- c. Excessive informal and social involvement with individual pupils gives rise to charges of partiality.
- d. Staff members shall refrain from using insults and sarcasm when addressing pupils as a way of forcing compliance.
- e. Interactions between staff and pupils that go beyond the appropriate staff member/pupil relationship may include, but are not limited to:
 - Any type of sexual or inappropriate physical contact with pupils or any other conduct that might be considered sexual harassment under the Board's policies on Harassment and Sexual Harassment of pupils (kissing; wrestling/roughhousing with a pupil; hugs, pats, and hand-holding; permitting a pupil to sit on one's lap; asking for or giving pupils a massage; or stroking a pupil's hair);
 - Phone calls, letters, tapes, or other communications of a sexual or personal nature;
 - Inappropriate electronic communications not related to school, including but not limited to, email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet posting and web sites, social networks (such as Twitter, Facebook, and Instagram);
 - Allowing, permitting, encouraging, or engaging in obscene, pornographic, or suggestive discussion, display or photography;
 - Singling out a particular pupil or pupils for personal attention and friendship beyond the normal staff/pupil relationship;
 - Asking for a date, or dating between staff and pupil;
 - Comments about a pupil's dating partner or potential dating partner;
 - Situations of unequal power between staff members and pupils (employing pupil, babysitting, odd jobs, tutoring, etc.);
 - Confiding in a pupil about teachers' family, personal and/or work issues; and
 - Threatening behavior.

3. INTERACTIONS WITH PARENTS/GUARDIANS

- a. The Board emphasizes calm and respectful learning environments.
- b. No parent, guardian, or family member may be disrespectful to school staff.
- c. Vulgarity and threats are strictly forbidden and engaging in such conduct will require the individual to leave the premises or be charged with trespass.

4. STUDENT RESPECT OF STAFF MEMBERS

- a. Students must treat all staff with respect and courtesy.
- b. Students should not violate the rights of staff or interfere with staff members' efforts in performing their jobs.

5. REPORTING AND INVESTIGATIONS

- a. The Principal will notify the affirmative action officer of all reported instances involving inappropriate staff/pupil relations.
- b. The affirmative action officer or designee will investigate all reported violations (except those involving criminal sexual contact or sexual assault which must be immediately reported to law enforcement for investigation) and will submit a final report to the superintendent of schools.
- c. The affirmative action officer or designee, upon reviewing an initial report, or the superintendent, upon reviewing the investigation report, may take such appropriate action as necessary or as provided for by law.
 - i. This may include, *but is not limited to*, notifying the law enforcement and/or the Division of Child Protection and Permanency (DCPP), formerly known as the Division of Youth and Family Services.

STUDENT RECORDS

You are entitled to review your child's student records and to challenge its contents. Student records include information related to an individual student gathered within or outside of the School District and maintained within the school system, regardless of the physical form in which it is maintained. The District may deny access to parents/legal guardians/adult students only upon court order. The parent/legal guardian/adult student may appeal such a denial.

The parent of a special education student, the adult student, or their designated representative shall be permitted to inspect and review the contents of the student's records without unnecessary delay and before any meeting regarding the student's IEP. Any parent/guardian/adult student may request the right to inspect the student's file by submitting a letter to the superintendent. Such request will be granted within ten (10) days after receipt of said letter. A reasonable fee may be charged for copies of records requested.

"Student directory information" can be released to the public without consent. This information includes a student's name, grade level, date and place of birth, dates of school attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, most recent school attended, and other similar information. **The parent/guardian/adult student can submit a written statement to the superintendent to prohibit the disclosure of such information within ten (10) days of receipt of this handbook.**

Under No Child Left Behind, the District is required to provide students' general directory information to military recruiters, when requested. Parents/guardians may request that their child's information not be released without prior written parental consent.

The District also compiles a school contact directory for official use. This directory contains a student's name, address, telephone number, date of birth, and school of enrollment. It is provided only to judicial and law enforcement personnel for official use, and to medical personnel who are currently providing services to the student. If the parent/guardian/adult student wants to exclude such information from this directory, the parent/guardian/adult student must notify the District in writing within 10 days of receipt of this handbook.

When the parent's dominant language is not English, the District will make every effort to provide the interpretation of the student record in the dominant language of the parent or assist parents in securing an interpreter.

Students involved in school-based substance abuse programs are entitled to confidentiality. If staff learns of illegal activity from a source different from the student's substance abuse program, staff must report such information to law enforcement.

Upon graduation or permanent departure of a student from the school system, the parent/guardian/adult student may request a copy of the entire student record.

Collection, maintenance and access to student records shall be conducted in accordance with the laws and Board Policy 8330.

STUDENT SURVEYS

The District will seek parental/guardian consent under the federal Protection of Pupil Rights Amendment (PPRA) and N.J.S.A. 18A:36-34 when administering surveys to students.

REPORTS TO THE DIVISION OF CHILD PROTECTION & PERMANENCY (formerly DYFS)

All School District personnel, including teaching staff members, support staff members, and volunteers, are charged by law with the responsibility for reporting suspected cases of child abuse and/or neglect to DCPD. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on direct observations. If child abuse and/or neglect are suspected, the matter will be reported to DCPD immediately. The Principal or his/her designee must then make a report to local law enforcement.

Any person having reason to believe that a child has been subjected to abuse or neglect must immediately report same to the DCPD, Institutional Abuse Unit at (877) 652-2873.

NOTICE REGARDING HAZARDOUS SUBSTANCES

Notice of any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. Hazardous substances may be stored at the school at various times throughout the year. A hazardous substance fact sheet for any such substance used or stored is available in the Main Office.

HIGHLY QUALIFIED TEACHERS

As a parent/guardian of a student at Thomas Jefferson Middle School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers; specifically, you have the right to ask for the following information:

- Whether the New Jersey State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the New Jersey State Department of Education has decided that the teacher can teach in a classroom without being fully licensed or qualified under State regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provided services to your child, and what qualifications they have

Please be assured that the Teaneck Public School District has an extensive recruitment and screening process to ensure that each classroom teacher hired not only holds appropriate NJ certification, but also possesses a high level of

competence and potential for growth, essential qualities for a successful teaching and educational experience. To request such information, please contact the Principal's office at (201) 833-5471.

DISTRICT-PROVIDED ACCESS TO ELECTRONIC INFORMATION RESOURCES

Teaneck is very fortunate to be able to provide our students with activities and projects that involve the use of the Internet. We believe that the Internet offers vast, diverse, and invaluable resources to our students. The District's goal in providing this access is to promote academic growth and excellence in our schools. With the potential of Internet use come responsibilities and rights for that use. Students and staff are responsible for acceptable behavior on school computer systems just as they are in a classroom or hallway. Policy, regulations, and procedures for behavior, discipline, and the use of district-provided technology apply.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media.

The District's Policy and Regulations entitled District-Provided Access to Electronic Information contain restrictions on accessing inappropriate material. Parents need to be aware that the Internet is an open system containing material that may be deemed objectionable. The information may be defamatory, offensive, pornographic, controversial, discriminatory, or otherwise inappropriate. While the District will use software designed to prohibit access to sites, which are inappropriate and will assist students in learning to make appropriate choices, it cannot guarantee that such information will not be accessed by students. The District is not responsible for the content, quality, or accuracy of any information accessed or transmitted through the Internet. By signing the District's Parent/Guardian Consent and Release form, Parents/Guardians acknowledge that the Board of Education, its officers, employees, agents, and representatives are not responsible for any damages that may occur related to the use or misuse of the district's computer network system and the Internet. The Board is not responsible for any inappropriate usage by students. Every student is responsible for his/her own conduct. **Please review these policies with your daughter and/or son.**

In order to have access to District computers and the internet while at school, you must complete the form and return it to the main office. Your child will not have access to District computers or the Internet until the form is returned. If you have any questions regarding the policy and regulations, please contact the Principal's office at (201) 833-5471.

Policy #2340 FIELD TRIPS

The Board of Education recognizes that field trips (curriculum-related field trips and enrichment-related field trips), properly planned and integrated with the curriculum, are an educationally sound and important part of the program of the schools that can supplement and enrich classroom instruction by providing learning experiences in an environment outside the schools.

All overnight and/or Out-of-State field trips must be approved, in advance, by the Board of Education. The Board of Education will only consider for approval those trips which have been submitted by the Superintendent for Board approval.

For purposes of this policy, a field trip means any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

The Superintendent shall be responsible for preliminarily approving all proposed field trips. The Superintendent will review such trips and submit to the Board for approval those trips which he or she recommends for Board approval. Pupils with financial hardship will be exempted from contributing when all or part of the costs of an enrichment-related trip is borne by parent(s) or legal guardian(s). The determination of a pupil's inability to pay will be based upon the pupil's eligibility for free and reduced meals in accordance with Board Policy.

When field trips are arranged, the following minimum guidelines apply:

- A. All field trips and related transportation arrangements must have advance approval. This includes use of vehicles, the route, and other transportation arrangements, such as specially-equipped buses/vans.

- B. All costs must be ascertained well in advance of submission for approval.
- C. Each pupil who goes on the field trip must have written permission from a parent(s) or legal guardian(s).
- D. Pupil safety must be of prime concern and adequate supervision must be provided by staff aided by other adult chaperones, if necessary.
- E. Times and locations of field trips shall not be posted on any District websites.
- F. All field trips must be well-planned and properly timed so as to minimize disruption of instruction.
- G. When planning the field trip, and again two school days prior to the departure, the teacher planning the field trip must contact the appropriate State and/or Federal agency/department to determine the existence of any safety issues at the trip site. Trips out of the United States require consultation with the U.S. Department of State, Bureau of Consumer Affairs. In addition, contact should be made with local law enforcement having jurisdiction at the trip site to identify potential safety issues there, or en route.
- H. Field trip activity time should not be disproportionate to transportation and/or meal time.
- I. An appropriate number of chaperones must participate in a given field trip to ensure pupil safety and well-being.
- J. The administration must review this policy and corresponding regulation annually and report to the Board on their effectiveness.

Participation in a field trip is a privilege. A pupil who demonstrates disregard for school rules may summarily be denied participation in field trips. Pupils on field trips remain under the supervision of this Board and are subject to its rules and regulations. A pupil who violates rules or disregards the authority of supervisors on a field trip, may be summarily dismissed from the trip. A pupil who possesses or consumes alcohol or drugs in the course of an approved field trip places all other participating pupils at risk and shall be immediately dismissed from the trip.

Any such pupil referenced in this paragraph may be returned home by appropriate and safe means of transportation in the company of a chaperone, the pupil's parent(s) or legal guardian(s), or a representative of the pupil's parent(s) or legal guardian(s). Any expenses incurred by the dismissal will be the responsibility of the pupil and/or the pupil's parent(s) or legal guardian(s). The teaching staff member in charge will make arrangements for the dismissed pupil's transportation home or to school, as appropriate. The cost of any such transportation will be borne by the parent(s) or legal guardian(s) of the pupil. The Board reserves the right to take further disciplinary measures in accordance with Board Policy.

The Board shall permit self-administration of medication on field trips for asthma or other potentially life-threatening illness, in accordance with Board Policy. Epinephrine shall be administered via epi-pen to pupils in emergencies on trips by the school nurse, his/her designee, the pupil's parent(s) or legal guardian(s), or the pupil himself/herself, in accordance with Board Policy.

The Board reserves the right to cancel any field trip if the Board determines that circumstances are such that it cannot foresee a reasonably safe travel environment, or for any other reason.

The Superintendent shall prepare regulations pertaining to field trips that ensure that the safety and well-being of pupils shall be protected at all times; that parental permission is obtained before any pupil may be removed from the school for a field trip; that each field trip is properly planned, integrated with the curriculum, and followed-up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities is monitored and continually evaluated; that teachers are allowed a considerable degree of flexibility and innovation in planning field trips; that no field trip is approved unless it contributes to the achievement of specified instructional objectives; and that teachers are not permitted to make on-site alterations to a trip itinerary, except where the health, safety or welfare of pupils is imperiled or where changes or substitutions beyond the control of the teacher have frustrated the purpose of the trip.

The Board assumes no liability for any field trip which is not approved by the Board. The Board does not endorse, support, or assume liability in any way for any staff member who takes pupils on trips not approved by the Board.

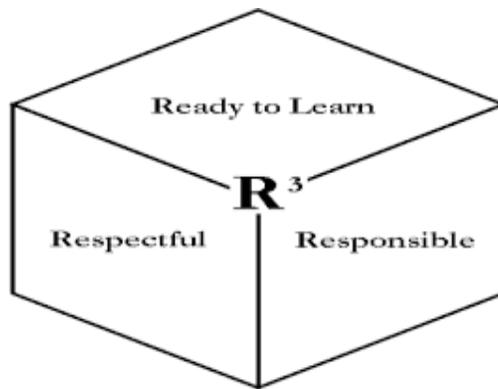
The Superintendent shall, prior to June 30, annually prepare a list of all field trips that occurred during that school year.

N.J.S.A. 18A:36-21 et seq.; 18A:53-2
Adopted:

Thomas Jefferson Middle School

2019-2020

Student Code of Conduct



*This handbook is designed to help students meet their goals. The procedures contained within are to help students adjust to our school and to become successful. The expectations are in effect whether a student is in school, visiting another school within the District, before, during, or after school and for all school-sponsored activities. This handbook is designed in conjunction with District policy, state and federal law. **PLEASE KEEP THIS STUDENT HANDBOOK AND CODE OF CONDUCT HANDY FOR REFERENCE DURING THE SCHOOL YEAR.***



TEANECK PUBLIC SCHOOLS



Student Code of Conduct Notification Letter

Dear Parent/Guardian

The appended handbook contains the Student Code of Conduct for the school your son/daughter is attending. It is designed to inform you and your child of the type of conduct expected in the public school. It is important that you and your child review this information together so that you will clearly understand that rules of acceptable conduct and consequences for violation of established rules. With your support and encouragement, I am confident your child will meet behavioral expectations of the District. Those who fail to do so may expect to experience normal discipline management techniques, suspension, removal to a disciplinary alternative education placement, or expulsion.

Please sign below so we may know that you have received and reviewed this Student Code of Conduct with your child. Please tear off and return the completed form to your child's school, where it will be kept on file. If you have any questions relating to this Student Code of Conduct, please call or schedule an appointment to meet with your child's building principal.

Yours sincerely,

Dr. Christopher Irving
Superintendent of Schools

Acknowledgement of Receipt of Student Code of Conduct

I have received a copy of the Student Code of Conduct from my child's school and understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

School: _____ **Date:** _____

Student's Grade Level: _____ **Homeroom:** _____

Students Name (Please Print): _____

Students Signature: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Note: Failure to return this acknowledgement form will not release a student or the parent(s)/guardians(s) of the student from responsibility for knowledge of the contents of the Student Code of Conduct and will not excuse non-compliance with the Code of Student conduct by the student.

Thomas Jefferson Middle School

Student Code of Conduct and School-wide Discipline Policy

Welcome to our school. We are proud of the students, parents/guardians, and staff who make up our school and the accomplishments of all. The success we have experienced in our classrooms, and school-wide activities reflect the attitudes and efforts of our school community.

Our curriculum offers a wide range of academic and elective courses. Every effort will be made to help students reach their potential in all areas of the school. We encourage all students to set personal goals, to aim high, and to work hard to accomplish their goals. We sincerely hope that your school year will be very rewarding and productive.

In order to enforce this policy, the Teaneck Board of Education may use metal detecting devices in all school buildings, on school grounds, and at all school activities. Additionally, electronic surveillance may be used in school buildings and on school grounds. Monitoring devices may also be used on school transportation vehicles transporting students to and from curricular and co-curricular activities.

PHILOSOPHY OF DISCIPLINE

The staff members of the Teaneck Middle Schools attempt to provide each individual student with opportunities to mature intellectually, creatively, emotionally, socially, ethically, and physically. We believe that each individual student can grow within this spectrum when encouraged to identify and develop his or her unique attitudes, abilities, and interests. We strive to provide a positive multicultural learning environment characterized by an atmosphere of openness and mutual respect for the personal worth and dignity of each individual.

In a democratic society, each individual must learn to work effectively with others and share the privileges and responsibilities of good citizenship. The development of self-discipline and the acceptance of individual responsibility are important goals of education.

An effective school discipline code is directly related to the excellence of the total educational program and the development of mutual respect. Individuals who are motivated to do their best and who possess a sense of responsibility for their own actions are an inspiration to others. The Teaneck Middle School community strives to provide an atmosphere of purpose and to convey concern for the education and well-being of every individual in the school.

The goals of the student code of conduct are:

- Development of self-discipline by clearly communicating to students their rights and responsibilities as outlined in the discipline code;
- Protection of the rights of all staff and students by providing a discipline code that establishes rules and regulations prohibiting conduct that is disruptive or otherwise harmful to the work of the school and students;
- Protection of the rights of each individual by ensuring fair and reasonable consequences for treatment of infractions through a progressive discipline policy;
- Respect for the rights and personal dignity of all students and staff through the provision of a discipline code that will ensure a safe school environment;
- Compliance with federal, State, and local laws;
- Protection and maintenance of school property;
- Reduction of the occurrence of discipline problems using support services and referral to appropriate personnel for counseling, examination, and such other rehabilitative measures as may be necessary.

GENERAL RULES OF CONDUCT

All students have the responsibility to maintain their own good conduct. Rules of conduct respect the rights of students, but also require students to respect the rights of others.

- Every student is expected to follow directives of administrators, teachers, and other staff.
- Every student is expected to be respectful of others, both adults and peers.
- Every student is expected to display behavior that contributes positively to the overall atmosphere of the school.
- Every student is expected to adhere to guidelines/regulations concerning substance abuse.
- Every student is expected to wear safe and non-distracting clothing. Discretion should be exercised when choosing apparel to be worn to school.

Responsibilities of Stakeholders

It is the ultimate goal of Thomas Jefferson Middle School to provide an environment that is conducive to learning. A staff that provides guidance, a friendly atmosphere, and is committed to a philosophy regarding the rights, procedures and responsibilities of the students will achieve this. All staff have an obligation to set fair and reasonable standards of behavior for students, and to take the necessary steps to maintain these standards.

The Thomas Jefferson Middle School code of conduct consists of reasonable rules based upon respect to produce a positive learning environment. These rules will be thoroughly emphasized and consistently enforced. All stakeholders are responsible for good discipline.

Responsibilities of Students

To achieve academic and social success, the students of the Thomas Jefferson Middle School should familiarize themselves with the following responsibilities:

- Always do your best
- Be respectful of property, others and yourself, at all times
- Accept full responsibility for your behavior and actions
- Be prepared for class, seek help when needed and be responsible for making up all missed work and tests
- Make the best use of time and contribute positively to class, group and school activities

Responsibilities of Parents/Guardians

- Be the primary advocate for your child's education
- Encourage attendance at school and prompt arrival
- Support the goals of Thomas Jefferson Middle School as stated in the student handbook
- Be supportive of the school's decisions when they affect your child
- Play an active role in promoting your child's learning experience and positive behavior

Responsibilities of Administrators

- Effectively communicate school goals to students, staff, parents and the community
- Promote a school climate that positively engages and encourages productive relationships among and between students, staff, parents/guardians, and community
- Create and maintain a safe learning environment

Responsibilities of Staff

- Treat each other, students, parents/guardians, and the community with dignity and respect
- Support and maintain a positive school climate and school goals
- Actively monitor behavior in classroom, hallways, cafeteria, etc.
- Hold all students to high expectations

Parents/Guardians and Students:

All students are expected to behave appropriately in accordance with general rules of good conduct, Board policy and regulations. The administration will consider each case individually and administer appropriate discipline in accordance with Board policy. Drugs, alcohol and weapons are never permitted at school, on a school bus or at school-sponsored functions. "Weapons" includes knives, guns of any sort (including "toy or other imitation," pellet and B-B guns), slingshots, chains, box cutters, or anything that can be used to inflict serious bodily injury.

Attendance

- ❑ Both parents/guardians and school officials have an obligation to see that students of school age actually attend school. The compulsory education laws of New Jersey hold **parents/guardians** responsible for regular attendance for your children who are between the ages of six and sixteen. Regular attendance at school is a fundamental prerequisite to enable students to benefit from the provision of free education.
- ❑ Students are expected to attend *all the days and hours that the public schools are in session in the District*. You may request an excused absence only for the following reasons:
 - Personal illness of 5 or more days (student must report to nurse's office upon return with a doctor's note preferably accompanied by a parent)
 - Approved religious holidays
 - Death in the immediate family
 - Court-ordered appearance
 - Suspensions from school
 - Authorized school field trips and athletic events
 - As set forth in the student's IEP, Section 504 Plan, or individual health care plan, where appropriate
 - Official appointments with Assistant Principals, Guidance Counselors, or medical staff
- ❑ You are asked not to take students out of school for vacations or nonessential activities. Call (201) 833-5475 to report your child's absence. Students cannot call the school themselves.

If your child is absent for all or part of a day, you are required to present a note or provide a doctor's certificate to the Attendance Secretary within three (3) days of return from the absence. The note or doctor's certificate has to say why your child was absent. This note is required even if you have called the school to report that your child will be absent. Credit is not given for assignments missed during unexcused absences.

Board of Education policy specifically outlines penalties, up to and including retention, for students with excessive absences, i.e., more than eighteen (18) days of unexcused absences.

A student who has 10 or more cumulative unexcused absences will be considered truant, referred to a court program as required by State law, and will be subject to proceedings under the compulsory attendance laws.

Tardiness

- ❑ NJSA Statute 18A:38-25 states, "Every parent, guardian or other person having custody and control of children between the ages of six and 16 years shall cause such child to regularly attend public schools..."
- ❑ In addition: NJSA 18A:38-31 states, "A parent, guardian or other person having custody and control of children between the ages of six and 16 years who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than \$25.00 for a first offense and not more than \$100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issued therein, or in special circumstances of a warrant, shall be directed to the alleged disorderly person and the child."
- ❑ Simply stated, your child must be in school on time each day. Parents/guardians should note that accompanying your children to school does not excuse them from being late.

- ❑ Understanding that emergencies occur, three (3) unexcused tardies are permitted per semester (marking periods 1 and 2 combined, and marking periods 3 and 4 combined) before a consequence is enforced. Beginning with the fourth (4th) unexcused tardy and each one thereafter in a semester, an after school detention will be assigned.

Visitors

- ❑ Parents/guardians and other adults are encouraged to visit and/or volunteer in the classrooms. Your child's teacher may request parental help or may issue an invitation to watch you in action. Visitors include everyone other than students and paid staff assigned to the building.
- ❑ Ten visitor parking spots have been allocated in the Salem Street lot. Visitors are not to park in other spots, as they are designated for staff members.
- ❑ Visitors must enter TJMS from the entrance closest to Hartwell Street on the Salem Street Circle, and proceed immediately to the Main Office.
- ❑ Visitors to the school must provide a valid photo ID when signing-in.
- ❑ Visitors will be issued a pass that must be worn and visible at all times when in the building.
- ❑ Student visitors are not permitted in the building during the times that school is in session.
- ❑ No one may wander the hallways, make unannounced visits to classrooms or activities, or make unannounced entry into offices.

Electronic Devices

Electronic devices including, but not limited to, radios, mp3 players, laptops, electronic notebooks and notepads, cameras, laser pointers, cd players, DVD players, electronic games (i.e. Pokemon) and systems, etc. are not permitted in school unless specifically requested by staff for classroom use. They create a distraction to the learning environment.

Cell Phones

A student may possess a cellular phone if it is turned off and kept out of sight during school hours. The use of cell phones in classrooms, hallways, restrooms, cafeteria, and locker rooms or during recess is ***prohibited***. Possession of a cell phone is a privilege, which may be forfeited by any student who engages in misuse of this privilege. ***No investigation will be undertaken to locate a lost or stolen phone. The school will not assume responsibility for the theft, damage, or loss of cell phones.***

Personal Learning Devices

Thomas Jefferson Middle School is committed to using technology to foster a meaningful educational experience for all students. The Personal Learning Device initiative at Thomas Jefferson Middle School is intended to offer students the privilege of utilizing technology to find relevance in their learning and enhance real-world skills that prepare them for college and career readiness. Therefore, it is expected that students maintain a standard of excellence in the area of responsibility and self-discipline as they use the computers or travel through the school building with their device.

All Chromebooks must be returned to each student's homeroom at the appropriate time during the school day. Any student who misuses his/her technology privilege will be held accountable in accordance to the Thomas Jefferson Middle School Technology Policy.

Dress Code

The Thomas Jefferson Middle School faculty and staff recognize that the media and pop culture have a great influence on young people in the area of fashion and style. Unfortunately, some of those trends and styles have become increasingly more provocative and not conducive to a serious learning environment. The administration is asking parents/guardians to provide the support and primary oversight needed to ensure that their child is wearing appropriate attire to school. We expect students to dress properly for school. Clothing should be neat and clean. Messages or pictures on T-shirts should not be offensive or inappropriate. Attire should not be sexually provocative.

The following is an outline of the most common dress-code issues, and should serve as a guide for students and parents:

- Bare midriffs or belly shirts are not permissible.
- Pants must be worn at the waist, not low on the hips.
- Leggings/tights are not permissible with any combination of clothing.
- Attire with indecent humor, slogans or images
- Jeans and shorts with holes (of any size) are not permissible.
- Skirt and short-lengths must allow for modesty while standing or sitting (not above the tips of a student's fingers, when arms are at their sides).
- Necklines must **not** be low on blouses, dresses, or sweaters.
- Halter tops/dresses and shirts/dresses with spaghetti straps are not permissible.
- Tube tops, off-the-shoulder blouses, or blouses with only one arm are not permissible.
- Tank-top athletic shirts, unless a T-shirt is worn underneath, are not permissible.
- Hats, caps, bandannas, or sweatbands may **not** be worn in the building, except as approved by the Principal. Head coverings that are not worn to meet religious requirements are not permitted for either males or females. All head coverings are to be stored in lockers only. Students are not permitted to carry hats, unless students are on their way outdoors for physical education, recess or dismissal.
- Pajama bottoms are not permissible. Pajama bottoms are **not** appropriate dress for physical education or school.
- Coats are not to be worn inside. They must be stored in student lockers, unless students are on their way outdoors for physical education, recess, or dismissal.
- If it is cold, students should dress appropriately in a sweater or sweatshirt (but no hood may be worn inside or outside).
- Sliders/sandals are not permissible due to safety reasons.

The dress code will be strictly enforced. Students who violate the dress code will receive either warnings, detentions, and, in some cases, will be removed from classes until the parent or guardian brings proper attire from home.

Discipline Code

The goals of the Teaneck Middle Schools' Discipline Code are the protection of the rights of all staff and students, the development of self-discipline, the protection of school property, and the provision of appropriate support to anyone who has difficulty following the Code. The Code specifies general responsibilities of students, parents/guardians, and staff; lists examples of behaviors, which are considered misconduct; and lists possible consequences, which are used when misconduct occurs.

In addition to the District-wide Code, we have developed our own school-behavior plan. This plan includes activities for teaching and encouraging expected behaviors. We communicate this school-behavior plan with our parents/guardians and students. We also include strategies for teaching and reinforcing behavior, and strategies for providing consequences for both positive and negative behavior.

Discipline means: "To teach and train." As a community, we must acquire skills that will accomplish the goal we set for ourselves: to provide a safe, secure and enjoyable school where all individuals, students and adults alike, are respected and responsible for their own actions and behavior.

Positive Behavior In Schools (P.B.I.S.)

The goal of the Positive Behavior in Schools (PBIS) Program is a process that uses current research and validated practices in positive behavior support. This program encourages and supports pro-social student behavior at the school wide, classroom, and individual student levels.

The school-wide “PBIS” primary goal is to create safer and more effective schools by structuring the learning environment to support the academic and social success of **all** students. The goals of PBIS are to prevent the development of inappropriate behavior, reduce ongoing patterns of problem behavior, and to increase the likelihood of improved academic performance of **all** students through the teaching and learning time gained when the numbers of inappropriate behaviors are reduced in the school and classroom. We focus on encouraging positive student behavior, preventing disruptive behavior and tailoring academic strategies to individual student’s needs.

Positive discipline is an essential aspect of our code and we believe it is safe, natural, holistic, and humanistic. This method is to treat the child with respect. It is treating the child as if he/she is as important a human being as you are. It is treating him/her with the same respect with which you wish for him/her to treat others, you, and themselves.

Positive discipline is an essential aspect of Thomas Jefferson Middle School and its discipline policy is based on the following principles:

- The school will be oriented toward success. The emphasis is to provide all students with support and opportunities to experience success in learning contexts.
- Positive feedback to students, in most instances, is more effective in the management of behavior than negative feedback. It is important to acknowledge when students are doing the right thing.
- Discipline is a process for helping students learn and gain skills of self-discipline.
- Discipline is administered fairly and consistently throughout the school, it will occur in a manner that acknowledges age and cultural differences.
- The school will develop a partnership between staff, students and their families in order to establish expectations and contingencies related to acceptable student behavior.

Strategies to Increase Student Responsibility

We believe that one of the central missions of the school should be to cultivate responsibility in students. The term responsibility captures the essence of self-discipline. For our purposes, responsibility encompasses the student’s capacity and desire to behave properly without direct supervision, modify one’s own behavior when it is improper, and assist others in behaving properly.

While students may possess the potential to behave properly without direct supervision, there is no guarantee that they will actually behave properly all the time. We are human and imperfect. The school’s goal is to help students become better decision-makers.

We have identified some strategies to help the student increase their capacity to become responsible for their actions as well as making better decisions to their behavior. Some approaches and/or skills students can develop with the help of the school community are self-monitoring; goal setting; self-talk; communication skills; social skills; study skills; group skills; decision-making skills; and conflict-resolution skills. Our goal is that through these skills students will be able to evaluate their behavior; reflect on alternative ways to foster responsibility and to point beyond themselves to community and civic engagement.

Responsible Behavior

Responsible students carefully weigh the possible results of their behavior, before acting. You have been given a copy of the new Code of Conduct, and your teachers have reviewed it with you. If you decide to behave responsibly and to live by the Code, your daily experiences in TJMS will be largely positive.

Your personal philosophy should include the following statements:

- I am the one and only person who has the power to decide what I will be and do.
- I am responsible for my actions and the decisions I make.
- I am in charge of my learning and behavior.
- I will respect the rights of others, and be a credit to my school, my family, my community and myself.

Resolving Conflict Peacefully

- Conflict of one sort or another is something faced by everyone.
- We expect you to resolve all conflict peacefully. **Violence is not an option.**
- Peer Mediation is designed to help solve problems by peaceful means. Staff members and specially trained students are available to help you solve problems. They will help you to learn to listen better, to see and understand others' points of view as well as your own, to "read" and to respond to situations more skillfully and creatively.
- The H.E.L.P. program is a way to report problems that you or your peers are having in order that you or they may receive assistance from your guidance counselor.

Exemplary Citizenship

The staff members of the Teaneck Middle Schools look forward to recognizing students who demonstrate exemplary citizenship: perfect attendance; service to others; and regular acts of kindness.

Respect in the School Community

Student Responsibilities:

Students have the responsibility to treat all staff members, including but not limited to teachers, paraprofessionals, providers, secretarial staff, and custodians, with respect and courtesy. Each student is urged to regard staff members as resources who can be utilized to advance the student's own knowledge and development. Students shall be required to respect the rights of staff members and interference with such rights will not be permitted. No student will be permitted to interfere with the efforts of staff members in the performance of their jobs. Students should listen to and follow all directions of staff members. They should take care of school materials and school property and demonstrate positive social skills. Students have a responsibility to be prepared for school, both with all needed materials and work and a positive attitude towards learning.

Students also have the responsibility to treat other students with respect and courtesy. Students should choose peer groups that demonstrate safe, respectful, and responsible behavior. Students should resolve conflict in a positive manner; violence is not an option. Students should listen to your peers and be open to new and different ideas and viewpoints.

Students also have the responsibility to treat visitors to the school community, including parents, volunteers, vendors, students from other schools, fans, with respect and courtesy. Students are representatives of this District and should represent the District in an exemplary manner. Students shall exhibit good will and courtesy towards all individuals with whom they come in contact.

Parent/Guardian Responsibilities:

Staff members are expected to work collaboratively with parents/guardians to best meet each student's needs. Staff members should listen to, and show respect towards, all parents/guardians. Parent/guardian involvement is encouraged and welcomed. Open and courteous communication is the key to a successful relationship between staff members and parents/guardians.

While the District encourages all parents/guardians to participate in their child's education to the fullest extent, it is important to remember that staff members are professionals and parents/guardians should not interfere with staff members' efforts and actions to perform their job obligations.

The District emphasizes the importance of calm and respectful learning environments. To that end, no parent, family member, family friend, or volunteer may be disrespectful to school staff. Vulgarity and threats are strictly forbidden. Such conduct will result in a demand to leave the premises at the risk of a trespass charge.

Behavior at Athletic Events

The District expects that all students, parents/guardians, family members, and friends who attend athletic events behave in a respectful and courteous manner. The District reserves the right to ban the presence of any individual from an athletic event who: (1) engages in verbal or physical threats or abuse aimed at any student, coach, official, or parent/guardian at an athletic event; or (2) who initiates a fight or scuffle with any student, coach, official, parent/guardian, or other person at an athletic event.

Administrative Action

If a student engages in any misconduct, the following administrative actions may be taken, separately or in any combination: conference with student, teacher, counselor, and/or administrator; parent conference with student, teacher, counselor, and/or administrator; detention before or after school, or at recess, or a combination of these; assignment of a special project; assignment of community service; in-school suspension; out-of-school suspension; expulsion (the denial of the student's right to attend public school, which may be imposed only by the Board of Education).

Specific sanctions, such as denying students the privilege of participating in extracurricular activities, restricting students to attending field trips only when accompanied by a parent or guardian, or exclusion from participation in promotion ceremonies and celebrations may be imposed if appropriate.

The District has a right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school sponsored function, when it is reasonably necessary for the student's physical or emotional safety, security, or well-being or for reasons related to the safety, security, and well-being of other students, staff, or school property. This authority will be exercised when the student's conduct materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Detention

Students who do not follow the rules of the school may be detained after school. A teacher may detain a student for a period of time in the classroom, or the Principal, Assistant Principal or Dean of Students may assign a student to after-school detention in a central location. Detention for fifth and sixth grades is held from Monday to Friday from 3:00 p.m. until 3:15 p.m. For seventh and eighth graders it is held Tuesday to Friday from 3:15 p.m. until 3:45 p.m.

For some infractions or patterns of behavior, students may be required to come for lunch/recess detention. Lunch/recess detention is held in the in-school suspension room during their lunch period.

Suspension

If a student's behavior warrants suspension from school activities due to its seriousness or frequency, the student and the parents or guardians will be given the reasons for the suspension in person (if possible) and in a letter. Before imposing suspension, the student will be told what he/she is accused of and what the accusation is based upon, and the student will have the opportunity to respond to the charge. Reasons for suspension include, but are not limited to, fighting, possession of drugs or alcohol, acts of vandalism, destruction or theft of property, disrespect for school staff members, smoking, and the possessions of weapons or explosives. The length of the suspension will be determined by the

seriousness and frequency of the behavior. Parents/guardians will be notified at the time of the suspension, and a parent conference will be arranged. Suspensions will be documented by letter.

Expulsion

The District must provide educational services/programs for an expelled student until the student graduates from high school or reaches the age of 20, unless the student has waived his rights to a free public education. An expulsion of a student with a disability must be handled in accordance with State and federal regulations, along with District policy and procedures.

Reasons for Suspension or Expulsion

New Jersey law provides guidance with regard to the reasons for which a student may be suspended or expelled from school. A student may be suspended or expelled for good cause that shall include, but is not limited to:

- Continued and willful disobedience, or defiance of authority;
- Conduct, determined by the Principal, which constitutes a continuing danger to the physical well-being of other students;
- The habitual use of profanity or obscene language;
- Vandalism of school property;
- The physical assault, robbery, or attempted robbery of other students or staff;
- Participation in or inciting demonstrations involving the unauthorized occupancy of school buildings;
- Inciting truancy by other students;
- Possession of a weapon;
- The illegal possession, consumption, or being under the influence of alcoholic beverages or controlled substances on school property, school bus, or at any school function;
- Other behaviors that are deemed inappropriate by administration or staff.

Suspension and Expulsion

When a student is suspended, the student may not participate in the District's general education or special education program. Students are entitled to educational services, in or out of school, within five school days. Generally, the student will not be allowed to participate in any extracurricular programs or school events such as athletic competitions, class trips, graduation, proms, etc. Suspended students are not allowed on school grounds without the permission of the Superintendent.

Students Rights for Short-Term Suspension (removal for 10 school days or fewer)

- Oral or written notice of charges and student's due process rights to be provided to the student and student's parents/guardians as soon as practical; an explanation of evidence supporting the charges when they are denied by student; an informal hearing prior to the suspension, if practical, where the student has an opportunity to present his/her side of the story;
- Notification to the student's parents/guardians of removal, prior to end of the school day on which the decision to suspend was made; and
- If a student with a disability is suspended, educational services shall be provided according to student's IEP.

Student Rights for Long-Term Suspension (removal for more than 10 school days)

- Immediate notification of charges to the student and parents/guardian, prior to removal; supervision of the student while he/she is waiting to be removed;
- An informal hearing prior to suspension;
- Written notification to parents/guardians within two school days of the suspension, stating the specific charges, facts, and the student's due process rights; written notice that further engagement by the student in conduct

warranting expulsion shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board of Education;

- A list of witnesses and their statements or affidavits (if any), information on the right of the student to secure an attorney, and a list of legal resources available in the community;
- Educational services, either in or out of school, within five days of the suspension;
- A formal hearing, 30 calendar days following the day the student is suspended, before the Board. During the hearing the student can confront and cross-examine witnesses, where there is a question of fact, present his or her own defense and produce oral testimony or written supporting affidavits;
- A written decision by the Board will be provided within five school days of the closing of the formal hearing;
- The decision of the Board may be appealed to the Commissioner of Education within 90 days;
- Unless otherwise determined by the Board, suspension may not be continued beyond the Board's second regular meeting following the suspension;
- The determination to continue a suspension shall be based on the nature and severity of the offense, the removal decision, and results of testing, evaluations, and assessments;
- The determination shall be reviewed at each subsequent Board meeting; and
- The Superintendent shall determine when the student can return to the general education program, receive alternative instruction, or be subject to the expulsion process.

For legal assistance with disciplinary matters, you may contact the following:

Northeast New Jersey Legal Services
Bergen County Office
61 Kansas Street
Hackensack, New Jersey 07601
(201) 487-2166

Bergen County Bar Association
George W. Neiman Law Building
15 Bergen Street
Hackensack, New Jersey 07601
(201) 488-0032

Community Resources

The following community based health and social service provider agency is available to support the student and his/her family: Care Plus NJ, (201)265-8200 or email staff@careplusnj.org. To schedule an appointment, call (201) 986-5000.

Students with Disabilities

Generally, students with disabilities may be removed by a school official, including the Principal/designee, for no more than 10 consecutive or cumulative school days. The removal will be for 45 calendar days (in the case of dangerous weapons possession, possession or sale of illegal drugs, or inflicting serious bodily injury upon another person while on school grounds). However, a manifestation determination must be conducted, if a student is removed for more than 10 consecutive school days or is subjected to a series of short-term removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of factors such as the length of the removals, the total amount of time the student is removed, and the proximity of the removals to one another.

If, during the manifestation determination, the IEP Team determines that:

1. The conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
2. The conduct in question was the direct result of the District's failure to implement the IEP, then, the behavior will be deemed a manifestation of the student's disability.

If the behavior is determined to be a manifestation of the student’s disability, then the CST will conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If such plan is already in place, then the CST will modify, if necessary, to address the behavior.

Fighting

Differences of opinion should in all cases be settled by talking through the problem rather than by fighting. Students are encouraged to ask for peer mediation, or to request assistance from a teacher, guidance counselor, Dean of Students or the Assistant Principal in settling conflicts. Fighting for any reason will not be tolerated, and if it occurs, the involved students will be suspended from school.

Endangering Others

Any student, who is known to be in possession of anything dangerous to others, such as a firecracker, will be reported to the Assistant Principal. The student will give up the article, and the parent/guardian will be notified. Bringing such articles to school shows poor judgment and the student may expect the loss of some privileges, suspension from school, or both. Illegal items and activities will be reported to the police.

Weapons and Firearms

The District prohibits weapons, including, but not limited to, guns of any sort (including pellet, B-B and stun guns), knives, slingshots, chains, box cutters, and any other object that can be used to inflict serious bodily injury, on school grounds, at school sponsored events, and on any transportation vehicle provided by the District. Weapons include imitation firearms. “Toy weapons” are strictly prohibited. Any student, convicted or adjudicated delinquent for committing a crime while in possession of a firearm, or any student found in possession of a firearm on school grounds, on any transportation vehicle provided by the District, or at school sponsored functions, shall be immediately removed **for at least one calendar year** and be placed in an alternative education program. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Any student who commits an assault with a weapon upon a student, teacher, administrator, board member, or other Board employee, on school grounds, on any transportation vehicle provided by the District or at a school-sponsored function shall be immediately removed from the school’s general education program **for a period not exceeding one calendar year.** The District will place the student in an alternative education program in accordance with the law. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Any student who is found in possession of a weapon, other than a firearm, on school grounds, on any transportation vehicle provided by the District or at a school-sponsored function shall be immediately removed from the school’s general education program **for at least 10 (ten) school/calendar days.** The District will place the student in an alternative education program in accordance with the law. If none is available, the student will be entitled to home instruction, or other out of school instruction, until placement in an alternative setting is available.

Gang Insignia/Activity

Students shall not wear or possess any clothing, jewelry, symbol or other object that may evidence membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity.

Substance Abuse

The District prohibits the use, possession, and or distribution of drugs and alcohol on or near school grounds, at any event away from the school grounds that is sponsored by the District, and on any transportation vehicle provided by the District. The District has established consequences for drug and alcohol offenses and for any student who does not follow through on the recommendations for treatment or evaluation for alcohol or other drug abuse and related behaviors. (District Policy 5530)

Any student who is suspected of being under the influence of drugs or alcohol will be immediately sent for a medical examination including drug and alcohol testing. The student will be disciplined if found to be under the influence, in possession of drugs, alcohol, or related paraphernalia, or involved in distribution of substances. A report will be made to the police. The student will be required to submit to a formal substance abuse assessment and the student must comply with all treatment recommendations. Failure to do so will subject the student to further discipline including long term suspension.

Smoking and Tobacco

The District prohibits smoking and the use of tobacco products by students, staff and visitors at any time in school buildings, on school grounds, at events sponsored by the District away from school, an on any transportation vehicle supplied by the District. "Smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco, reconstituted tobacco, and the use of smokeless tobacco and snuff. (District Policy 5522).

INAPPROPRIATE SEXUAL BEHAVIOR

District policy prohibits inappropriate behavior constituting sexual discrimination and harassment, and/or any sexual behavior between students. Students must be mindful that New Jersey law prohibits a broad range of **conduct between students (and others) which may constitute "criminal sexual contact" (as defined by NJ criminal statutes, as applicable to juveniles, and which is not limited to actual physical contact) and more serious crimes.**

Students are entitled to feel and be safe while under the School's supervision. "Sexual contact" (physical or otherwise) is absolutely prohibited between staff (or other members of the school community) and any and all students. If any student, staff member, volunteer, or any other person is concerned that such conduct (attempted or actual) has occurred, is occurring, or is about to occur, such concern must be immediately reported to the Affirmative Action Officer and the Principal/designee.

Academic Dishonesty including Plagiarism/Cheating

Academic dishonesty is strictly prohibited whether in term papers, themes, essays, reports, images, take-home examinations, and all other academic work. Plagiarism includes use, without acknowledgement, of the ideas, words, formulas, textual materials, online services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's marking, and other acts that allow for falsely taking credit, are prohibited. Consequences include, but are not limited to: reprimand, suspension, loss of credit for all the work that is plagiarized, and imposition of community service.

STUDENT SURVEYS

The District will comply with the consent requirements of the federal Protection of Pupil Rights Amendment (PPRA) and N.J.S.A. 186-34 when administering surveys to students.

Teaneck Middle Schools' Code of Conduct

Examples of misconduct are listed in categories according to seriousness: Level I is least serious; Level IV is most serious. The list indicates the MINIMUM action to be taken by the school staff and administration, and it is intended to provide guidance. The gravity of any single offense or a repetition of offenses (whether or not the offenses are the same or different) may result in more serious consequences.

Level I

This category includes misbehaviors, which interfere with orderly classroom operation. These are usually handled by the teacher and include such things as lateness to class, unnecessary talking during the lesson, teasing or bothering another student during the lesson, and leaving class without permission. *Warnings, an after-school detention with the teacher, consultation with the guidance counselor, and/or parent/guardian contact are some of the usual consequences.*

The wearing of inappropriate attire—clothing that is likely to create, or does create, a disruption, disorder, or undue distraction in school, or such as to endanger the student's own safety or health—falls into this category, and is most often handled by a warning and a requirement for change, using gym clothes, for example. In extreme cases, a parent/guardian may be contacted and asked to provide a change of clothes.

Level II

Misconduct that falls into this category is again within the classroom and are *directly handled by the teacher*, but with administrative help as needed. The use of obscene or disrespectful language in class, talking back to the teacher, refusal to follow directions given by an adult staff member, verbal confrontation, physical scuffles, cutting class, misconduct in detention, and the forging of late notes or excuses, are examples of misbehavior at this level. The parent/guardian shall be informed of the behavior. *Consequences are usually in the form of more than one detention. Parent/guardian conferences may be required. The teacher may arrange for teaching colleagues, the guidance counselor(s), Dean of Students and/or administrator(s) to be present at the parent/guardian conference.*

Level III

Behavior that falls under this category is more severe, may be illegal, and may occur both in and out of the classroom. In all cases, the Dean of Students or Assistant Principal's office is informed, and the teacher fills out a formal referral report. Parents/guardians are informed, and a parent/guardian conference is usually required before the student is allowed back into school or a particular class. Fighting anywhere on or off school grounds, thefts, swearing at a teacher or other adult staff member, refusing to report for teacher-assigned detention, destruction of school property or the property of others, bullying, harassment, intimidation, cyber-bullying, as well as discrimination/harassment based upon a protected class, are types of behavior which fall into this category. Consequences may include an extended period of detention and/or a combination of in-school or out-of-school suspensions.

Examples of behaviors in the Level III category, which will usually incur extended detention as a minimum consequence, include: continued and willful disobedience; and truancy. The Dean of Students or administrator(s) may require the student to come for lunch/recess detention and/or after school for an extended period of time.

Examples of behaviors in the Level III category, which will usually incur in-school suspension, include: cutting detention; endangering any person or school property; and theft.

Examples of behaviors in the Level III category, which will usually incur out-of-school suspension, include: fighting; bullying; harassment; intimidation; cyber-bullying; discrimination based upon a protected class; extortion; malicious injury to persons; and trespassing (being in the building or anywhere on school grounds unlawfully or while on suspension). Fighting is a serious offense that may result in injury. Fighting usually incurs an out-of-school suspension of 5 days.

Depending on the circumstances, the age, and the prior disciplinary record of the students involved, and the outcome of parent/guardian conferences, the Dean of Students or administrator(s) may substitute a combination of extended detention, the assignment of a major project, and/or some form of community service as an alternative to an out-of-school suspension, for fighting or other serious misconduct.

Level IV

Behaviors that are illegal in nature and/or directly affect the safety or well-being of staff or students, fall into this category. Possession, sale, distribution and/or use of alcoholic beverages, drugs, or weapons; assault; threats of violence or other harm; verbal and physical harassment of students or staff members; bomb threats; threatening telephone calls to the school or to the home of a staff member; possession of fireworks or any explosive devices into the building; major vandalism; setting of a fire; and pulling false fire alarms come under Level IV. *Immediate suspension from school, followed by a parent/guardian conference and a consequence determined during the conference is required. Local authorities may be involved. Severe cases may require action by the Teaneck Board of Education, up to and including expulsion.*

In determining the seriousness of the misconduct, the administrator(s) may refer to the progressive discipline code approved for use at Teaneck High School.

Social Probation

Students who willfully and continually persist in misconduct or tardiness may be placed on SOCIAL PROBATION. The student and the student's parents will be notified in writing of the duration and specific limitations.

Students who are placed on Social Probation are prohibited from attending all extracurricular activities (anything beyond school hours including, but not limited to dances, trips and concerts). Any exceptions are at the discretion of the school administration. Social Probation may be reduced upon successful completion of a probationary period as determined by school administration. Please note that students may be placed directly on Social Probation at the discretion of school administration. Any student violating social probation is subject to an out-of-school suspension.

Point System

Students at the Middle School level are expected to develop a measure of self-discipline and control which reflects their increasing maturity and sense of responsibility; therefore, a point system is in place to support student growth. Any student who violates school regulations will be penalized with points according to the scale. A student who accumulates **12 points** is placed on Social Probation. However, a student may be placed directly on Social Probation at the discretion of the school administration. Please note that students may be placed directly on Social Probation at the discretion of school administration.

Disciplinary actions are not limited to points assigned.

	Point Range
1. Failure to report to office when tardy to school	2
2. Students in halls, lavatory or unauthorized areas without a pass	2-4

3. Inappropriate conduct	6-12
4. Use of profanity or obscene language, either spoken, computer generated or on apparel	2-6
5. Insubordination to staff or disruption of the learning environment	4-12
6. Cutting, failure to report for tutoring or teacher assigned detentions	3
7. Leaving school grounds without permission	6
8. Vandalism anywhere on school grounds or in the school building	3-6
9. Fighting	6-12
10. Unsportsmanlike conduct or inappropriate behavior at any school function	3-6
11. Forgery or alteration of school papers, records or school passes	3-6
12. Inappropriate conduct while on, boarding or leaving a school bus	3-6
13. Theft anywhere on school grounds or anywhere in the school building	6-12
14. Possession of tobacco products	6
15. Violation of network computer policy	6-12
16. Cutting class	
1 st time	2
2 nd time	6
3 rd time	6
17. Endangering or causing injury to a student or faculty member	6-12
18. Being removed from class for any disciplinary reason	3-6
19. Unauthorized use of school elevator	3
20. Playing cards or gambling	2
21. Tardiness to school (after 3 tardies)	2

Infractions

This is a list of some examples of offenses and their definitions. Please refer to prior paragraphs to determine under which level the offense belongs.

Offense	Definition
<i>Inappropriate Language</i>	Non-threatening, non-directed verbal messages used within conversation that include swearing, name-calling, or use of words in an inappropriate way.
<i>Defiance/disrespect</i>	Refusal to follow classroom or school rules, or staff directions, talking back and/or socially rude interactions.
<i>Disruptive Behavior</i>	Intentional behavior causing interruption in class or school activities/functions. Disruptions include loud talking, making noises with materials or body parts, throwing objects, getting out of seat, play fighting, horseplay, or otherwise distracting classmates.
<i>Horseplay</i>	Non-threatening physical interactions
<i>Missing Detention</i>	Unauthorized missing of detention
<i>Lying/cheating/plagiarizing</i>	Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by any means other than those authorized by the teacher.
<i>Misuse of pass</i>	Using a pass for a reason other than it is intended.

<i>Tardy</i>	Student is late to class or the start of a school day without a pass.
<i>Dress code violation</i>	The wearing of inappropriate attire – clothing that is likely to create, or does create: a disruption; disorder; undue distraction in school; or such as endanger the student’s own safety or health.
<i>Use of electronic communication devices</i>	Electronic communication devices must be turned off during school hours.
<i>Cutting class/homeroom</i>	Unauthorized missing of an assigned period or activity.
<i>Abusive/inappropriate interactions with peers and adults</i>	Threatening verbal or gestural interactions with peers or staff that are directed toward someone including swearing, name-calling, put-downs, making fun of or negatively talking about a person or their family, or gestures in an inappropriate way.
<i>Fighting/physical aggression</i>	Actions involving serious physical contact where an injury may occur (i.e. hitting, pushing, shoving, tripping, kicking, hair pulling and other physical acts).
<i>Physical assault on school personnel</i>	Intentional aggressive physical actions directed at school personnel.
<i>Sexual Misconduct</i>	Inappropriate actions or behaviors by touching or referring to, verbally or in writing, one’s own private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.
<i>Bullying, Harassment, and Intimidation</i>	Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that: 1. a reasonable person would know, under the circumstances, will have the effect of harming a student or damaging the student’s property, or placing a student in reasonable fear of harm to his or her person or damage to his/her property; 2. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
<i>Property damage</i>	Students must not cause damage, break or destroy school property or anyone’s personal belongings. Examples are writing in school textbooks, school property; damaging desks or computer equipment; intentionally clogging the plumbing system, etc.
<i>Theft</i>	Student is in the possession of, having possessed, or being responsible for removing someone else’s property.
<i>Forgery</i>	Students must not trick, or cause someone to be tricked by not telling the truth. Students must not sign or give a name other than their own. The forging of late notes or excuses are also examples.
<i>Use/possession of tobacco</i>	Student is in possession of or caught using tobacco products.
<i>Use/possession of drugs/alcohol</i>	Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs to school or school activities. This also includes any substance made to look like, or represented to be illegal drugs or alcohol and any related paraphernalia.
<i>Bomb threat/false alarm</i>	Student delivers message (electronically, verbally, written or gesturally) or orchestrates the delivery of a message of possible explosive materials being on school grounds, near school grounds, and or pending explosions; tampering with, pulling or orchestrating the pulling of an unwarranted fire alarm.
<i>Possession of a dangerous weapon</i>	Students must not handle, transmit, or use as a dangerous weapon, (real or look alike), an instrument capable of harming or creating the impression of causing bodily harm to another person.
<i>Extortion</i>	Extortion means getting money, promises, or favors by using a threat or force. Students must not make a person do anything he or she does not want to do by using threats or force.
<i>Cyber-Bullying</i>	Verbal harassment that occurs during online activities. Use of electronic information and communication devices, to include but not limited to, email messages, instant messaging, text messaging, cellular telephone communication, internet blogs, internet chat rooms, internet postings, and defamatory websites, that: 1. deliberately threatens, harasses, or intimidates an individual or group of individuals; 2. places an individual in reasonable fear of harm to the individual or damage to the individual’s property; 3. has the effect of substantially disrupting the orderly operation of the school.

Grievance Procedure

A grievance is a formal written claim by a student or group of students who are aggrieved by reason of the application of any school rule or regulation, or of an order by a staff member or by reason of any deficiency in the school system which requires remedial action. A grievance may also involve an alleged violation related to discrimination on the basis of race, color, creed, age, religion, sex, ancestry, national origin, disability, or social or economic status or sexual orientation.

If the matter concerns an allegation of discrimination including harassment, grievance and any appeal must be made in writing to the affirmative action officer who shall make an attempt, after investigation, to resolve the matter. The principal shall be provided with a copy of the appeal. If the matter is not resolved by the Affirmative Action Officers within ten days, the officer's findings shall be reported to the Superintendent of Schools.

If the grievance cannot be resolved informally or whenever the grievant believes that such a procedure is inappropriate or impractical, the grievant shall file a written statement setting forth the following information:

1. A brief statement of the specific nature of the grievance and the facts giving rise to it, and the steps previously pursued.
2. A brief statement of the relief desired.
3. A brief statement of reasons why the grievant believes he/she is entitled to the relief sought.

The written statement shall be delivered to the school principal who shall furnish a copy to the staff member involved. If the grievance concerns the principal, it shall be forwarded to the Superintendent of Schools. A conference will be scheduled within ten school days following receipt of the grievance, which shall be conducted informally, with each party having an opportunity to be heard. The principal shall render a written decision within five school days following the conference and a copy of same shall be provided to all interested parties.

If either party is dissatisfied with the decision, he or she may appeal within ten school days following receipt of the written decision. The appeal shall be in writing and to the Superintendent of Schools. All interested parties shall be provided a copy of the appeal, which must contain a statement of reasons upon which the appeal is based.

Upon receipt of the appeal, the Superintendent may decide the matter on the papers or hold a conference. The Superintendent will render a written decision to all interested parties within ten days following receipt of the papers or the conference, if one is held. If the Board is required to act, the Superintendent must make his/her recommendations within ten days of receipt of the grievance with copies to all parties.

If any party is dissatisfied with the decision of the Superintendent, he or she may request a hearing before the Board by filing a written notice of appeal to the Board Secretary within ten days of the Superintendent's decision. The notice shall briefly state the basis of the appeal and copies shall be provided to all parties, the principal and Superintendent. The Board Secretary shall notify all parties of the hearing date. The parties may present their positions to the Board orally or in writing and the Board may call witnesses and experts as it deems necessary to aid in resolving the matter. The Board shall forward its determination to all parties within thirty days of the hearing. The Board's decision shall be subject to review as may be available under Title 18A of the New Jersey Statutes. Failure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision at that step.

Despite anything to the contrary herein, in a charge of discrimination, the grievant, at any time may file a complaint with the County Superintendent, the Equal Employment Opportunity Commission, the New Jersey Division on Civil Rights or the U.S. Office for Civil Rights, U.S. Department of Education, or the New Jersey Department of Education. Addresses are available in the office of the district affirmative action officer.

All timelines may be extended by the Superintendent as reasonably requested and in accordance with Board policy and regulations.

DISCIPLINE CODE

The list of offenses and consequences has been designed to provide students, staff and parents with a base of information. It is not meant to be exhaustive, as no list can cover each and every violation and possible consequences. The District reserves the right to take different disciplinary action than what is provided for herein and to consider mitigating circumstances on a case-by-case basis, as it deems appropriate. In the event any offense occurs while a student is subject to discipline, additional discipline will be imposed for the new offense. Note that the ** denotes offenses that will be reported to the Teaneck Police Department as required by the Memorandum of Agreement.

PUPIL DISCIPLINE FOR MIDDLE SCHOOL

INFRACTIONS	MIDDLE SCHOOL		
	1 st offense	2 nd offense	3 rd offense
<i>Arson**</i>	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension / expulsion
<i>Assault Student to Student**</i>	OSS/ Reflection Paper	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion
<i>Assault Student to Teacher**</i>	10 day OSS / BOE review for possible long term suspension/reflection paper	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion
<i>Bombs / Explosives**</i>	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/BOE review for possible long term suspension/ expulsion
<i>Bus Misconduct</i>	Lunch recess detention	ISS reflection paper	OSS
<i>Cheating / Plagiarism</i>	Lunch recess detention/ paper/parent conference	OSS/ parent conference / zero on assignment	OSS/ parent conference / zero on assignment
<i>Disobedience / Defiance / Disrespect</i>	Lunch recess detention/ Parent conference	In-School Detention / Parent Conference	ISS/ Reflection paper / parent-teacher conference
<i>Disorderly Conduct/Pranks</i>	OSS/ Reflection paper/ parent conference	OSS/Reflection paper/ parent conference	10 day OSS/ BOE review for possible long term suspension
<i>Dress Code</i>	Parent Notification / In-School Detention	Parent Notification / In-School Detention	Parent Notification / ISS
<i>Electronic Devices / Cell Phones</i>	Confiscation / Student must pick up device after school	Confiscation / Parent Notification/ Parent must pick up device after school	Confiscation/Parent Meeting/ Parent must pick up device after school
<i>Endangerment to School or School Property**</i>	10 day OSS	10 day OSS / BOE review for possible long term suspension	10 day OSS / BOE review for possible long term suspension/expulsion
<i>Extortion / Coercion / Blackmail**</i>	OSS	10 day OSS / BOE review for possible long term suspension	10 day OSS / BOE review for possible long term suspension
<i>Failure to Follow Administrative Directive</i>	ISS	OSS	OSS

<i>Failure to Report to Detention</i>	Recess detention	ISS	OSS
<i>Fighting</i>	ISS	OSS	10 day OSS / BOE review for possible long term suspension
<i>Firearms**</i>	10 day OSS / BOE review for possible long term suspension	10 day OSS / BOE review for possible long term suspension	10 day OSS / BOE review for possible long term suspension/expulsion
<i>Forgery</i>	Parent conference/ lunch recess detention	ISS	OSS
<i>Gambling</i>	Lunch recess detention	ISS	OSS
<i>Gang Activity / Insignia**</i>	OSS	OSS	10 day OSS / BOE review for possible long term suspension
<i>Graffiti</i>	Lunch recess detention	ISS	OSS
<i>Gum Chewing</i>	Warning	Lunch recess detention	ISS
<i>Hazing**</i>	OSS / Reflection paper	10 day OSS / BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion
<i>HIB (Harassment Intimidation and Bullying) Includes Cyber Bullying</i>	See HIB Policy #5512	See HIB Policy #5512	See HIB Policy #5512
<i>In School Before/After School Without Supervision</i>	Warning	Lunch recess detention	ISS
<i>Leaving School Property Without Authority</i>	In-School Detention	ISS	OSS
<i>Locker Usage for Illegal Purposes**</i>	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension
<i>Misuse of Technology</i>	See Technology Policy / In-School Detention / Reflection Paper	See Technology Policy / ISS	See Technology Policy / OSS
<i>Physical Scuffle/Horse Play</i>	Lunch recess detention	In-School Detention	ISS
<i>Sexual Harassment</i>	OSS	10 day OSS/BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion
<i>Sexual Misconduct</i>	OSS	OSS	10 day OSS/BOE review for possible long term suspension
<i>Smoking /Tobacco</i>	ISS	OSS	OSS
<i>Substance Abuse**</i>	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530	See Substance Abuse Policy 5530
<i>Tardiness / Cutting</i>	See Attendance Policy 5200	See Attendance Policy 5200	See Attendance Policy 5200
<i>Theft**</i>	OSS	OSS	OSS
<i>Threats to Staff / Others Without Weapon</i>	OSS/Board review for possible long term suspension	10 day OSS/BOE review for possible long term suspension	10 day OSS/BOE review for possible long term suspension
<i>Trespassing / Wrongful Entry**</i>	OSS	OSS	10 day OSS/BOE review for possible long term suspension
<i>Truancy / Unauthorized Absence / Excessive Absences</i>	See attendance policy 5200	See attendance policy 5200	See attendance policy 5200
<i>Use of Profanity / Obscene Language</i>	Lunch recess detention / Apology letter	In-School Detention	ISS
<i>Vandalism**</i>	ISS	OSS	OSS/ BOE review for possible long term suspension
<i>Verbal Confrontation</i>	Lunch recess detention	ISS	OSS
<i>Weapons**</i>	10 day OSS	10 day OSS/ BOE review for possible long term suspension	10 day OSS/ BOE review for possible long term suspension/expulsion

Student Pledge of Respect (Rubric)

Be...	RESPONSIBLE	RESPECTFUL	READY TO LEARN
Classroom	<ul style="list-style-type: none"> ▪ <i>Be on time and prepared with class materials</i> ▪ <i>Be responsible for your words and actions</i> 	<ul style="list-style-type: none"> ▪ <i>Be kind in words and gestures</i> ▪ <i>Be attentive and follow directions</i> 	<ul style="list-style-type: none"> ▪ <i>Be engaged in all class activities</i> ▪ <i>Be inspired to learn and collaborate with others</i>
Hallways	<ul style="list-style-type: none"> ▪ <i>Be in assigned area at all times</i> ▪ <i>Be sure to always keep the hallways clean</i> 	<ul style="list-style-type: none"> ▪ <i>Be mindful of others in words and actions</i> ▪ <i>Be sure to walk and not run to your destination</i> 	<ul style="list-style-type: none"> ▪ <i>Be ready to attend class on time</i> ▪ <i>Be sure to go to your locker before class time</i>
Cafeteria	<ul style="list-style-type: none"> ▪ <i>Be sure to keep the cafeteria clean</i> ▪ <i>Be seated with no more than six people per table</i> 	<ul style="list-style-type: none"> ▪ <i>Be kind and patient as you wait on line</i> ▪ <i>Be sure to keep your hands to yourself</i> 	<ul style="list-style-type: none"> ▪ <i>Be helpful when it is time to clean your table</i> ▪ <i>Be ready to return to class after lunch/recess</i>
Activities/ Assemblies	<ul style="list-style-type: none"> ▪ <i>Be seated in your designated area</i> ▪ <i>Be sure to take belongings when leaving</i> 	<ul style="list-style-type: none"> ▪ <i>Be mindful of others (respond appropriately)</i> ▪ <i>Be accountable for your words and actions</i> 	<ul style="list-style-type: none"> ▪ <i>Be attentive and ready to listen to any directive</i> ▪ <i>Be appreciative of other people's talents</i>
Restrooms	<ul style="list-style-type: none"> ▪ <i>Be sure to wash and dry your hands appropriately after restroom use</i> ▪ <i>Be sure to keep all restrooms clean</i> 	<ul style="list-style-type: none"> ▪ <i>Be sure to choose appropriate times to use the restroom</i> ▪ <i>Be respectful of the privacy of others</i> 	<ul style="list-style-type: none"> ▪ <i>Be sure to promptly return to class after restroom use</i> ▪ <i>Be ready to report any problems to an adult</i>
Before & After-School	<ul style="list-style-type: none"> ▪ <i>Be sure to enter/exit the school building through designated doors</i> ▪ <i>Be sure to arrive to school on time and leave in a timely manner after dismissal</i> 	<ul style="list-style-type: none"> ▪ <i>Be mindful of others in words and actions (keep your hands to yourself)</i> ▪ <i>Be respectful of neighboring properties as you walk to/from school</i> 	<ul style="list-style-type: none"> ▪ <i>Be sure to arrive to school on time and leave in a timely manner after dismissal</i> ▪ <i>Be sure to obtain materials and supplies from locker</i>

